

# What's New



## Featured Launch: New Google Contacts

Enable the new Google Contacts for your users from the Admin console

- [Getting started with the new Google Contacts preview](#)
- [Easily get rid of duplicates](#)
- [Improved Domain Directory](#)
- [Automatically updated Contacts](#)



## Work together

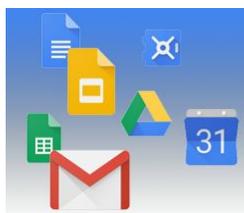
[Set expiration dates for access to Google Drive, Docs, Sheets, and Slides files](#)



Docs, Sheets, and Slides on the go

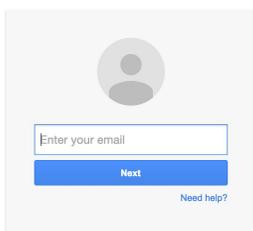
## Work anywhere

[Improved Trash support and folder colors in the Google Drive for iOS app](#)  
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## Business ready

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## Learn more about Google Apps

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[The Apps Show on YouTube](#)  
[What's New for Apps Admins videos](#)

We'd really appreciate [your thoughts](#) on how we can make this newsletter work best for you.

-The Google Apps Team  
April 4, 2016

# Featured Launch: New Google Contacts

Enable the new Google Contacts for your users from the Admin console

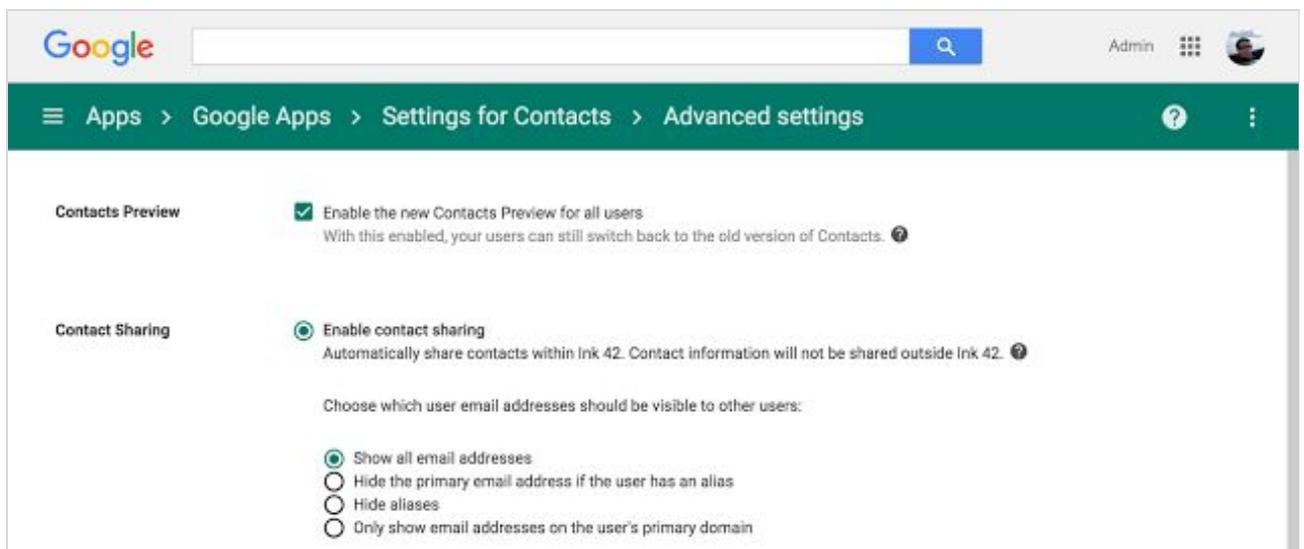
Announced March 29th, 2016

 Share with your organization

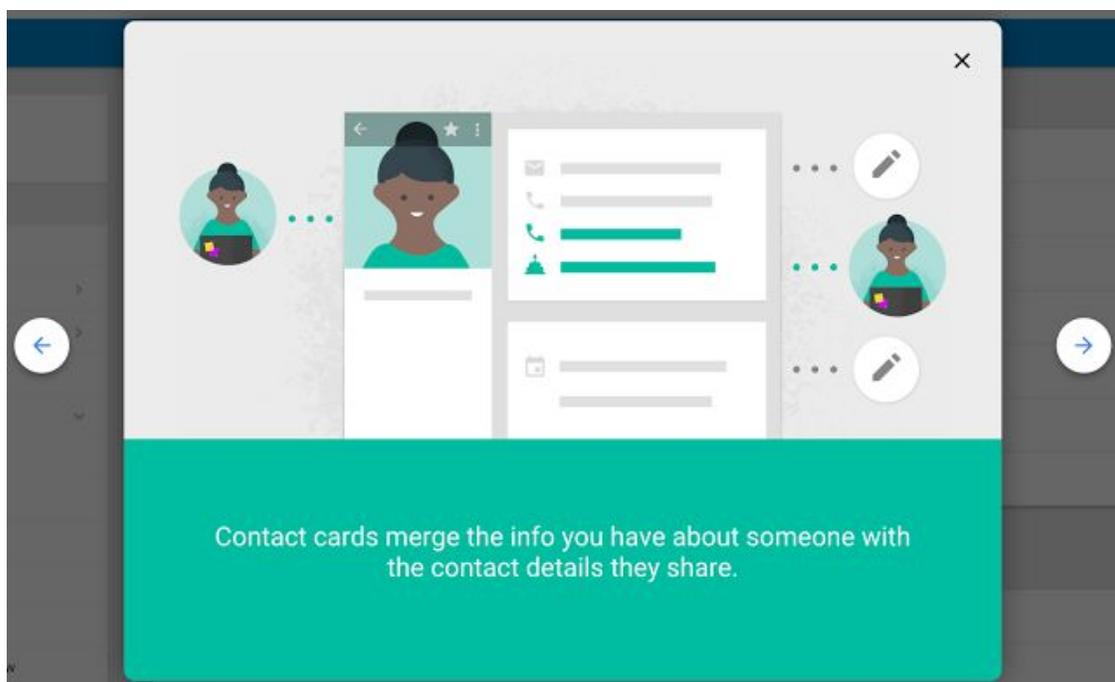
**What's new:** Last year, we [launched](#) the new Google Contacts preview to consumer users with several time-saving improvements, such as a rebuilt “Find duplicates” feature, [automatic updating of contacts](#) with shared Google profile information, as well as a fresh look and feel. Now, we’re pleased to announce that several new improvements have been added at the request of Google Apps users and we’ve making it possible for Apps admins to enable the Google Contacts preview for their users from the Admin console.

## Getting started with the new Google Contacts preview

This new Admin console setting is off by default, giving admins full flexibility to enable the new Contacts preview on their own schedule. To enable this feature in the Admin console, click on **Apps > Google Apps > Contacts > Advanced** settings. Once enabled, all users will see the new Google Contacts by default and will have the ability to switch back to the old Google Contacts by using the “Leave the Contacts preview” link from the **More** section of the left-hand navigation menu.



After enabling this feature, when users next visit Google Contacts they will see the new UI and a “warm welcome” splash page will guide them through the new features.



