

Power of Workspace with Gemini

Gemini Adoption Series



Gemini Adoption Series

Thursday May 22: Prompting

Tuesday May 27: Gemini app and Workspace apps

Thursday May 29: NotebookLM

On-Demand

Vids

Security and Privacy





Colin McCarthy

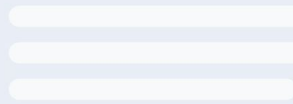
Director of Digital Transformation

Google Workspace with Gemini

A Powerful new way of working with generative AI across Google Workspace



Summary of this email



Send a message

@Gemini|



The **best of Google AI** is now included in Google Workspace Business and Enterprise plans

Get AI assistance in Google Workspace apps

✦ Gemini for Google Workspace

Do your best work faster with AI built into Google's popular apps like Gmail, Docs, Sheets, Meet, Chat, Google Vids, and more

Chat with Google's next-gen AI

✦ Gemini **Advanced**

Build a team of AI experts to tackle your most complex projects — including coding, deep research, and data analysis

Surface insights faster with AI

NotebookLM **Plus**

Upload sources to get instant insights and podcast-like audio overviews to help accelerate team knowledge sharing



Agenda

What is Generative AI **01**

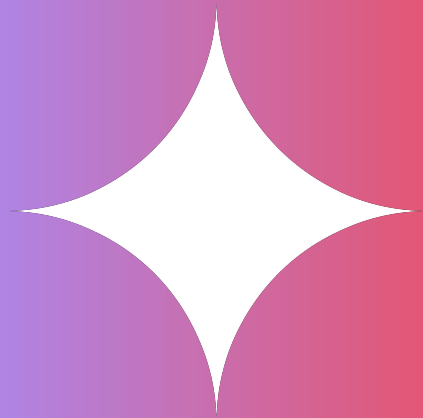
Gemini Era **02**

Privacy and Security **03**

Gemini Resources **04**

01.

What is Generative AI





Generative AI is a type of artificial intelligence that **helps humans create content**, such as text and images.

It'll enable a **new era of work**, as it can make humans significantly more **productive, collaborative, and creative**.

FORTUNE

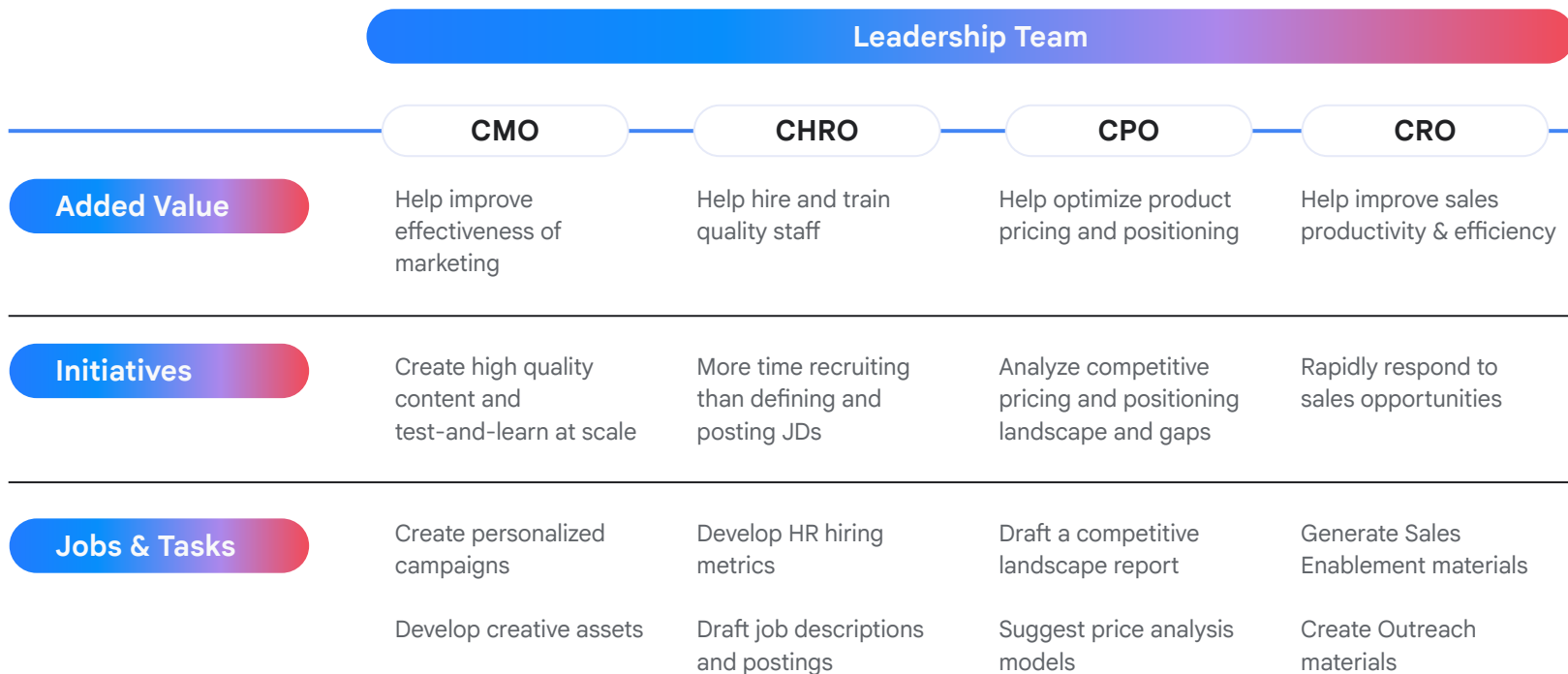
Mark Cuban says there will be 2 types of companies in the future: ‘Those who are great at A.I. and everybody else’

