Google Workspace: A guide for using AI at work

Google Workspace
with ✦ Gemini

Google Workspace: A guide for using AI at work

AI that makes everyday work easier.

Google Workspace is a comprehensive and secure platform that empowers organizations to be more productive, collaborative, and creative. It's a unified suite of communications and productivity applications, from email and calendar to chat, video conferencing, and more, that empowers teams to do their best work. Powerful AI is included – not bolted on.

AI integration with Workspace apps is not new. For several years, AI features have been natively built into Workspace. For example, Smart Compose in Gmail uses machine-learning to suggest the next words or phrases a user might want, making drafts and replies more efficient.

Now, with generative AI built into Workspace apps, along with the introduction of new tools like Vids, Gemini app, and NotebookLM, Workspace users can create content, research, learn, analyze, and automate tasks further and in new ways – unlocking new levels of productivity.

In this guide, we'll show you, app by app, some of the ways you can use AI in Workspace to help you automate, accelerate, kickstart, enhance, and do overall better work. We hope you'll be inspired to use the powerful AI that's integrated all across Workspace.

Gemini app

A multimodal generative AI assistant to help with quick answers or to tackle complex projects

Ask Gemini

Gemini app

How AI helps

The Gemini app helps you get more done in less time. It's great for brainstorming ideas, researching topics, and improving your writing. Use Gemini to pressure-test your work against target personas, with enterprise-grade data protections.

3 features you should know
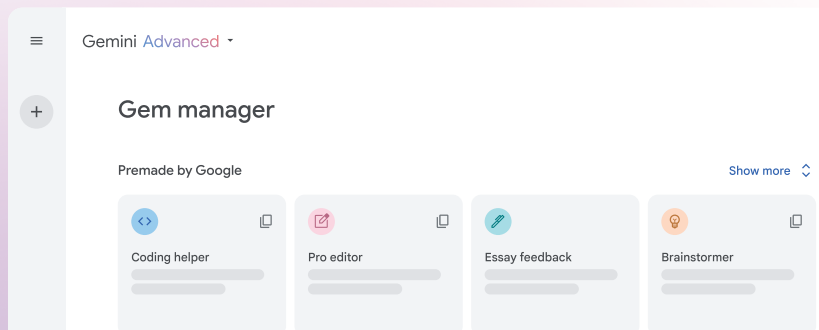
Deep Research

Explore complex topics and get findings from across different sources on the web in a comprehensive, easy-to-read report, bringing hours of research to your fingertips in mere minutes. The reports can also be exported into Google Docs to easily share with your teams, allowing you to dive into industry trends, understand the competitive landscape, or even research customers ahead of a sales meeting.

Gems

Gems are customizable versions of Gemini to help with specialized or repetitive tasks. It's like having an expert to help craft compelling marketing copy, prepare for job interviews, brainstorm new ideas, and so much more. You can even feed Gems your documents and other information, making them smarter and more tailored to your needs.

Integrations

Gemini seamlessly connects to other Google Workspace apps. Pull schedules from Gmail, PDFs from Drive, and content from Docs into the Gemini app without switching tabs or windows, so you can stay focused and get quality work done faster.

Gemini Advanced

Gem manager

Premade by Google   Show more

Coding helper   Pro editor   Essay feedback   Brainstormer

"Flashpoint's IT team works around the clock to protect customers against emerging cyber threats. Developers now use Gemini to help them write Python scripts and create documentation, allowing them to dedicate more time to product innovation."

Tyler Predale,
Director of IT, Flashpoint

NotebookLM

Research and learning, grounded in the information you provide

Start typing...

7 sources

What are the key opportunities identified in the industry report?

What are the key factors

NotebookLM

How AI helps

NotebookLM is a research and learning assistant, powered by Gemini, that helps you navigate and understand information more effectively. NotebookLM is grounded in the sources you provide, so its responses are accurate, relevant, and tailored to the specific context of your inquiry.
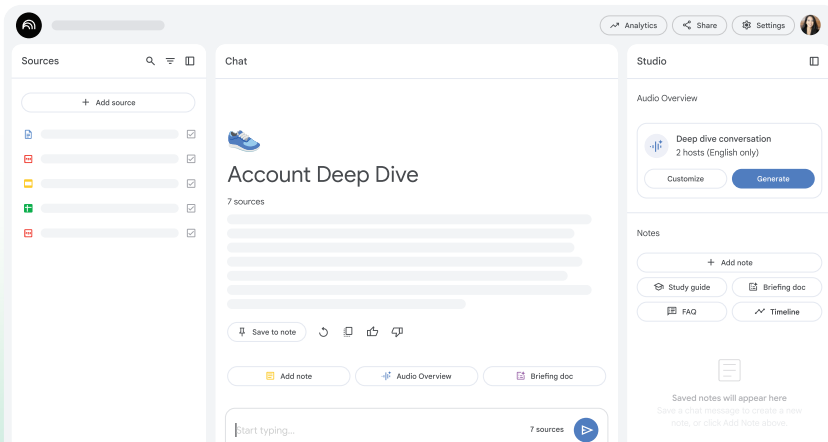
3 features you should know

Audio overviews

Turn your research and resources into engaging audio discussions with one click. Two AI hosts start up a lively conversation based on your material and make connections between topics. You can even download the conversation and take it on the go.