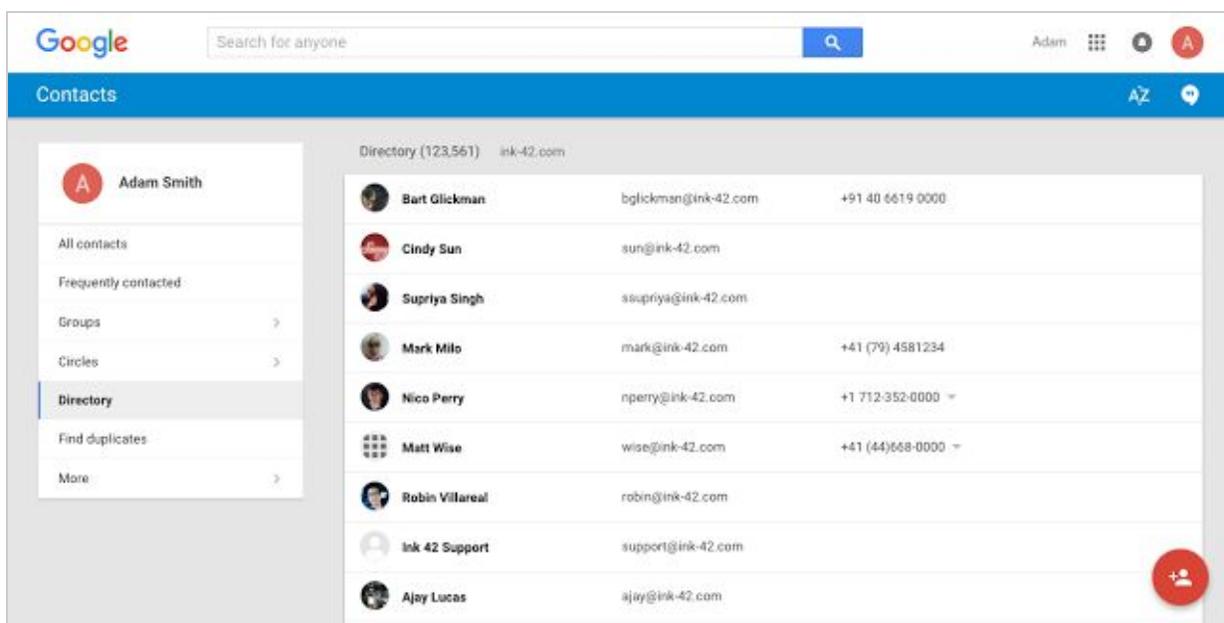
## Key improvements

**Easily get rid of duplicates:** No one likes having duplicate contacts, but they inevitably crop up. So we've rebuilt our "Find duplicates" feature from the ground up to provide a quick and painless way to clean up your duplicates.

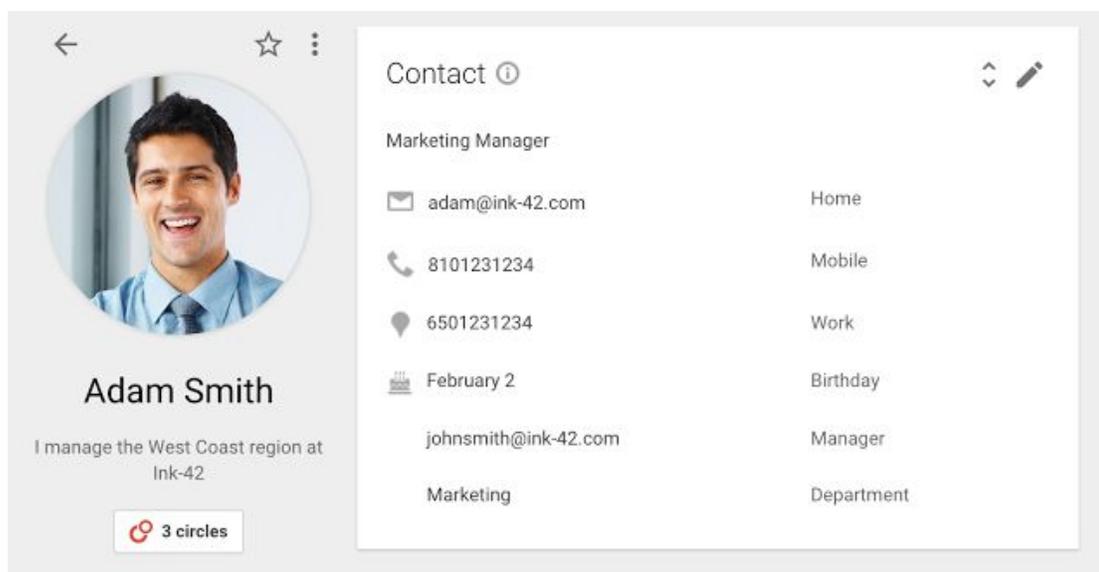
## Find and merge duplicates in Google Contacts



**Improved Domain Directory:** The directory is easier to navigate through a more intuitive and faster "infinite" scroll.



**Automatically Updated Contacts:** Users can keep their contacts up to date automatically with shared information from the domain directory, Google+ (if enabled), and more. In addition, Google Contacts also now supports high resolution photographs.

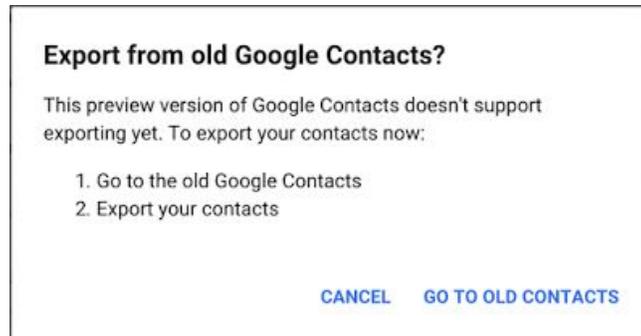


### Limitations and switching back to the old Contacts

The following features are not yet available in the new Google Contacts:

- [User Custom Fields](#)
- Contact delegation
- Editing group email preferences
- Import/Export
- Print

When people try to use these features, they will be prompted with a message that these features are not supported as of yet and presented with a link to go back to the old Google Contacts.



To opt-out and switch back to the old Google Contacts, users can click **More > Leave the Contacts preview** from the left-hand navigation of the Google Contacts preview.

*For more information about the new Google Contacts, check out the [Help Center](#).*

# Work together

## Set expiration dates for access to Google Drive, Docs, Sheets, and Slides files

Announced March 15th, 2016



Share with your organization

**What's new:** We know that businesses today don't operate in isolation; employees work not only with one another, but with third-party vendors, clients, customers, and other businesses as well—and often on a temporary basis. To keep your organization's information safe in these situations, we introduced the ability to set an "expiration date" for specific user access to files in Google Drive, Docs, Sheets, and Slides.

For instance, imagine your business hires an outside contractor for a project lasting three months. To complete the job, that contractor needs to view a spreadsheet containing the contact information of your employees. Following this launch, you are now able to share your employee list in Sheets with the contractor, give them view access only, and set that access to expire when their contract does (in three months). If the contractor attempts to open the spreadsheet after the expiration date has passed, they'll be denied access.

## Set expiration dates for access to Google Drive, Docs, Sheets, and Slides files



This functionality, coupled with the Information Rights Management (IRM) features we launched last July, should significantly increase the security of your organization's documents and information.

Please note that you'll only be able to set expiration dates for users with comment or view access; you will not be able to set expiration dates for file owners or users with edit access.