“Even though it seems like a lot and like it’s complicated, you have to be curious enough to figure it out. Otherwise, someone is going to kick your butt.”

<https://fortune.com/2023/06/12/mark-cuban-generative-ai/>



Gemini can add value across teams and organizations




Based on surveys with >3K users who piloted Gemini for Google Workspace:

Users saved
105 min
per week on average



77%
of users would miss
Gemini if taken away



Welcome to the Gemini era

Chat 

Write 

Create 

Analyze 

Meet 

With Gemini

Workspace now includes the best of Google AI

Unlock **a suite of AI-first applications** within your workflow
— without the need to purchase any add-ons.



Gemini **Advanced**

Powerful models



Integrated AI across
Workspace

 Gemini

 Google Vids

NotebookLM **Plus**

Innovative new AI products



A new era of work with generative AI



From the beginning, Google Workspace was built to allow you to collaborate in real time — **now, you can collaborate with AI**



Gemini for Google Workspace is a Powerful collaboration partner that can act as a coach, source of inspiration, and productivity booster — all while ensuring every user and organization has control over their data



Gemini helps you **write, create images, organize data, connect** more meaningfully, and much more



Gemini for Google Workspace



Helps you write

Gemini works behind the scenes to help you write — whether it's refining existing work or helping you get started



Helps you create images

With Gemini, you can easily create images for presentations and meetings from a simple prompt