Source grounding

NotebookLM bases its responses solely on the sources you provide. This means that every answer, summary, or piece of generated content is directly traceable to a specific file or webpage you've uploaded into your notebook.
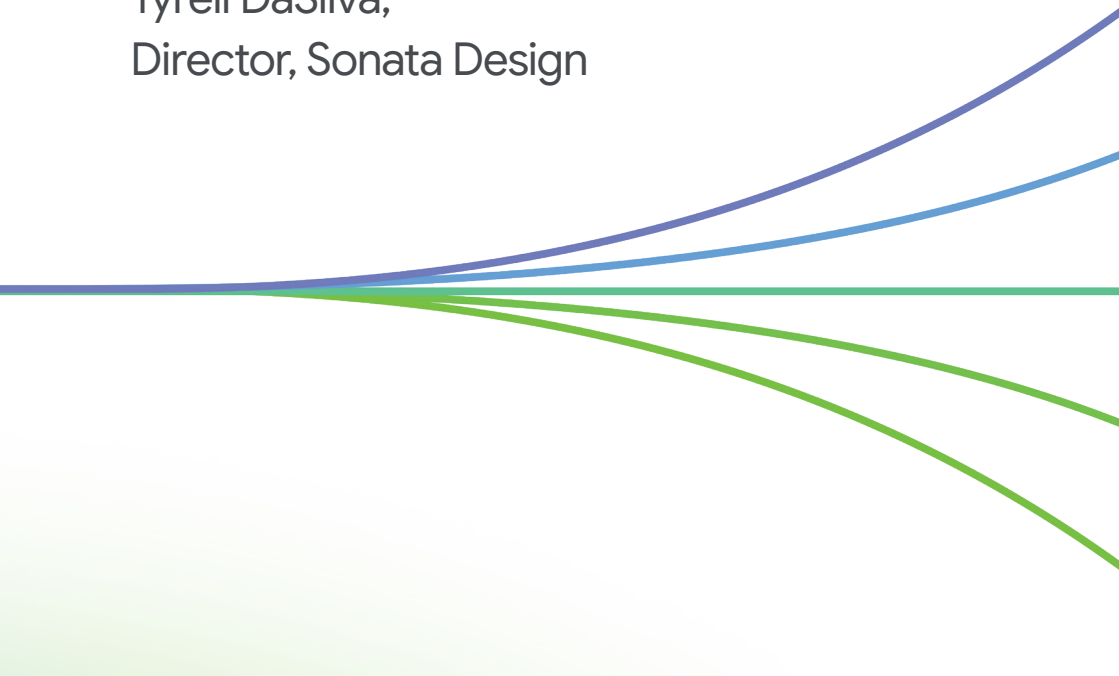
Precise question answering

NotebookLM can understand nuances in your questions. It's like having a helper who can instantly recall specific details from a vast library of information and give you relevant answers to different types of questions, however simple or complex they may be.

"This technology is literally gonna change the world and change the way we work. We have a new kind of motto: if you haven't asked NotebookLM, don't ask Tyrell."

Tyrell DaSilva,
Director, Sonata Design

Gmail

Secure and modern business email, enhanced communication, and seamless integration

✎ Help me write

New message ✕

↩ ▾ To ▯ 🔒

Gmail

How AI helps

Gemini in Gmail is your productivity partner that can help draft, reply, sift through, and summarize your emails to save you time at your desk or on the go.

3 features you should know
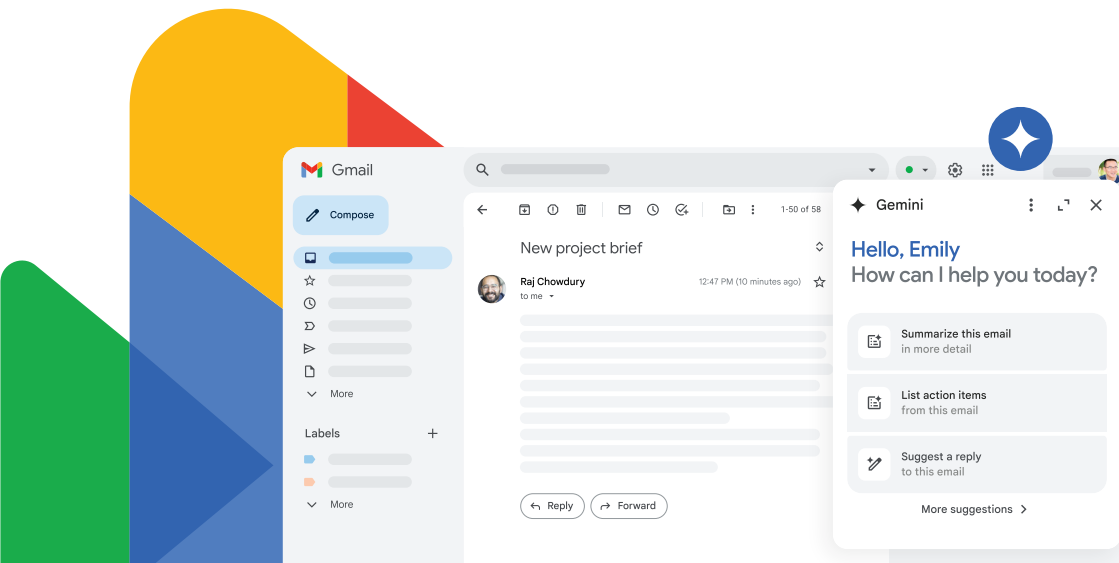
Gemini in the Gmail side panel