**IMPORTANT:** This feature will roll out gradually over the course of two to three months; please note that you may not see the feature in your domains until mid- to late Q2 2016.

For more information, learn about [changing your sharing settings](#) and [sharing files and folders in Google Drive in the Help Center](#).

# Work anywhere

## Improved Trash support and folder colors in the Google Drive for iOS app

Announced March 9th, 2016

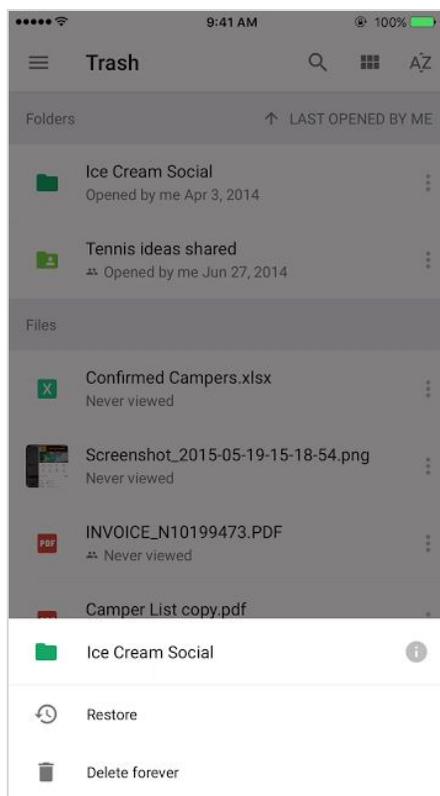
 Share with your organization

**What's new:** An updated version of the Google Drive for iOS app is now available in the App Store. New features include:

- **Trash View:** You'll now have the ability to view, restore and delete items in your trash from within the iOS app. >
- **Folder Colors:** You can now view and modify your Google Drive folder colors on the fly.

### More Information

- [Organize your files in Google Drive](#)
- [Delete and restore files in Google Drive](#)
- [Get the latest Google Drive iOS app in the App Store](#)



## Better collaboration, more options with the latest Docs, Sheets, and Slides Android apps

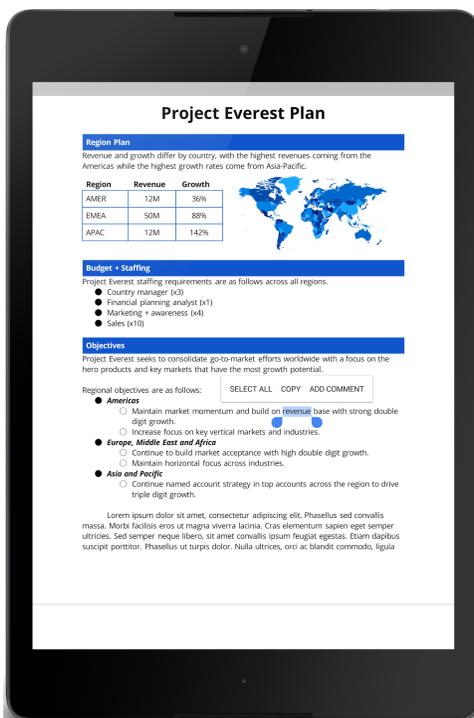
Announced March 10th and March 23rd, 2016

 Share with your organization

**What's new:** New versions of the Google Docs, Sheets, and Slides apps for Android are now available on [Google Play](#).

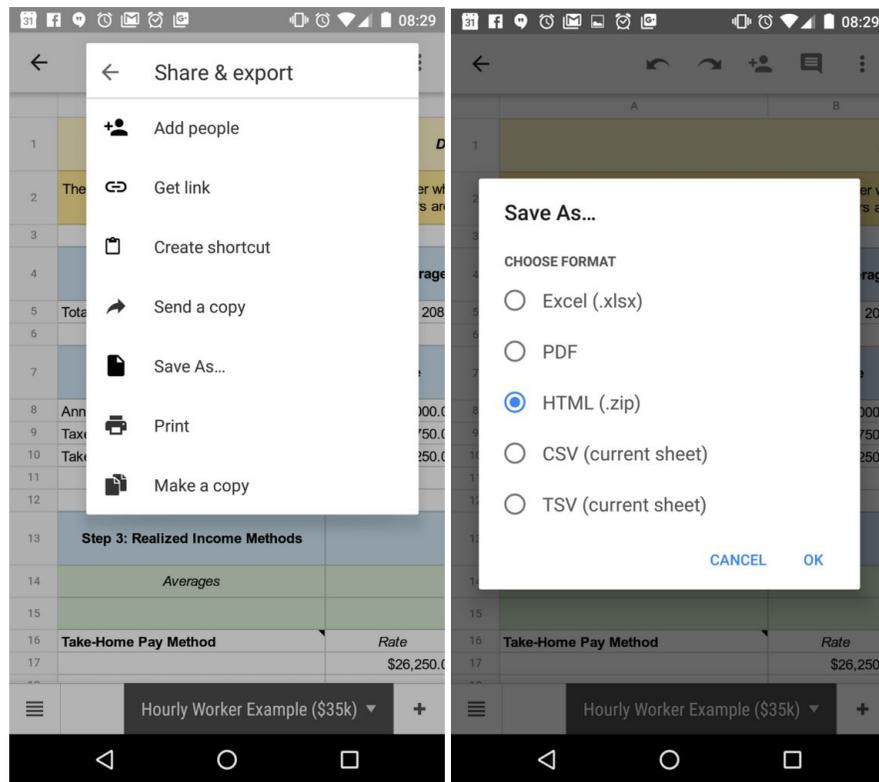
In the Docs Android app, you can now:

- Select, copy, and comment on content in Print Layout view.



In the Sheets Android app, you can now:

- Send a copy of or save a spreadsheet as an HTML web page file (provided in a .ZIP folder) from the **Share & export** menu.
- Save the sheet you're currently viewing as a .CSV or .TSV file from the **Share & export** menu.
- View Google Drawings in spreadsheets (note that Drawings will not be visible in frozen rows and columns).



In the Slides Android app, you can now:

- Send a copy of or download the slide you're currently viewing as a .JPEG, .PNG, or .SVG file from the **Share & export** menu.
- Create and edit presentations that read from right to left, a necessity when presenting in languages such as Hebrew and Arabic.



### More Information

- [Help Center: Edit and view text from right to left](#)
- [Help Center: Print a document, spreadsheet, or presentation](#)
- [Help Center: View and create spreadsheets on Android](#)
- [Help Center: Use the Google Slides app for Android](#)

## Swipe to preview, reverse sort, and more in the new Google Drive for Android app

Announced March 21st, 2016

 Share with your organization

**What's new:** A new version of the Google Drive for Android app is now available in Google Play. New features include:

- **Swipe to preview:** You can now swipe through your Drive folders faster while in preview. This lets you quickly scan through all your favorite Google Drive files.

Swipe through  
files on mobile with  
preview in Drive



- **Reverse Sort:** We've heard feedback that you want more flexibility in how files are sorted. We're adding the popular request to allow reverse sorting. Simply tap the sort column at the top of Drive to swap the sort order.
- **Instantly edit with your favorite apps:** If you have an editor app installed on your device, you can now jump into the editor directly from the file preview in Google Drive. This is great if you want to make changes on the fly and have those changes saved back to Google Drive. Some common editor apps include [Google Photos](#), [Google Docs](#), and more.