Helps you organize

Gemini is here to help you analyze and act on your data quickly



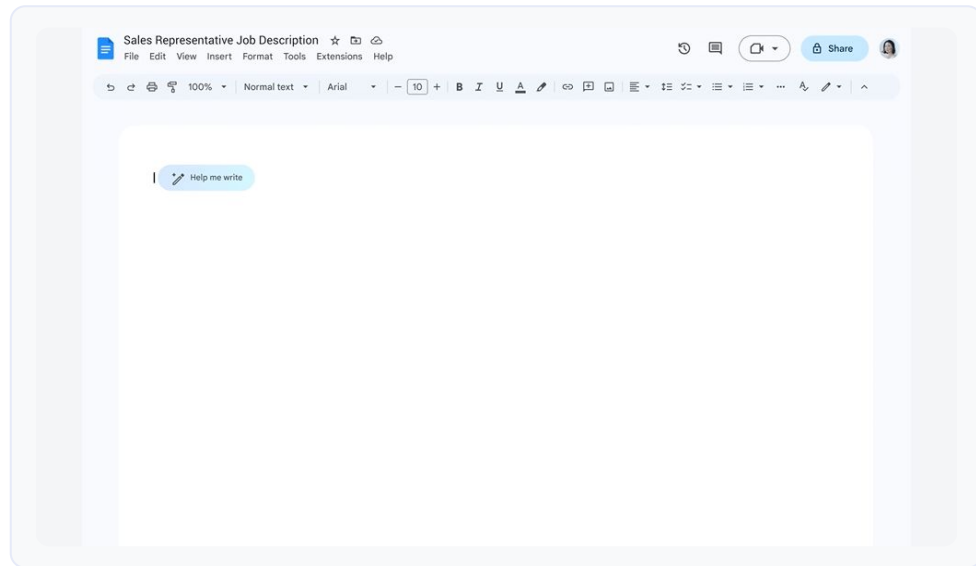
Helps you connect

Gemini helps you look and sound your best on video calls so you can focus on the conversation

 Helping you write

Helping you write in Google Docs

- Google has also embedded Gemini into Docs, helping you generate a project plan, proposal, or brief in just seconds
- Gemini can not only help you write the content, it can also include smart chips for information like location, status, and custom variables
- This helps keep you in the flow of projects and go from concept to completion faster — without ever leaving your document



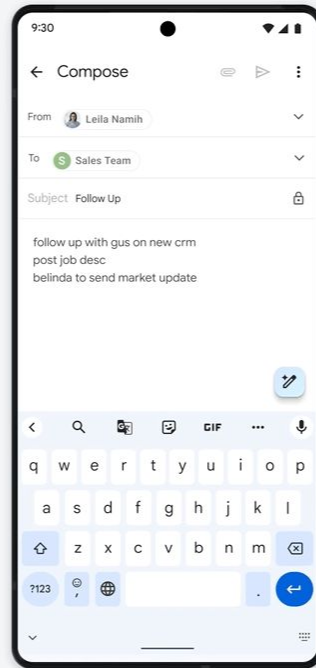
Features subject to change

Features subject to change



Helping you write in Gmail — even on the go

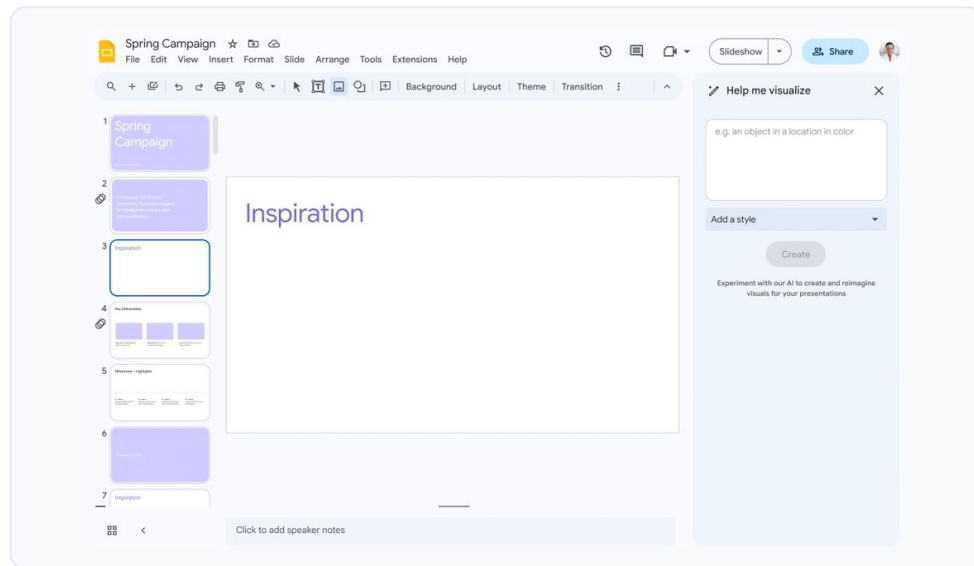
- Blank pages can stump the best of us — that's why Google has embedded Gemini in Gmail (on web and mobile) to help people get started writing
- Simply type a topic you'd like to write about, and a draft can instantly be generated for you — saving you time and effort
- With Gemini, you can continue to refine and edit, getting more suggestions as needed