Find specific messages or information in your inbox by simply prompting Gemini in the side panel (e.g., "Show me my invoices from January").

Summarize emails

Get up to speed with a summary of a long email thread, simply by clicking a button.

Help me write

Effortlessly write and improve emails and replies. Polish your tone or shorten a long message with a single click – or create a new draft from scratch with simple prompts.

"The customer service team crafts customer responses nearly instantaneously. From there, they can personalize the emails to best suit a customer's needs and their own voice. This has resulted in a 30-35% reduction in time spent drafting messages, resulting in quicker response time, better job satisfaction, and higher response quality."
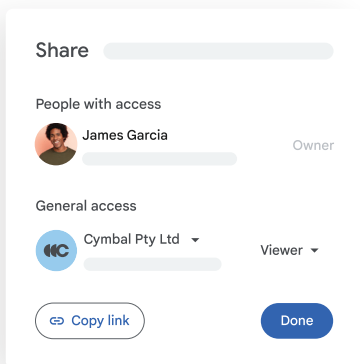
Anthony Biolatto,
CIO, Sports Basement

Google Drive

Secure cloud storage, file management, and real-time collaboration

Share

People with access

James Garcia   Owner

General access

Cymbal Pty Ltd   ▾   Viewer ▾

🔗 Copy link   Done

Drive

How AI helps

Gemini in Drive helps
you quickly find answers
and insights from across
your files. Catch up with
summaries of long documents,
query project folders, and
automatically classify your
most sensitive content.
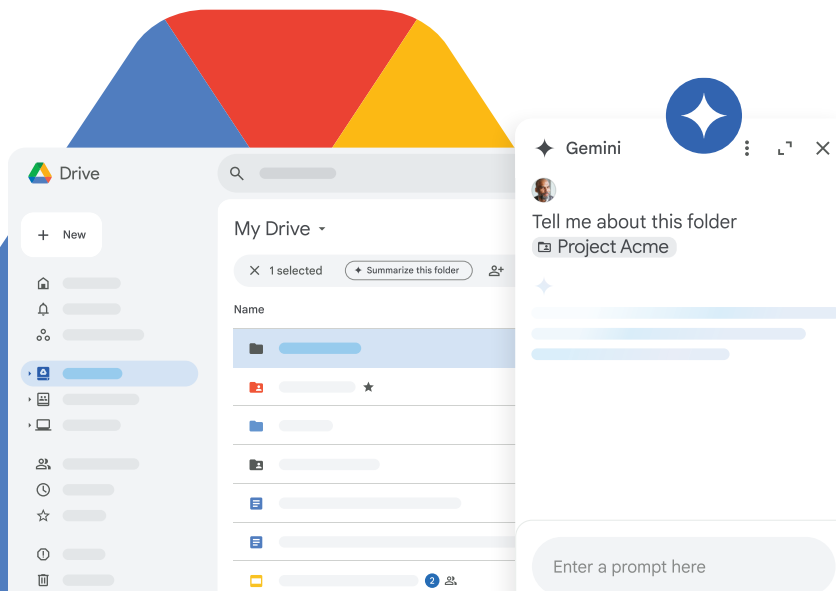
3 features you should know

Q&A in folders

With Gemini in Drive, summarize content or ask specific questions about entire folders, like "What's the most important objective for this project?"

AI classification

Gemini in Drive can automatically identify, classify, and protect your organization's sensitive content with precision and scale.

PDF file support

Get the gist of a long document quickly with Gemini's help summarizing it, or ask Gemini complex questions about any PDF in your Drive.

"We did a project where we did 17 hour-long interviews. I was at an event away from the office, I came back, and needed to catch up and put together a proposal on deadline. We had all the Gemini notes and transcriptions in Google Drive and I just asked Gemini questions via side panel. The reality is I wouldn't have been able to meet that deadline."
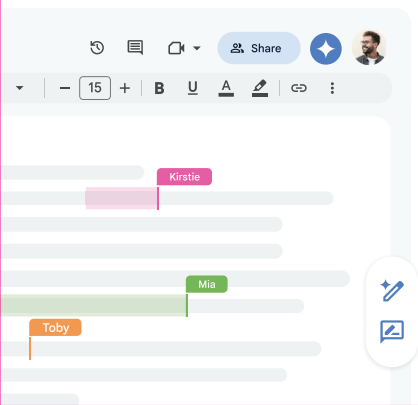
Andy McDonald,
VP Technology, Monks

Google Docs

Collaborative document editing and creation

Docs

How AI helps

Using simple prompts, create professional, stylized, and structured documents with images, tables, and more. Get help refining your content, see the latest summary of your work, and ask questions to improve and finalize your document – all with Gemini in Docs.