Editing Drive files  
on mobile just  
got even easier



[Get the latest Google Drive Android app on Google Play](#)

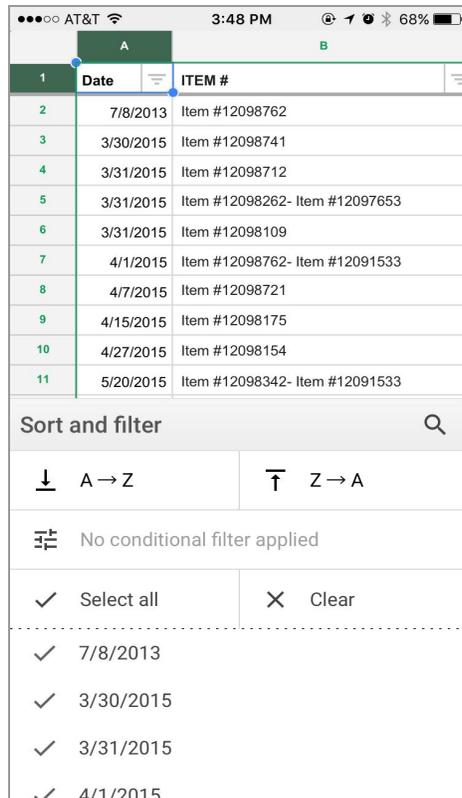
## Change your filters, themes, and layouts in the Sheets and Slides apps for iOS

Announced March 23rd, 2016

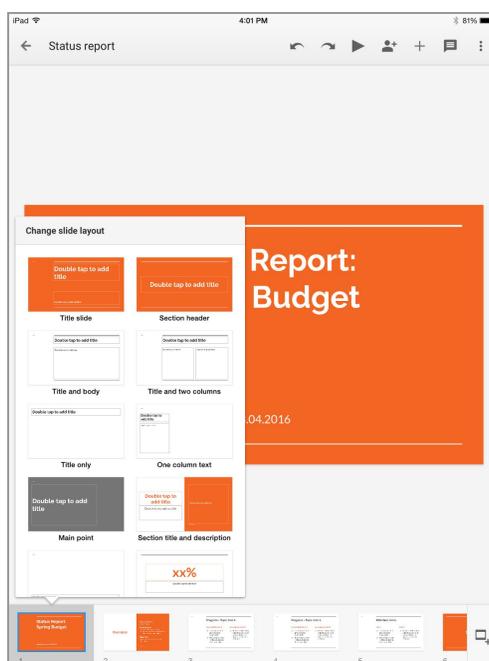
 Share with your organization

**What's new:** New versions of the Google Sheets and Slides apps for iOS are available in the App Store. With these updates, you can now:

- View and modify existing filters in the Google Sheets iOS app.



- Change the theme or layout of a presentation in the Google Slides iOS app.



Get the Sheets and Slides apps in the App Store

# Simple to use

## Easily convert text to columns in Google Sheets

Announced on March 1st, 2016

 Share with your organization

**What's new:** We know that copying data and pasting it into a spreadsheet can be a pain if the data does not separate neatly into columns. With that in mind, we've added a feature in Google Sheets that allows you to split delimited data (e.g. data separated by commas) from one column across multiple columns.

There are a few ways you can split delimited data across columns. For example, you can select the columns you want to split, and click **Data > Split text to columns**. A menu will then appear underneath the data, allowing you to split the data using commas, semicolons, periods, spaces, and even custom separators.

## Split text to columns—right in Sheets!



In addition to the “Split text to columns” option, you can also format cells containing delimited data using a contextual menu that appears immediately after you've pasted data. You can choose a custom separator through this method also.

Check out the [Help Center](#) to learn more.

## New templates in Google Docs: designed by experts, made for you

Announced on March 2nd, 2016

 Share with your organization

**What's new:** We [launched](#) a collection of templates in Docs, Sheets, and Slides in September to give your documents, spreadsheets, and presentations the extra polish they deserve. This launch adds to that collection with new templates designed by five experts in their fields. All templates are available on the web and on Android and iOS.

### For your big ideas, at work and on the go

[Intuit's QuickBooks](#) software helps small business owners get more out of financial planning with tools like automated budgeting, tax time reports, and payroll. Use the new **annual business budget** template by QuickBooks in Sheets to easily manage your budget so you can focus on building your business.

“Our mission is to fuel small business success and we’ve seen that actively managing your finances is a big key to success. This template gives us the opportunity to help more small business owners take control of their finances and their business.”



–Intuit QuickBooks team



GV provides venture capital funding to bold new companies. In the fields of life science, healthcare, artificial intelligence, robotics, transportation, cyber security, and agriculture, GV’s companies aim to improve lives and change industries. The new GV **pitch** template in Slides helps entrepreneurs share their vision, based on proven presentation tactics.

And, in the bestselling book, *Made to Stick*, brothers Chip and Dan Heath revealed that “sticky” messages of all kinds draw their power from the same main traits. In their **big idea** template in Slides, they use these principles to help you build and deliver your most memorable presentation yet.

#### For a head start, at school and beyond

Reading Rainbow, the third-longest-running children's TV series in US history and award-winning digital service, has been inspiring children to read for more than 30 years. Reading Rainbow created a lesson plan and a book report template in Docs to help teachers and students get things done.

The Google Science Fair (GSF) is an annual online science and engineering competition open to teens globally. In the competition, young scientists have tackled issues like world hunger, life-threatening diseases and the energy crisis. Use GSF’s science fair template in Slides for a head start on your next project—or for this year’s GSF.

Jump-start your next project with these easy-to-use templates in Docs, Sheets, and Slides—available on the web and on your Android device or iPhone.