Helping you create custom and original images in Google Slides

- Creating unique and compelling visuals for presentations has been a manual, time-consuming, and expensive process
- With Gemini, you can easily create original images for your Slides presentations with just a few words
- The real Power of image generation is you can now visualize something that has never existed



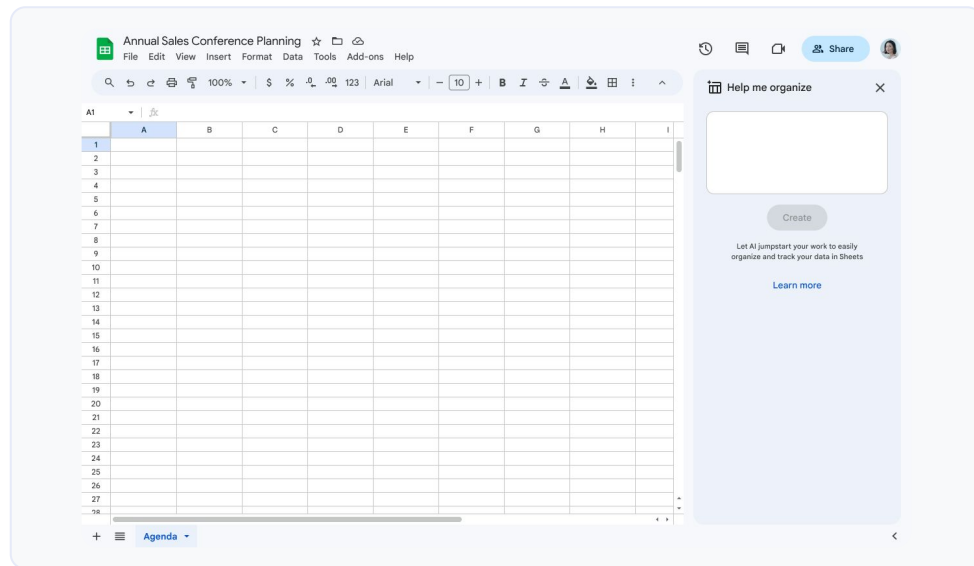
Features subject to change



Helping you organize

Helping you organize and act on your data in Google Sheets

- Gemini helps you analyze and act on your data in Sheets faster than ever before
- Simply describe what you're trying to accomplish, and Sheets can automatically generate a table to track any project
- Gemini can also classify the data for you, freeing you up to focus on more important work

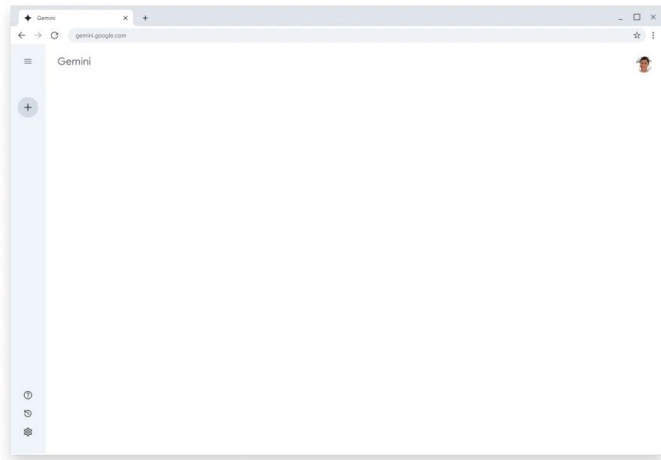


Features subject to change



Spark Breakthrough Ideas with Gemini Advanced, your AI Thought Partner

- Conversational for Deeper Understanding
- Fuel Knowledge & Decision-Making
- Easy Workflow Integration
- Enterprise-grade data protections
- Google's Most Powerful AI Models (Flash 2.0 / 1M context window)
- New models for Deep Research

