

Google Workspace

# Google Workspace Intelligence: less prompting, more outcomes



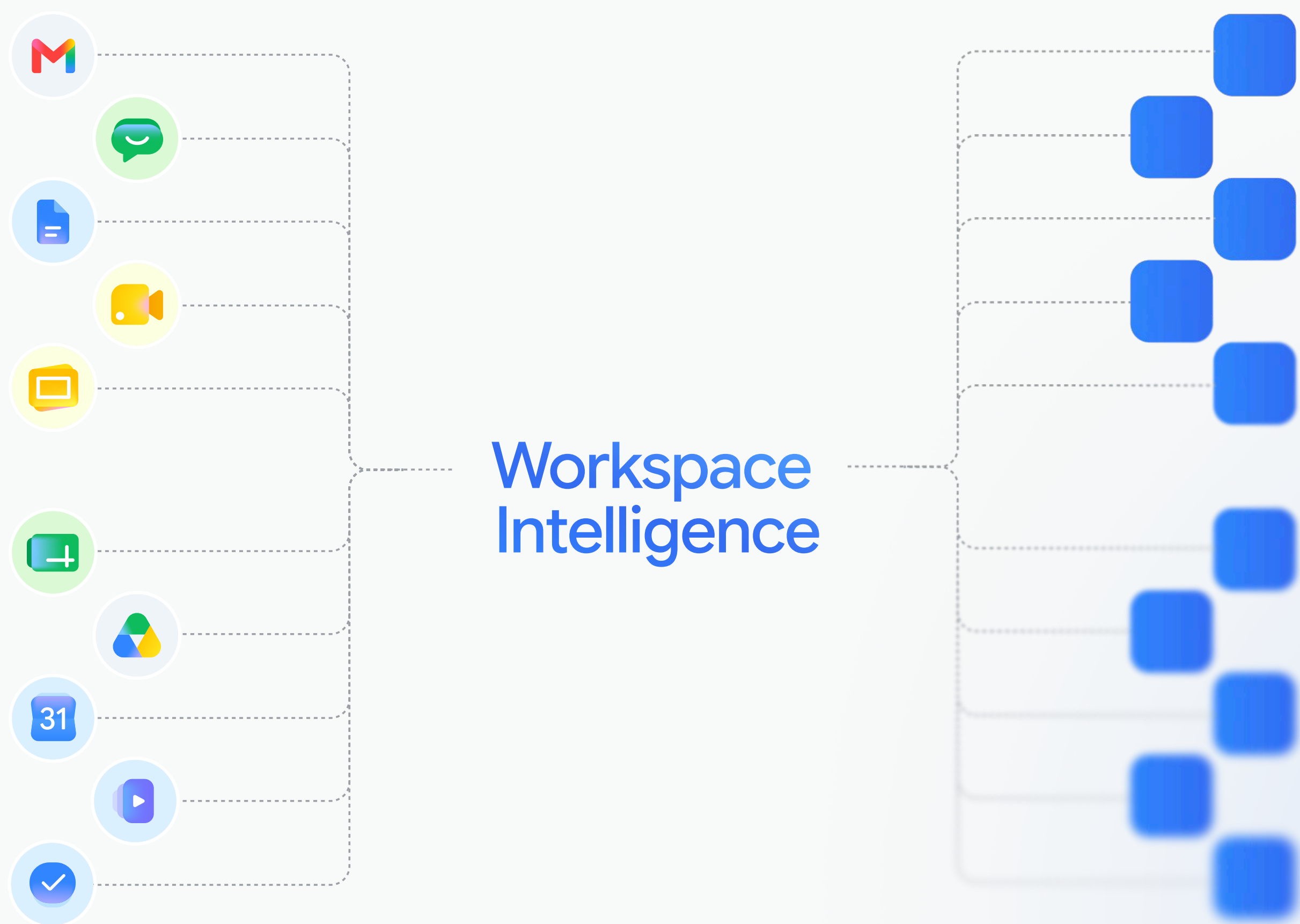
# Introduction

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Many AI tools have great skills for thinking and creating. However, they don't know about your specific habits, preferences, who you work with, or your current projects. Some might have access to your personal context and computer, but don't know how your organization more broadly is organized or what your team knows.

Because of this, people often spend too much time finding information in different places and connecting the dots, not to mention staring at a blank page not knowing where to start. Once you do start, you then have to spend the time providing AI with context to get the best work done through long prompts or uploading a large amount of sources. And then you have to repeat this every time you start something new.