## Employees can view and access their apps from the new User Hub

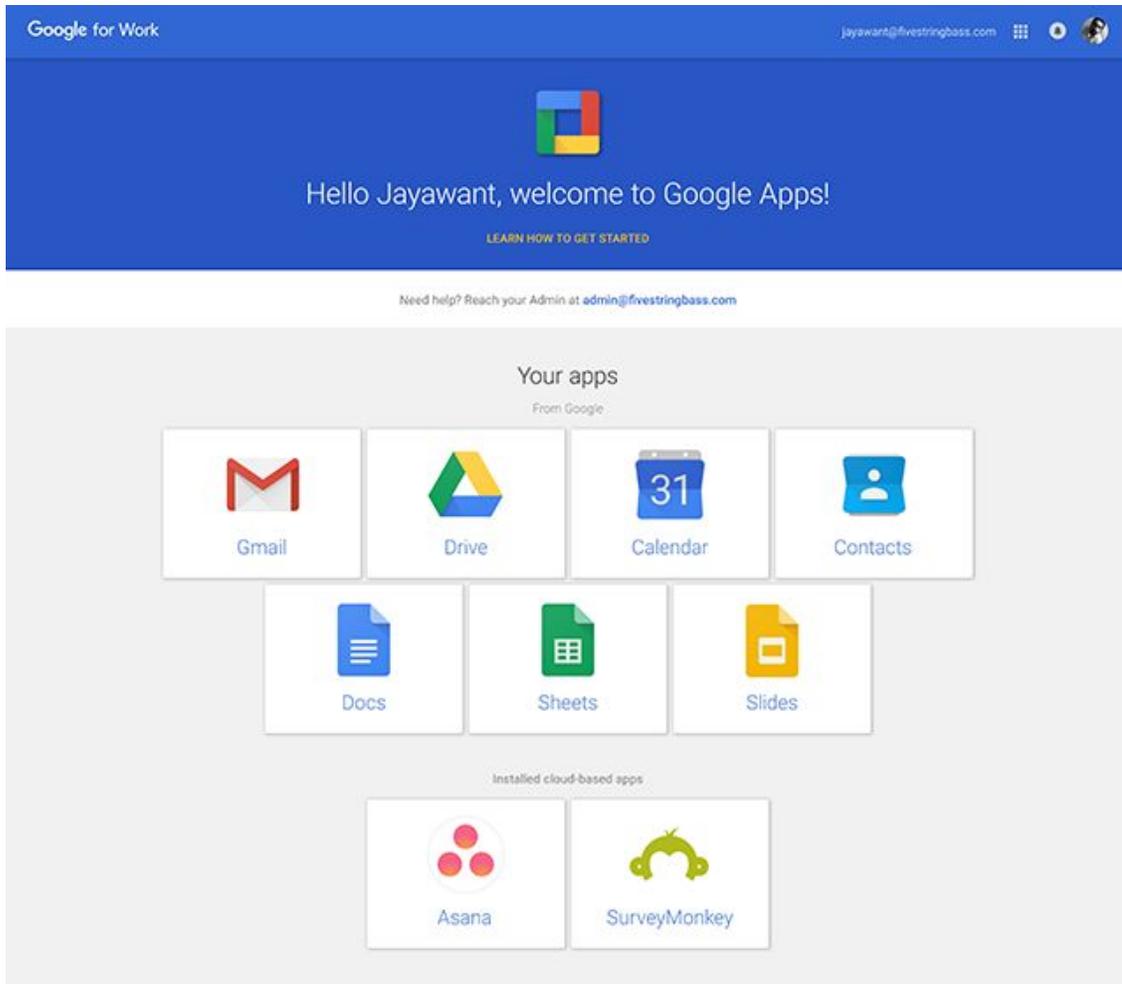
Announced on March 2nd, 2016



Share with your organization

**What’s new:** With this launch, an employee can quickly and easily see a list of the Google and third-party apps they have access to, like Gmail, Drive, SurveyMonkey, and more, at [apps.google.com/user/hub](https://apps.google.com/user/hub).

This page features links to all the apps currently turned on for that user, as well as a section dedicated to those apps that have been whitelisted by their admin but not yet installed. This should encourage employees to use their enabled apps more often and to finally check out those apps they haven’t yet tried (especially the mobile versions, which will be easier to access). New users will also be directed to [apps.google.com/user/hub](https://apps.google.com/user/hub) during the onboarding process.



Note that an individual must be signed in to their Apps for Work account to access [apps.google.com/user/hub](https://apps.google.com/user/hub).

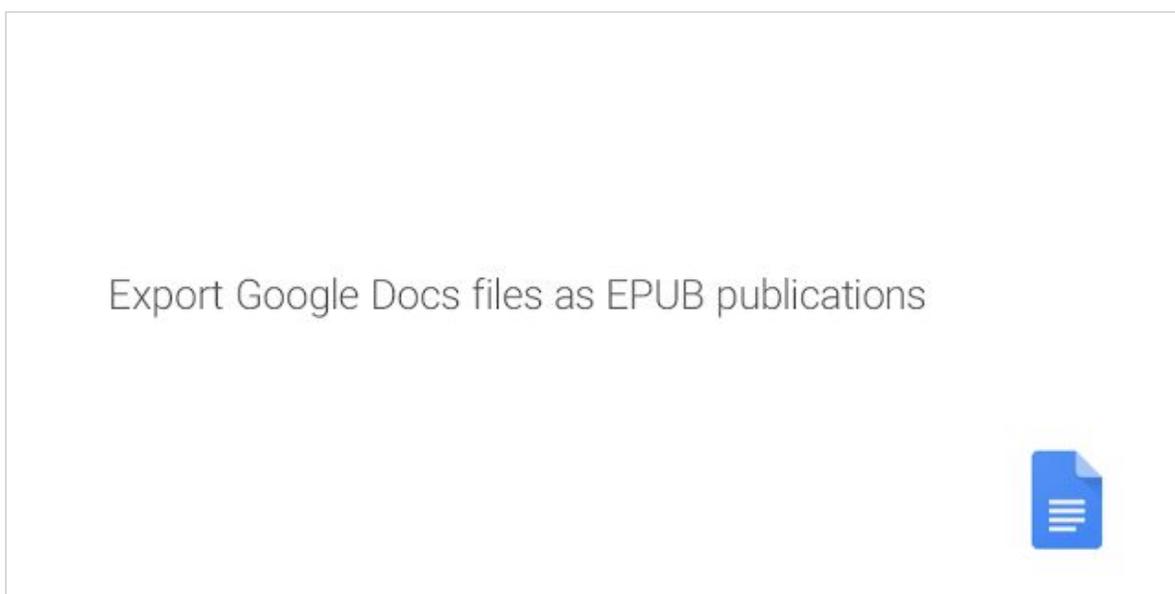
Check out the [Help Center](#) for more information.

## Export Google Docs files as EPUB publications

Announced on March 7th, 2016

 Share with your organization

**What's new:** EPUB is the most widely supported file format for publishing accessible documents and digital books, allowing people to consume long-form content in their preferred apps on a diverse range of screen sizes and devices, including smartphones, tablets, and eReaders. To make it easier for authors, publishers, and academic institutions to create works that can be consumed digitally, we've launched the ability to export Google Docs files as EPUB publications. Simply go to the **File menu > Download as > EPUB Publication (.epub)**.