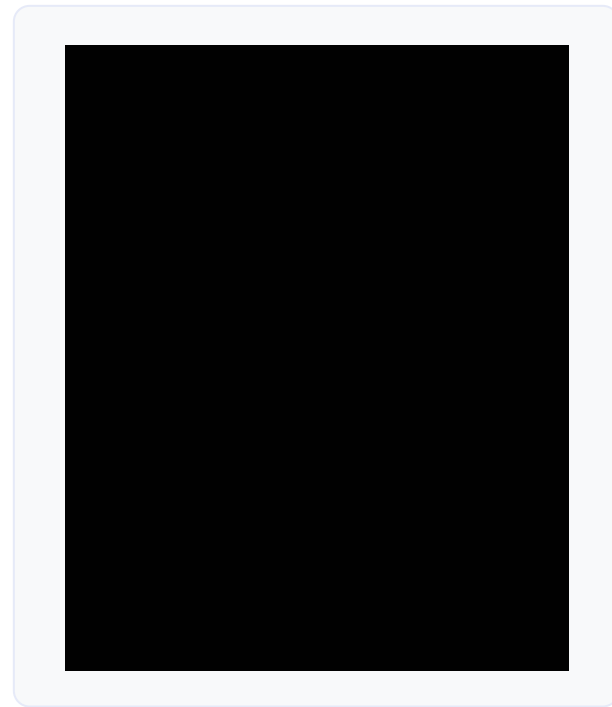




Build custom AI experts with Gems

With Gems, you can further leverage the Power of Gemini in a way that's customized to your needs more efficiently by minimizing repetitive prompting and focusing Gemini on a specific task.

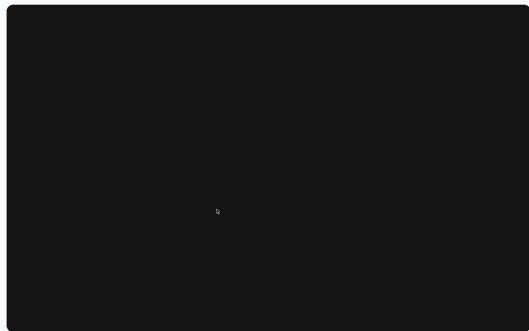
- Gain valuable insights
- Streamline copy editing
- Scale your marketing
- Stay ahead of the curve





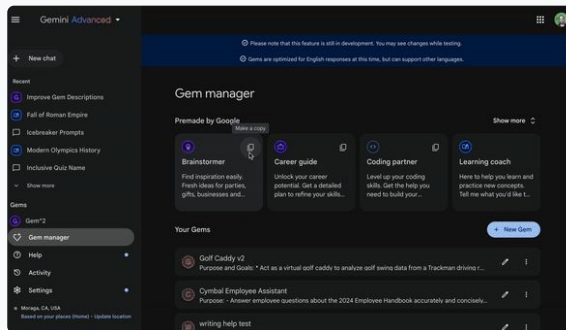
Ways to use Gems

Premade Gems



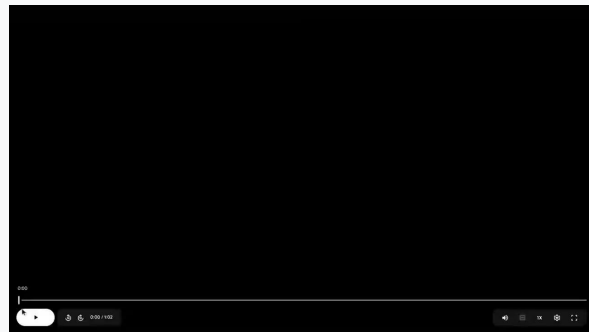
Chat with a premade Gem that is tuned to focus on a specific topic