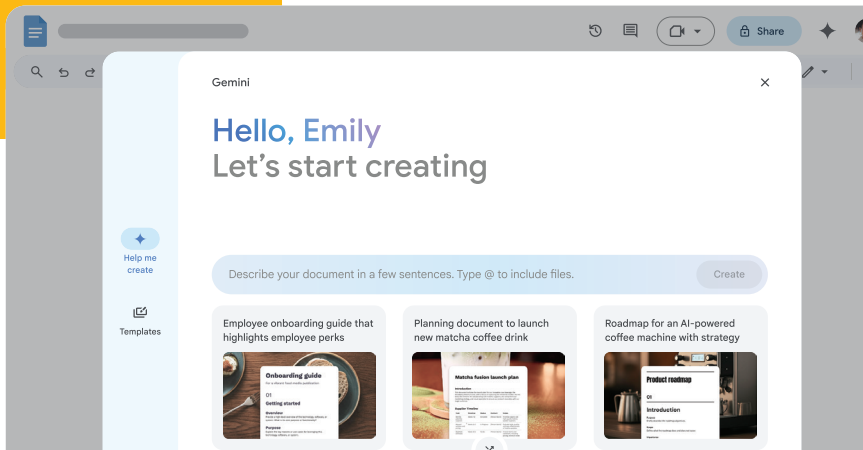**3 features you should know**

Help me create

Build a stylized, structured document using content in Drive from a single prompt. Gemini in Docs will transform your long-form document with cover images, in-line images, stylized text, tables, and more.

Create an image

Create unique inline and cover images with Gemini in Docs to personalize documents, add branding, or elevate promotional content. Plus, you can apply different styles like photography or watercolor.
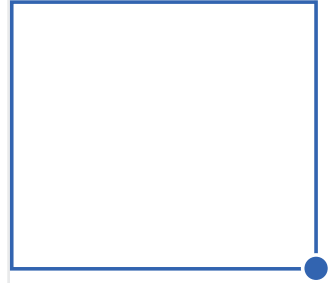
Help me write

Get help with your writing. Gemini in Docs can brainstorm, create an outline, help you write the first draft, fix grammar and punctuation, and help adjust the length and tone of your content.

"The ability to quickly create production-worthy copy with generative AI features in Docs and Gmail has been accelerating projects and processes in ways that have even surprised us!"

Ranjan Roy,
SVP of Strategy, Adore Me

Google Sheets

Powerful spreadsheets for data analysis and management

Creating...

Sheets

How AI helps

See the latest summary of your data and build spreadsheets with a simple prompt. Ask for help generating formulas and become a data pro using Gemini in Sheets.

3 features you should know
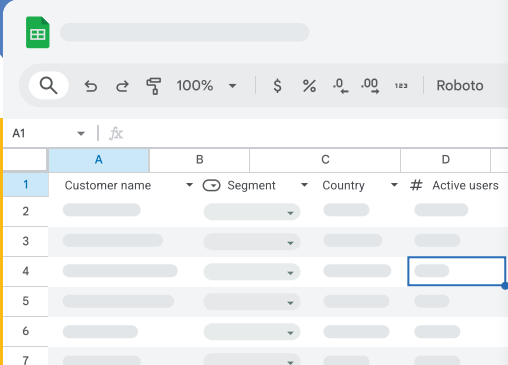
Create tables

Build contextually relevant, formatted, and styled spreadsheets in a snap. You can even build spreadsheets based on content in other files and your emails.
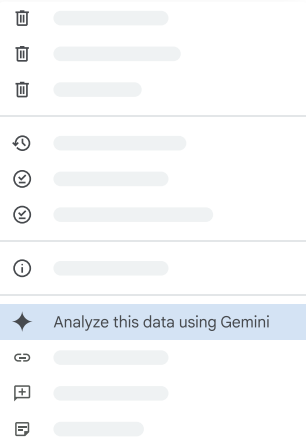
Create formulas

Ask Gemini in Sheets to create formulas for you. Perform calculations for your budget, inventory, revenue, and more.

Summarize spreadsheet data

Gemini in Sheets automatically summarizes the data in your spreadsheet so you know exactly what you're looking at, and you can ask questions about the summary for deeper insights into your data.

"It used to be challenging to keep track of where we were in the process but the Gemini in Google Sheets features have become our secret weapon, allowing us to design step-driven processes with unparalleled flexibility.