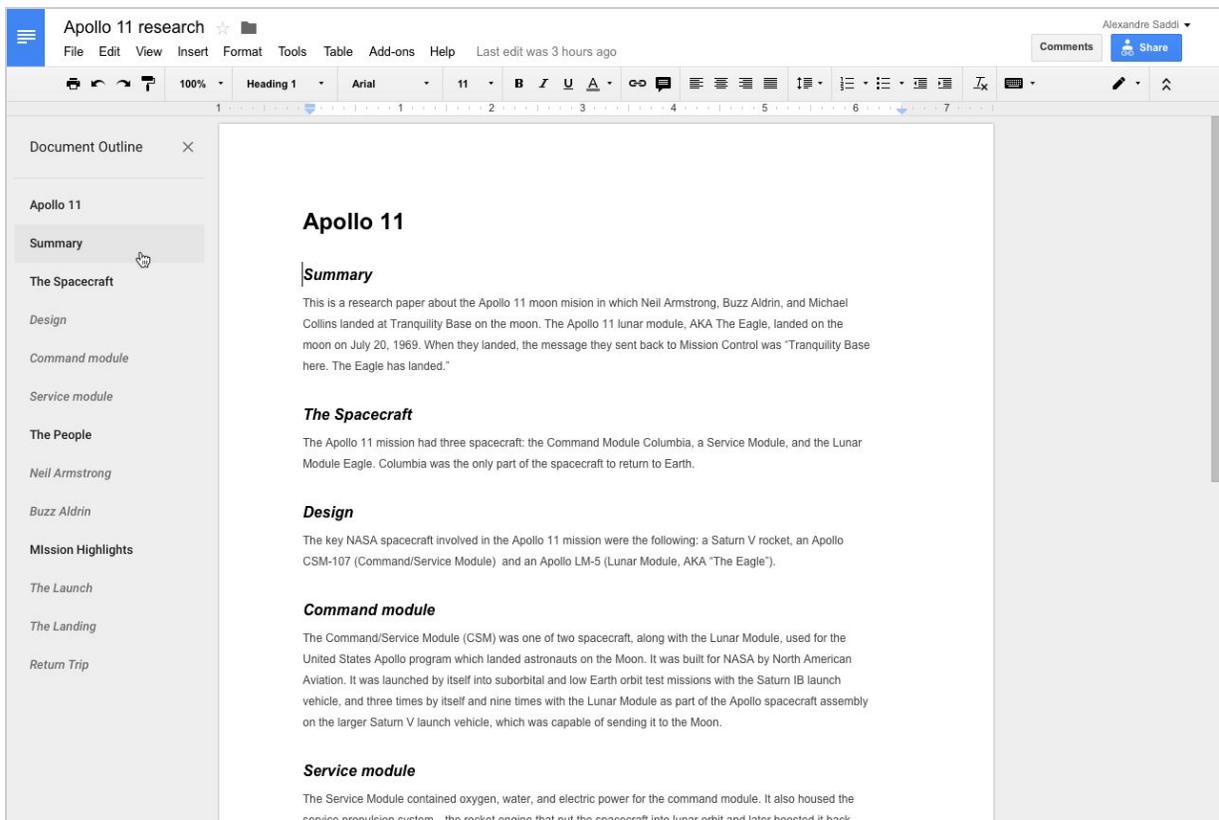
Check out the [Help Center](#) for more information.

## Navigate documents quickly and easily with the outline tool in Google Docs

Announced on March 9th, 2016

 Share with your organization

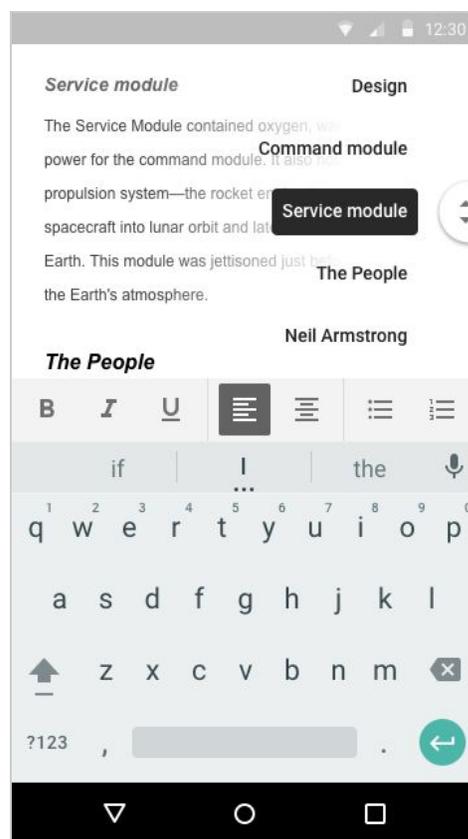
**What's new:** It can be difficult, not to mention time-consuming, to navigate lengthy, complex documents. To make that process easier, we've launched an outline tool in Google Docs on the web and Android. Displayed in a pane to the left of the page, this outline features headers for each section of your document, making it simple to quickly jump from section to section. If you haven't manually applied headers, no worries—we'll do it for you, intelligently detecting the logical divisions within your work. You can then edit or remove these headers as necessary.



This launch also allows you to move through documents on your Android phone or tablet at super speeds. When you begin scrolling on your mobile device, a small navigation handle will automatically appear. Touching that handle will display the entire document's structure, allowing you quickly skip from section to section, instead of slowly swiping up and down.

To surface an outline in your document, simply click **Tools > Document outline** in Docs on your computer or select **Document outline** from the overflow menu on your Android device.

Check out the [Help Center](#) for more details.



Business ready

## User custom fields from the directory now in Google Contact Manager

Announced March 1st, 2016, effective March 31st, 2016

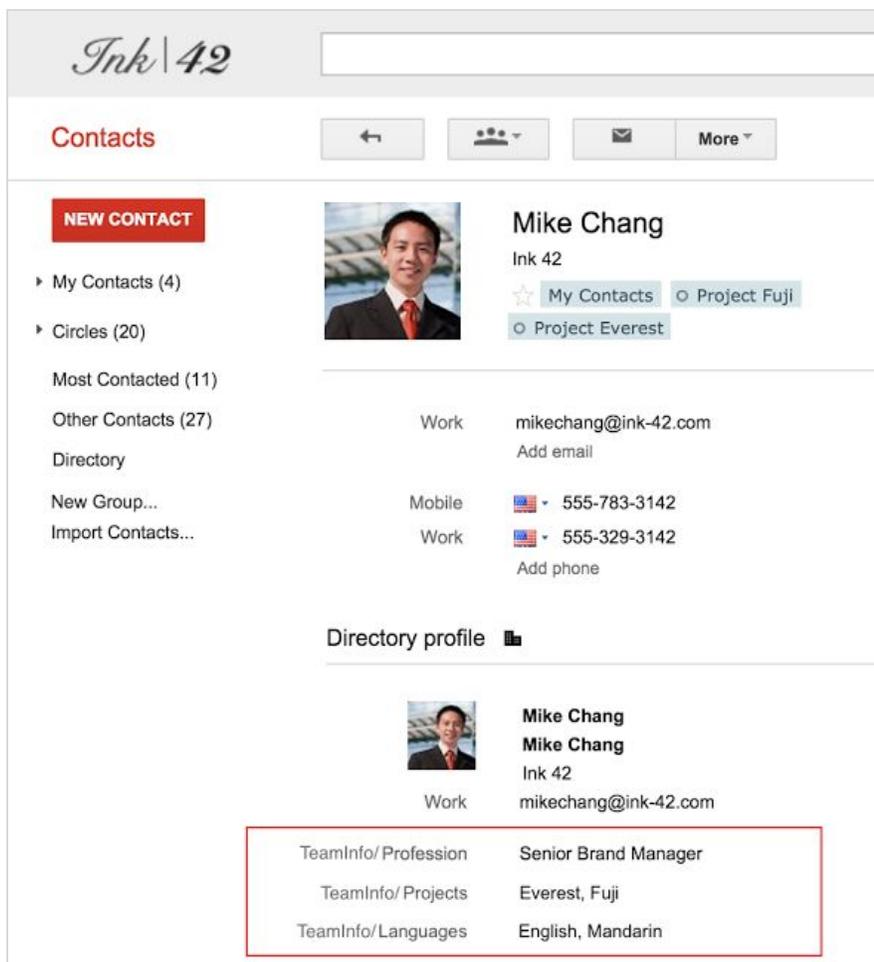
★ Admin feature

**What's new:** Today, Google Apps administrators use custom fields in the domain directory to store information like Projects, Teams, Languages, and whatever else their organization needs. Showing these fields to users within the Google Contacts user interface has been a popular feature request for many domain administrators, because having this information accessible helps users connect more easily.

With this launch, the Contact Manager at [contacts.google.com](https://contacts.google.com) will now show user custom fields from the domain directory. User custom fields will respect the permissions that the domain administrator has set.