Customize a Premade Gem*



Edit a premade Gem to align with your use cases

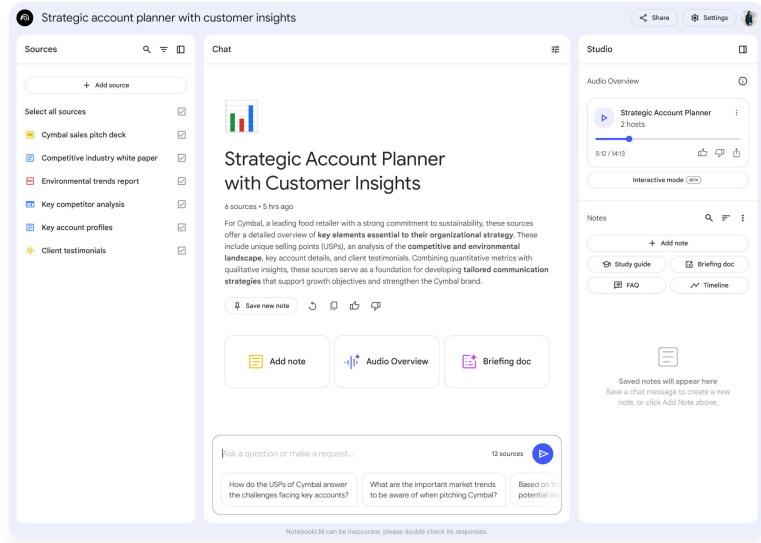
Create your own Gem



Write your own instructions to create a Gem unique to your needs.

NotebookLM Plus

now available with Gemini for Google Workspace



NotebookLM is the ultimate tool for understanding the information that matters most to you. The AI-Powered research assistant helps you get critical insights faster, grounded only in the information you provide.

Upload your sources, create tailored notebooks and share with your organization to enhance collaboration and knowledge sharing. **NotebookLM Plus, the premium version that includes enhanced features and higher limits, is now included with Google Workspace as a core service.**

NotebookLM Plus for Google Workspace

NotebookLM

Free for individuals to get started

- ✓ Built with Gemini 1.5
- ✓ Upload PDFs, websites, Google Docs and Slides, YouTube URLs, and more
- ✓ Create one-click summaries, FAQs, timelines, and briefing docs
- ✓ Generate Audio Overviews and listen on-the-go
- ✓ Ask questions for deeper insights and get answers with citations

NotebookLM Plus

Everything in NotebookLM, plus:

- ✓ Get 5x more Audio Overviews, notebooks, and sources per notebook
- ✓ Customize the style and tone of your notebooks
- ✓ Create shared notebooks for your team and get usage analytics
- ✓ [Learn about more benefits and pricing](#)

Key Features



Instant Insights

Upload diverse sources like PDFs, websites, and videos to receive instant, AI-driven expertise, including summaries, insightful connections, and polished presentation outlines complete with talking points and supporting evidence, ultimately saving time and enhancing comprehension.



See the source, not just the answer

Gain confidence in every response by seeing clear citations and exact quotes from your sources.



Listen and learn on the go

Audio Overviews can turn your sources into engaging audio discussions. You can also join the conversation to ask questions.



Spark new ideas

Upload your brainstorming notes, market research, and competitor research to identify trends, generate new product ideas, and uncover hidden opportunities.



Premium features



Customize your notebook experience

Choose a conversation style that suits you, or create your own. Adjust the response length to get exactly the information you need.



Sharing

Create expert guides, knowledge bases and help centers with versatile sharing options and "chat only" mode.



Analytics

Get analytics to view how people engage with your notebook, including daily usage and queries.

NotebookLM Use cases

How NotebookLM can work for you and your organization



Sales

Add your product information, competitor analysis, and market research.

NotebookLM can help you prepare for customer meetings by creating an account plan help your team make better decisions and answer customer questions more accurately.



Training & onboarding

Add your existing training manuals, presentations, and videos.

NotebookLM can help your new hires get up to speed quickly and effectively.



Marketing

Add your customer research, communications, analysis, and blog posts.

NotebookLM can help you unlock new campaign opportunities and customer insights, transforming your next big Marketing idea with engaging content.



Teaching & learning

Add your district's strategy plan, education standards, lecture notes and course readings.

NotebookLM can help you generate summaries, guided lesson plans, study guides, discussion questions, and quizzes.



Customer support

Add your help center articles, FAQs, and product documents.