Now, we have a unified place to build and organize plans, trackers, and timelines, and keep them up to date in real time. We can monitor our progress, see what sections are missing, and collaboratively get a full view of the onboarding process at a glance."
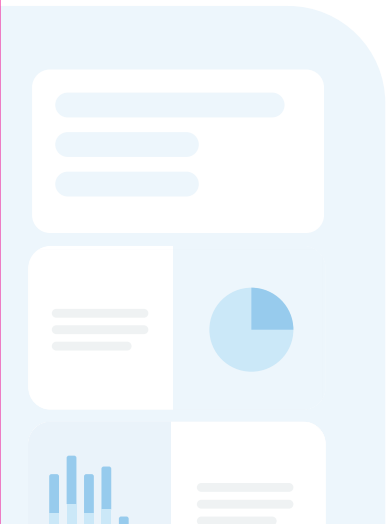
Tim Touchette,
Owner and President,
Attache Corporate Housing

Google Slides

Dynamic presentations and engaging visual content

Slides

How AI helps

Gemini in Slides helps bring presentations to life. Create visually stunning unique images, generate new slides, get help writing slides content and talk tracks, and catch up with quick summaries.

3 features you should know
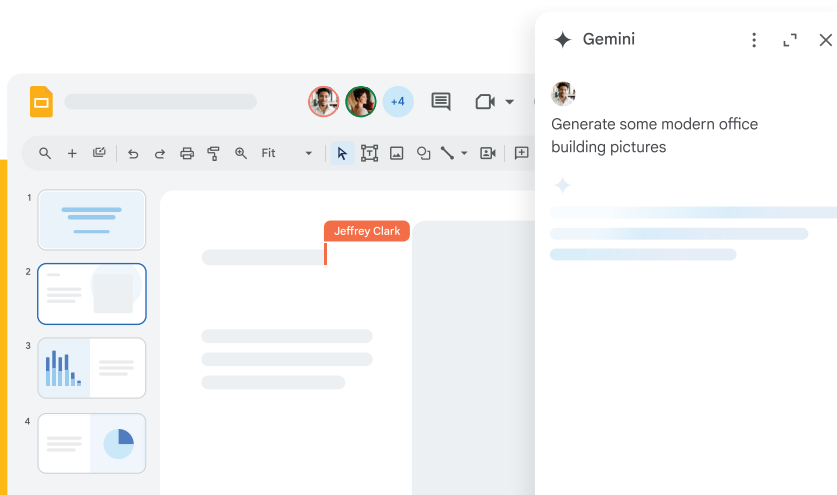
Create an image

Use a simple prompt to create custom visuals with rich detail, in multiple formats and sizes, for more engaging presentations.

Generate new slides

Get Gemini's help to transform ideas into slides. Generate new slides for an agenda, an executive summary, or for more complex content with a prompt and files from your Drive.
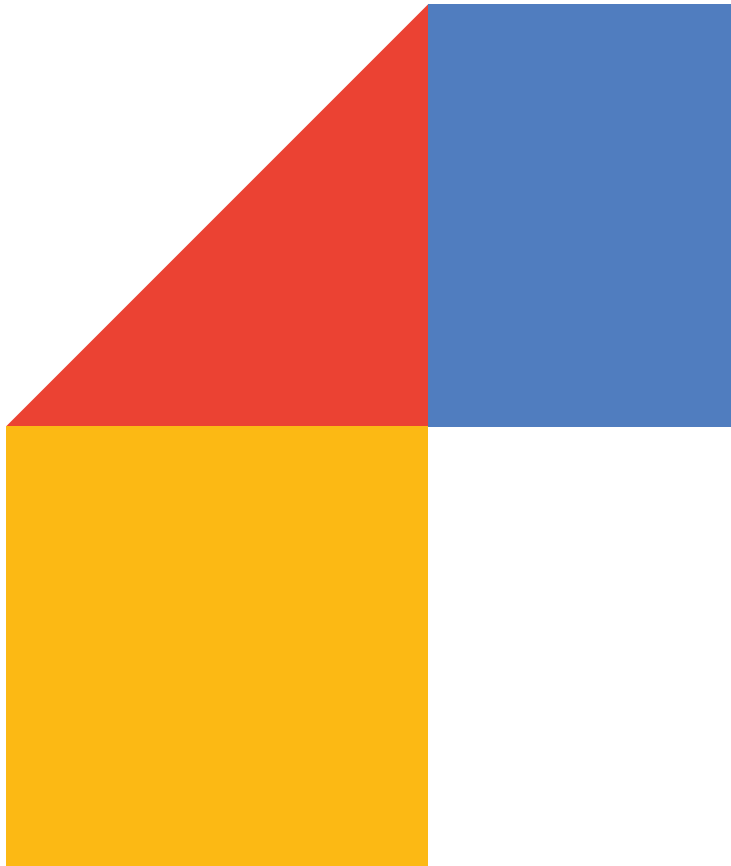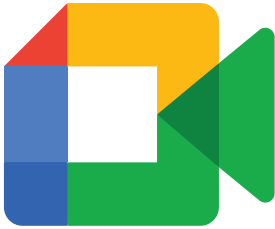
Summarize presentations

Get up to speed quickly with automatic presentation summaries provided by Gemini in the side panel of Slides.