Example:

- If you have user custom fields which you've set as only visible to administrators and users, this field will only be visible in the Contact Manager to the specified administrators and users.
- If you have fields which are visible to anyone at the domain, then these fields will now be shown in the Contact Manager to users within the domain.



In the profile above, Profession, Active Projects, and Languages were stored in the "TeamInfo" schema.

**If you'd like to start using user custom fields**, the [Directory API](#) is already available in Python, Go, Java, Apps Script, PHP, and more, giving administrators flexibility over what fields to add for users. To control whether fields are shown to users or just administrators, use the [readAccessType](#) property.

**If you've already added user custom fields**, any user-visible custom fields that Google Apps administrators have added through APIs or Google Apps Directory Sync will now be visible to users as custom fields in the Contact Manager at [contacts.google.com](https://contacts.google.com). To update the schema, use the [Directory API](#).

### Limitations

- Google Apps Sync for Microsoft Outlook users will not see custom fields in the Global Address List.

Check out the [Help Center](#) for more information.

## Automatically assign Google Apps licenses to new employees based on their organizational units

Announced March 3rd, 2016

Admin feature

**What's new:** We know that many of you work at large and organizationally complex companies, where different teams need different Google Apps products and services. This can make onboarding new employees a time-consuming and tedious process.

This launch should make that process significantly easier, by allowing you to automatically assign licenses for Google Apps products and services at the organizational-unit (OU) level (until today, you could assign licenses at the OU level, but those licenses would not automatically apply to new users). This will be particularly useful if different employees in your organization need different Google Apps products, like Vault or Drive storage, or editions, like Google Apps for Work or Google Apps Unlimited. Note that you can still automatically assign licenses at the domain level.

**How it works:** If you turn Auto-Licensing ON for a particular Google Apps product or service in a particular OU, all users currently in and subsequently added to that OU will receive that license. Users in child OUs will also inherit that license, unless you choose to override the setting. The Auto-Licensing setting can be found in the Admin console (**Billing > Subscriptions**); for more explicit instructions, check out the [Help Center](#).

Auto-licensing: <b>OFF</b> for everyone		<a href="#">Override for specific organizations</a>
Overriding Organizations	Auto-licensing	Remove All
MTV > Zoom Marketing	<b>ON</b> (Google Apps Vault)	✕
... > Zoom Marketing > Marketing Vendor Team	<b>OFF</b>	✕

## Updated version (v4.2.1) of Google Apps Directory Sync

Announced March 3rd and March 31, 2016

Admin feature

A new version (v4.2.1) of Google Apps Directory Sync (GADS) is now available for [download](#):

### What's New

- **API update**
  - GADS now uses the latest version of the Admin SDK [Calendar Resource API](#).
- **Replace primary domain name with secondary domain name**
  - Added new feature to enable administrators to replace the primary Google Apps domain name with a secondary domain name for all GADS operations.

### What's Fixed

- See the [Help Center](#) for a breakout of numerous bug fixes

## Connect with more people using Google Hangouts video calls

Announced March 16th, 2016

Share with your organization

**What's new:** Google Hangouts video calls make it easy to connect and interact to get things done. With this update, to make it easier to connect with more people, we raised the participant limit for Hangouts video calls from 15 to 25 for Google Apps customers.



To help ensure a high quality experience on a variety of computers, only the 10 most active video call participants will have their video feeds visible at the bottom of the screen at any given time.

No action is required to make use of this new participant limit.

Check out the [Help Center](#) for more information on Hangouts video calls.

## Easy and secure single sign-on for popular work apps

Announced March 3rd, 2016

★ Admin feature

**What's new:** Millions of Google Apps for Work customers rely on Google to protect their employees' login information for Google Apps services like Google Drive and Gmail. With this and previous launches, we're extending that ease and security to additional applications that businesses rely on.

SAML (Security Assertion Markup Language) 2.0 allows individuals to use their Google login credentials to sign in to various enterprise cloud applications. In October 2015, we launched support for SAML 2.0 for more than 15 popular SaaS providers, including Salesforce, Workday, and Dropbox. With this launch, several additional apps are now pre-integrated with our systems, including Microsoft Office 365, Facebook at Work, Concur, Box, and Slack. This adds to the hundreds of apps we already support through the Google Apps Marketplace and OpenID Connect.

This launch not only makes the sign-in process easier for employees, it simplifies the management of end user IDs and passwords for Apps admins as well.

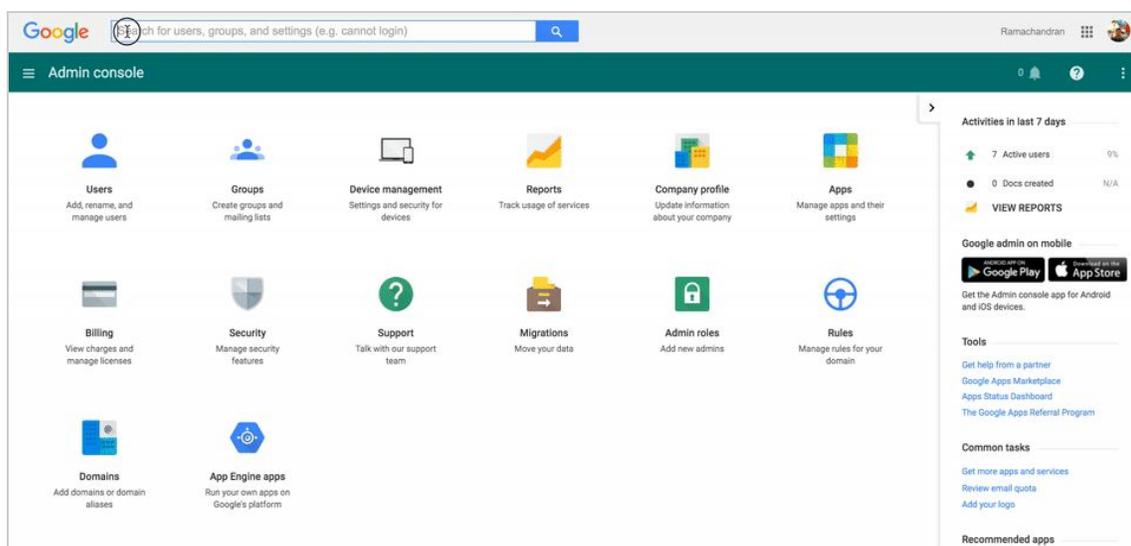
For SAML set-up details and a full list of pre-integrated apps, please visit the [Help Center](#).

## Searching for settings and articles in the Admin console now quicker and easier

Announced March 24th, 2016

★ Admin feature

**What's new:** We know that it often takes too long to find the item you're looking for in the Admin console. To simplify your searches, we launched natural-language-based, "free form" queries in the Admin console. Admins can now pose questions in everyday language or enter commonly used words into the Admin console search box, then choose from a list of suggested results to navigate directly to your intended destination. There's no need to jump from page to page! In addition to the tasks, users, and groups that would previously show up as search results, you'll now see specific settings and prominent Help Center articles listed as well.