NotebookLM makes knowledge accessible, arming you with the information you need to provide quick turnarounds and swift troubleshooting.



Product Development

Add your product specifications, design documents, and user feedback reports.

NotebookLM can help your product team centralize information, make informed decisions, and accelerate product development.



Google Vids

Your new AI-Powered video creation app that helps teams easily
build and tell compelling stories through video at work.



Gen AI capabilities like 'Help me create' and generative voiceovers help you build engaging, polished videos



Simple and intuitive UI that makes it easy to create and collaborate, just like Docs and Slides



Vids is a part of Google Workspace, meaning the same security principles and controls apply

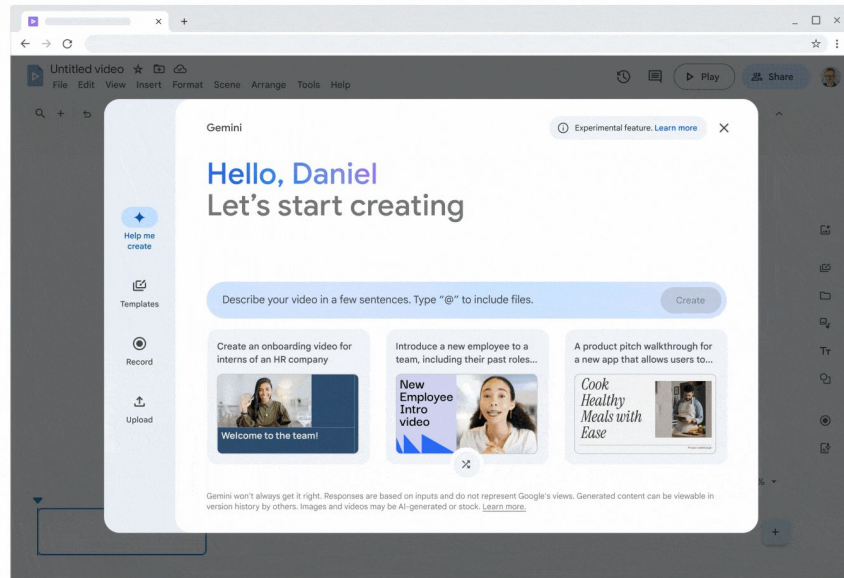
Google Vids helps teams of all sizes engage coworkers and customers with dynamic video content.



Build engaging video stories

Help your team easily build and tell compelling stories at work through AI-Powered video creation.

With just a simple prompt and content from your Google Drive, Vids generates your video storyboard and helps build your narrative.



EmPowering teams to tell **more engaging** **stories** at work



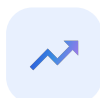
For learning and development

- Employee training
- Process trainings
- Sales enablement



For customer service agents

- Customer support
- Customer experience and loyalty
- Internal updates and recaps



For marketers

- Event or campaign recaps
- Internal newsletters
- Process explainers



For project managers

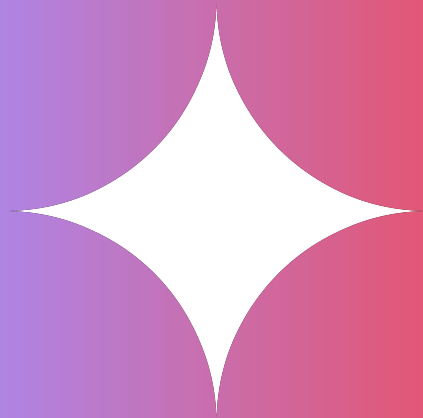
- Internal project updates
- Business and partner management
- Relationship building



For Leaders

- Company wide announcements
- Important internal updates
- Relationship building

Privacy & Security





Google Workspace with Gemini features gives you choice and control over your organization's data

Your data is your data

- Your data is *not* used to train Gemini models outside of your domain without permission.
- Your data is *not* sold or used for ads targeting.

You are in control

- You have controls to identify and protect sensitive data.
- Your existing Google Workspace security and sovereignty policies automatically apply.