Gemini

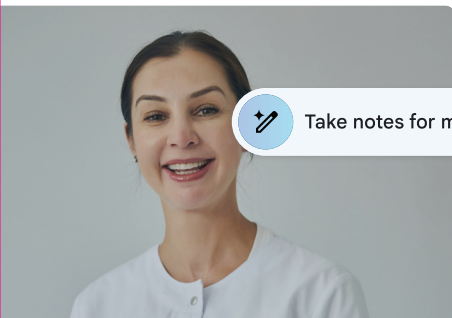Generate some modern office building pictures

Jeffrey Clark

"**Mocking up a concept can take hours, but using Gemini in Google Slides we can do that in a matter of minutes.**"

Todd Bringuet, CEO,
Ace Sign Co.

Google Meet

Business-grade video and voice conferencing that enhances collaboration

Meet

How AI helps

Gemini in Meet takes care of the details so you can focus on participating. It also helps you look and sound your best, and lets you have a smarter meeting experience.

3 features you should know
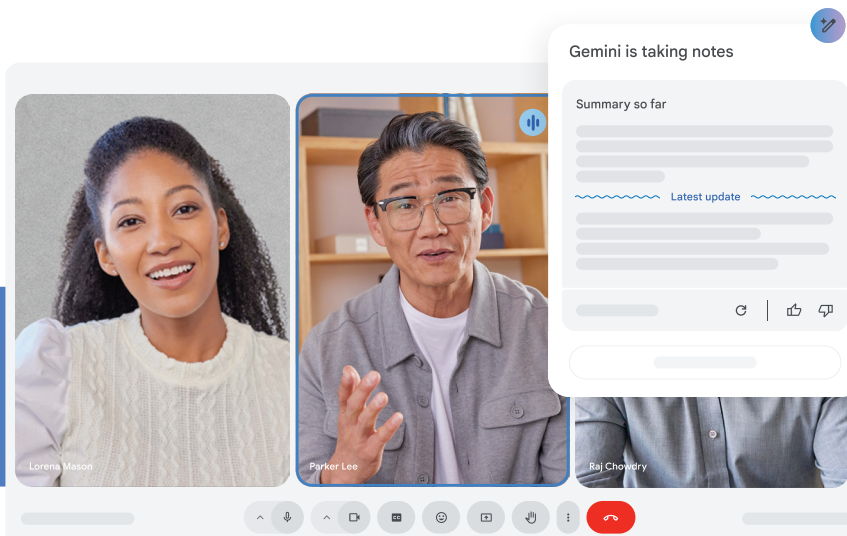
Take notes for me

Gemini in Meet can automatically take notes during a meeting. It will organize those notes in a Doc and save it to your Drive. Gemini also notifies you on Gmail so you can quickly access the notes.

Translated captions

Gemini in Meet provides real-time translated captions in 65+ languages to break down language barriers and help everyone feel included.

Adaptive audio

Join hybrid meetings without conferencing hardware or rooms. Use your laptop in any space, and Gemini in Meet will synchronize microphones and speakers to avoid echoes, feedback, or distortion.

"Transitioning to Google Meet means we can use Gemini to take meeting notes, summarize them, extract insights, and generate and distribute action items. We connect with our colleagues more effectively now."

Yael Burla,
Principal Product Marketer, Vimeo

Google Chat

👋

Direct messages, group chats, and spaces that make work collaboration and project management easy

Chat

How AI helps

Gemini in Chat is your real-time assistant and partner for team collaboration. It can help you stay on top of active conversations by summarizing recent messages, digging up specific details, and capturing action items. With on-demand summaries in the Chat home view, Gemini gives you one place to catch up on every conversation.

3 features you should know
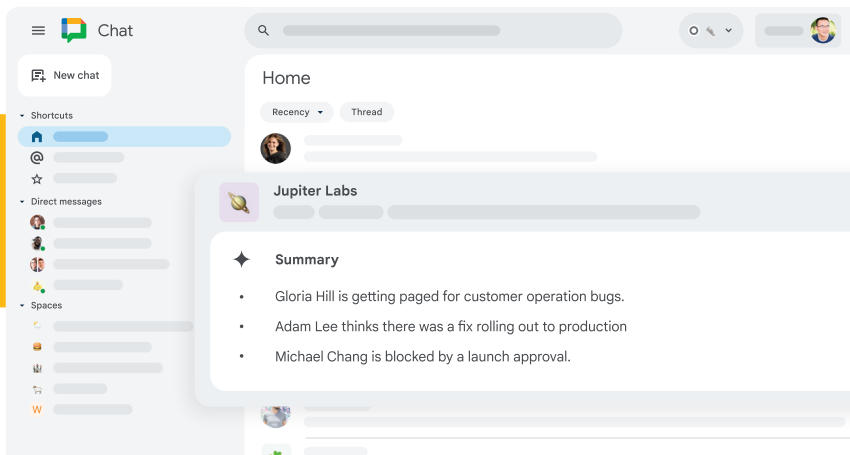
✦ Embedded AI helper

From the side panel in Chat, Gemini provides summaries to help you catch up on conversations, quickly find specific information in a chat, research the web for real-time answers, and even list individualized action items.