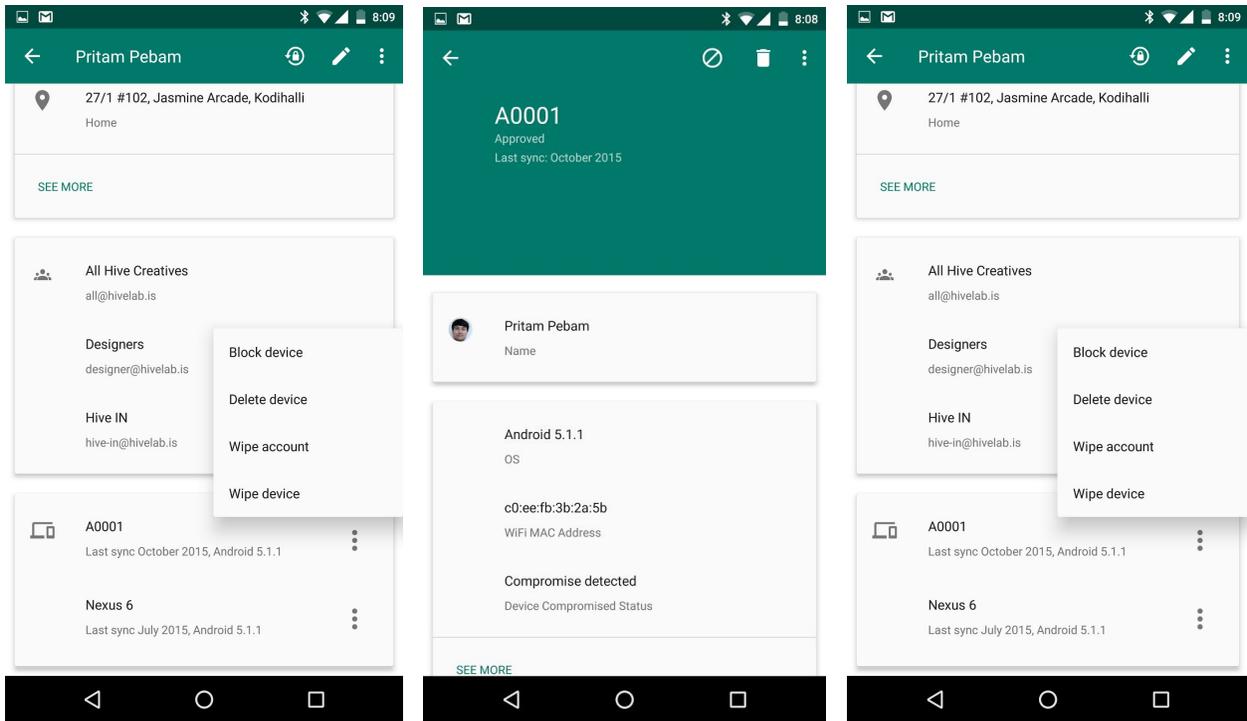
Check out the [Help Center article](#) for more information on how you can save time searching the Admin console.

## Mobile device management and more with the Google Admin app for Android

Announced March 28th, 2016

★ Admin feature

**What's new:** The latest version of the Google Admin app for Android brings many of the mobile device management (MDM) capabilities you love on your computer to your mobile phone or tablet. With this launch, you don't need to be at your desk to view a list of your domain's managed devices and to activate, block, delete, or wipe them. Because many of these actions may impact the security of your organization's data, it's important to be able to perform them anywhere, anytime. Now you can.



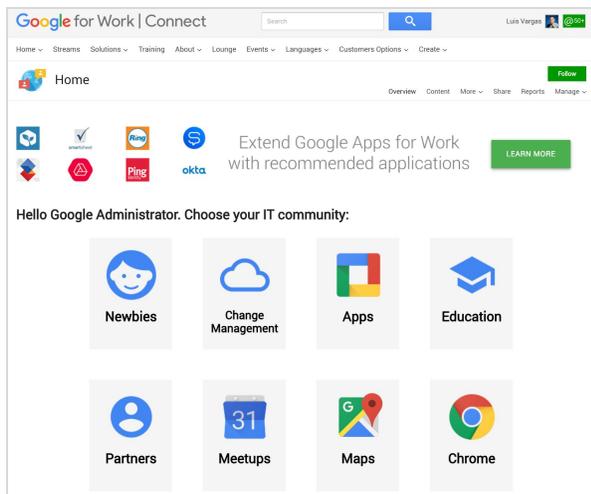
In addition to these MDM features, the latest Admin app for Android automatically stores your preferences in the Cloud. Should you get a new device or uninstall (and then reinstall) the Admin app, your preferences will be restored.

Check out the [Help Center](#) for more information, and download the latest version of the Admin app for Android on [Google Play](#).

# Learn more about Google Apps

## Google for Work Connect (GWC): The official community for Apps Admins

★ Admin resource



**Sign in today:** Google for Work Connect (GWC) is your one stop shop for resources to make your work with Google Apps easier. [Sign in today](#) to discuss best practices, ask questions, and communicate with your peers and Googlers. Don't miss out! Make sure you [follow our Community Manager, Luis Vargas](#), to get the weekly buzz.

**What's new:** In March, the [Q1 2016 Editorial Calendar](#) came to a close with topics like [working offline](#), [performing research in Slides](#), and [managing company-owned devices in Google Mobile Management](#). Kim Wylie's Change Management series featured a guest post by Simon Barrow on [returning IT to its roots of creativity and invention](#).

Our Recommended Apps series hosted a [Hangout on Air with RingCentral](#) to discuss ways to extend Google Apps for communication use cases. Be sure to check out our [Q2 Editorial Calendar](#) over the next few months for more use cases to enhance your productivity.

## Google Apps for all: The Apps Show on YouTube, every Tuesday, 11am PST

🔗 Share with your organization

**What's new:** In March, *The Apps Show* broadcast four new episodes showing how Google employees use Sheets, Gmail, and Groups to improve collaboration, productivity and efficiency at work.

You will find a special episode on [Gmail](#), in which our hosts share best practices on inbox management and tips on how to boost productivity.



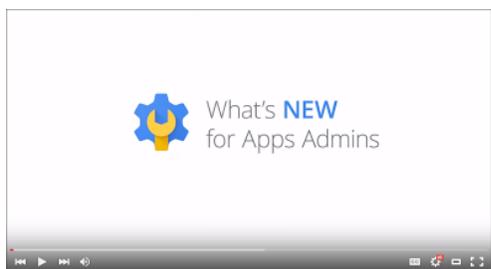
You will also find two episodes on Google Sheets. Our hosts let us know how they use Sheets to build [project plans and employee workflows](#), as well as in the [onboarding process of new employees](#).

Finally, an episode gives us an [overview of the Google re:Work website](#). This site provides guides and tools used by Google to make work a better and more efficient environment. Check it out!

**To do:** If you find an episode useful, don't forget to comment and share it with your friends and colleagues. We encourage you to bookmark *The Apps Show* [YouTube playlist](#) or [episode gallery](#) to keep up to date.

## What's New for Apps Admins videos

★ Admin resource



**What's new:** The *What's New for Apps Admins* videos provide a recap of all of the features we've released in the past month that are relevant to Google Apps Admins, so you can watch and share them whenever you want.

**How it works:** Bookmark the [playlist on YouTube](#) and check back each month for the latest updates. You can also access all video recordings in the [archive](#) on the What's New site.

*Thanks for checking out our newsletter!  
We'd really appreciate [your thoughts](#) on how we can make this work best for you.*