You can stay compliant

- One of the first AI solutions to attain SOC 1/2/3, ISO 42001, ISO 27001/17/18, and more.
- Can help you meet HIPAA and FedRAMP High* compliance.

** Package to obtain FedRAMP High authorization was submitted in November 2024; certification pending review by the Joint Authorization Board (JAB).*

Gemini attained a comprehensive set of safety, privacy, and security certifications



- GDPR
- HIPAA
- CSA STAR
- CCPA
- SOC 1
- SOC 2
- SOC 3
- ISO 27001
- ISO 27017
- ISO 27018
- ISO 27701
- ISO 42001
- ISO 9001
- FedRAMP High*

* Package to obtain FedRAMP High authorization was submitted in November 2024; certification pending review by the Joint Authorization Board (JAB).

Demo time



Writing an effective prompt

There are four main areas to consider when writing an effective prompt. You don't need to use all four, but using a few will help!

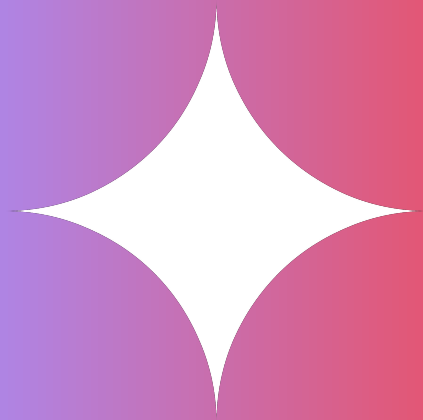
Persona — Who is asking for the information

Task — What do you need Gemini for Workspace to do for you

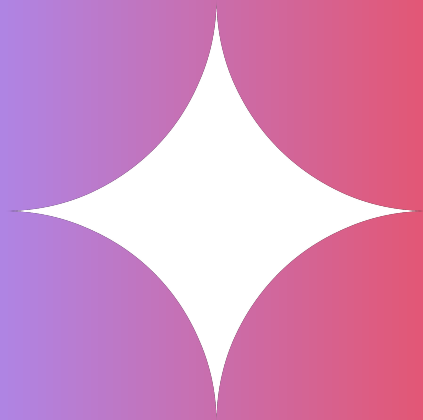
Context — Any additional information Gemini could use to generate a more specific response

Format - How do you want Gemini to format its output (in bullet points, images in a specific style, etc.)

Q&A



Gemini Resources



Workspace with Gemini Resources & Training

Cloud Skills Boost

- 01 - [Intro to Gemini in Workspace](#)
- 02 - [Gemini in Gmail](#)
- 03 - [Gemini in Google Docs](#)
- 04 - [Gemini in Google Slide](#)
- 05 - [Gemini in Google Sheets](#)
- 06 - [Gemini in Google Meet](#)
- 07 - [Gemini in Google Drive](#)
- 08 - [Create Videos with Google Vids](#)

Google Help Center

- [Collaborate with Gemini in Gmail](#)
- [Collaborate with Gemini in Google Drive](#)
- [Collaborate with Gemini in Google Docs](#)
- [Collaborate with Gemini in Google Slides](#)
- [Collaborate with Gemini in Google Sheets](#)
- [Gemini Web App & Getting started w/ Gems](#)
- [Get started with NotebookLM](#)

Google Learning Center

- [Get started with Gemini](#)
- [Role specific prompts & use cases](#)
- [Tips for writing prompts](#)
- [Using Gemini Cheat Sheet](#)
- [Get started with Google Vids](#)
- [Create a new Gem](#)
- [Learn about GenAI](#)

Additional Resources

- [Short Demos Hub](#)
- [Gemini Resource Hub](#)
- [Deploying Gemini HC resource](#)
- [Prompting Guide 101](#)
- [Gemini Advanced Ebook](#)
- [Gemini Adoption Guide](#)

WS Admins / Security

- [Gemini features and admin controls](#)
- [Gemini Alphas and admin controls](#)
- [Gen AI in Workspace Privacy Hub](#)
- [Review Gemini Usage](#)



Join us May 22 for Prompt Engineering Best Practices

Google Workspace

Thank you!