Summaries in the home view

Gemini in Chat provides on-demand summaries of each active conversation, so you can catch up quickly in one place and focus your attention where it's needed most.
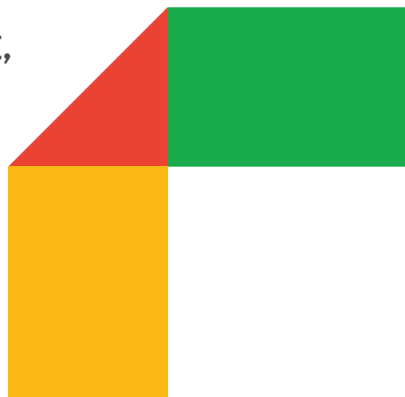
Translate for me

With translate for me, Gemini in Chat translates messages in real time across more than 120 languages, helping global teams collaborate more effectively across language barriers.
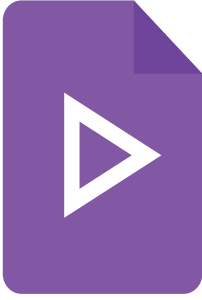
Chat

New chat

Home

Recency ▾   Thread

Jupiter Labs

Summary

• Gloria Hill is getting paged for customer operation bugs.

• Adam Lee thinks there was a fix rolling out to production

• Michael Chang is blocked by a launch approval.

"We built Gemini in Chat to transform daily business communication. Whether it's helping you stay on top of messages, finding the right information quickly, or serving as a thought partner for you and the team, Gemini in Chat is designed to enhance your productivity and creativity.
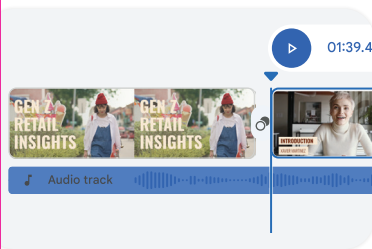
We launched to customers at the end of 2024, so we're still early in our journey, but we're seeing strong adoption and excitement from our customers about how Gemini is transforming team collaboration."

Vamsee Jasti,
Director, Product Management,
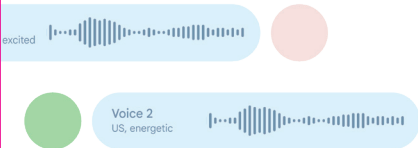Google Workspace

Google Vids

Cutting-edge video creation platform powered by AI

Vids

How AI helps

Create polished videos in less time than you thought. Gemini in Vids helps generate your first draft and land your message with AI voiceovers, so you can tell more engaging stories at work.

3 features you should know
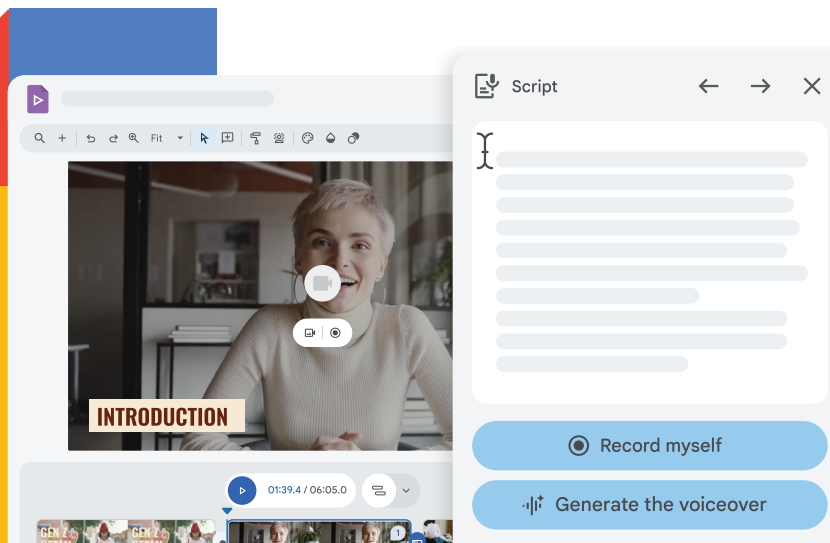
⬆️ Help me create

Create your video storyboard with suggested scenes, scripts, stock media, music, and more to jumpstart video storytelling – using only a prompt and a file from your Google Drive.

Generate AI voiceovers

Use Gemini in Vids to give your videos a fresh voice by choosing from a variety of preset, professional-sounding voiceovers.

🎙️ Read-along teleprompter

Record your talk track with confidence using the teleprompter embedded directly in Vids' recording studio, so you can stay on message.

INTRODUCTION

01:39.4 / 06:05.0

Script

Record myself

Generate the voiceover

"With Gemini in Vids, I'm blown away by how quickly we can create personalized outreach for customers and prospects."

Forest Donovan,
Sr. Director of Strategic Alliances,
Fullstory

AppSheet

A powerful platform to
build custom apps and
automations, without
writing code

Describe your app idea or process

AppSheet

How AI helps

AppSheet simplifies workflow creation, helps accelerate AI adoption, and connects your business data together, all with controls to stay secure and compliant.

3 features you should know

Help me create an app

Bring app ideas to life by simply describing them. Gemini in AppSheet can transform those concepts into a fully functional app for you to edit or publish.
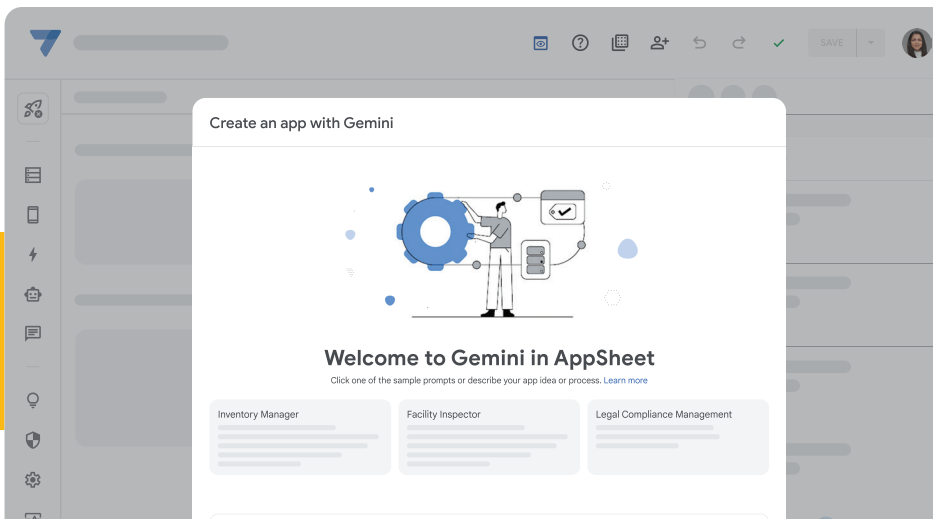
Help me extract information*

Populate forms and reports directly from images using Gemini in AppSheet. Snap a photo of a receipt, invoice, or document to capture data and match it to the right fields.

Connect to external services*
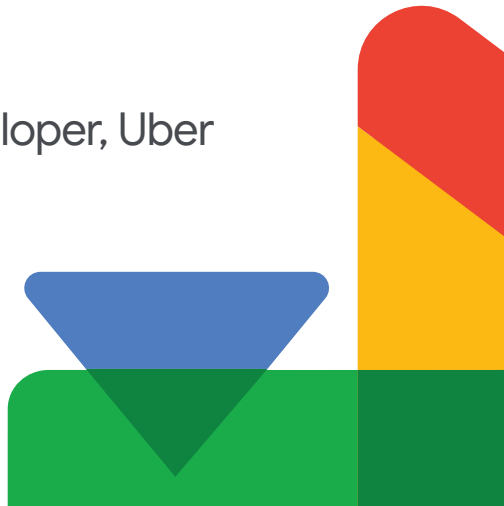
AppSheet apps can connect to hundreds of Google Cloud and third-party services without custom code.

*Available in preview

Create an app with Gemini

Welcome to Gemini in AppSheet
Click one of the sample prompts or describe your app idea or process. Learn more

Inventory Manager

Facility Inspector

Legal Compliance Management

"We can replace something with AppSheet very quickly and own it. We can automate something that's been a manual process forever... There are hundreds or thousands of these kinds of opportunities all over the company."

Sean Patterson,
Senior Applications Developer, Uber

Safeguarding your organization's data

Building helpful, secure, and safe products that give our users and customers choice and control over their data has been a bedrock principle of ours for 25 years. Gen AI doesn't change that commitment – it reaffirms the importance.

Data confidentiality

Your data is your data, and does not belong to Google. We don't use your data, user prompts, or generated responses to train Gemini models outside of your domain without permission. We don't sell your data or use it for ad targeting. You can delete or export your data at any time.

Data protection

Gemini respects existing data access and security controls already in place, and only retrieves relevant data that the user has permission to access. Use built-in controls, such as AI classification, DLP, IRM, and client-side encryption, to help identify, classify, and keep your data secure and compliant.

Compliance

Gemini is one of the first gen AI solutions to attain a comprehensive set of safety, privacy, and security certifications, including SOC 1/2/3, ISO 27701/17/18, 9001, and 42001, HIPAA, FedRAMP High, CMMC, and DoD IL4, to help you address regulatory requirements.

IT controls

Control the rollout of AI across your organization. You can turn access on or off to Gemini in specific Workspace apps, or for specific organizational units (OUs), to ensure users are educated and meet regulatory requirements.

Google Workspace

With Workspace, you're not just adopting a productivity suite, you're embracing the future of work.

Partnering with Google means investing in the future of AI-powered work.

We're not just keeping pace with AI innovation, we're leading it – and we're helping teams embrace its ever-changing potential.

Our innovation powers yours. With AI purpose-built for security and scale, we're continuing to help boost human potential at work.

Google Workspace can meet you where you're at. Contact us today to learn more.

workspace.google.com/contact

Google Workspace with ✦ Gemini