**Workspace Intelligence** can help fix this problem. It's a unified semantic layer with state-of-the-art embedding models. What that means is it retrieves relevant data in real-time to become aware of your work context and current tasks. It also learns and reasons over your organization's information. It uses signals from your work to produce content that is more accurate and relevant, bridging the power of AI and your unique institutional knowledge.





# How Workspace Intelligence gathers information

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When a user submits a request, Workspace Intelligence utilizes sophisticated, multi-stage search techniques to assemble context. Instead of basic keyword searches, Workspace Intelligence understands what you’re actually looking for. It searches across your Workspace apps, connected third-party tools, and the web. If it doesn’t find the answer right away, it automatically digs deeper. Finally, it filters the results so you only see the most relevant information without the noise. To summarize, Workspace Intelligence:

| Retrieval phase                                                                                 | Description                                                                                                                                                |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  Plans       | The system acts as a coordinator. It decides which folders to check and which people might have the answers.                                               |
|  Searches    | It looks through many sources at once. It checks your email, calendar, files, and meeting notes.                                                           |
|  Digs deeper | If the first search does not find enough, the system looks deeper. It might look for recent updates from a specific project leader to find missing pieces. |
|  Organizes   | The system cleans up the raw data. For example, it removes messy email chains and extra links so the information is easy to read.                          |



# Four sources of context

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To give you the best, most personalized help, Workspace Intelligence looks at four different areas of information.

## Context dimension

## How Workspace Intelligence uses this source



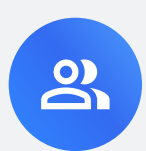
**Work files and conversations**

The system searches emails, files, meeting notes, and chat history. It understands the meaning of your search. For example, if you search for “financial projections,” it will also find and consider a document titled “Q3 Revenue Estimates,” even though those words weren’t in your request.



**Current context**

The system can help your apps know the context of what you are more likely to be working on at the moment of your request. If you ask questions about “budget planning,” it will consider what budget-related documents you have looked at recently to pull the most relevant information in real time.



**Team connections**

The system understands who you work with and on which projects. This helps the AI figure out the relevant sources, timely information, and right priority when helping you with your requests about certain projects and work streams.



**Open web knowledge**

Sometimes you need facts from the outside world. The system can safely look at Google Search to provide more information with news and market data to complement your internal data.

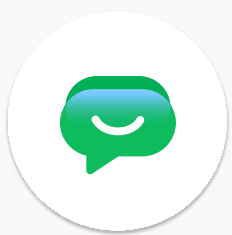


# Moving from busy work to outcomes

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Move from hunting for context to directing outcomes for your business. By integrating smart search with AI directly into the apps where you do work every day, Workspace Intelligence helps diminish manual information gathering and long back-and-forths with prompts.

Let's have a quick look at how different apps are supercharged by Workspace Intelligence:



## Google Chat: the command center for work

Google Chat, powered by Workspace Intelligence, becomes a unified command line for work. You can get a daily briefing of all of your work, and also walk out of a meeting and simply ask Gemini in Chat to “schedule a follow up to my last meeting and add a summary of what we just discussed in the invite.” The system identifies the right calendar event, who was there, and what was discussed to get the task done. Chat is your interactive space to get context across Workspace and external tools like Asana, Jira, and Salesforce.



## Google Drive: a helpful partner with deep institutional knowledge

With Workspace Intelligence, Google Drive understands the actual meaning and context behind your files, not just their titles. You can more easily find the needle in the haystack with questions like, “Find the deck with the proposed new logos in green and white,” and the system will scan through the files and what’s in them to surface the right document. You no longer need to guess file names or rely on simple keyword matches. With Workspace Intelligence, you can use the search bar or Ask Gemini in Drive to summarize entire repositories and get actionable insights. Plus, with the new Drive Projects, you can easily bucket your team’s files so Gemini always has the full picture while keeping everything securely stored.



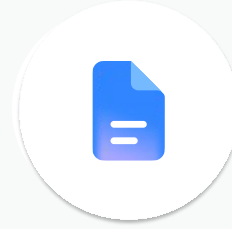




## Gmail: making sense of busy inboxes

Workspace Intelligence understands your priority projects and the people you work with to help you manage your inbox. AI Inbox understands all your individual messages to create actionable lists of things you need to tackle and respond to. It does the heavy lifting of organizing the content of your inbox so you can simply act on it. And when you're ready to answer emails, you can use Help me write with personalization, which will put together emails that sound like you and address the right people you're working with. Whether you're writing to an executive or a peer, Workspace Intelligence will ensure Help me write creates something that aligns with what you've collaborated on and is relevant to your work relationship.

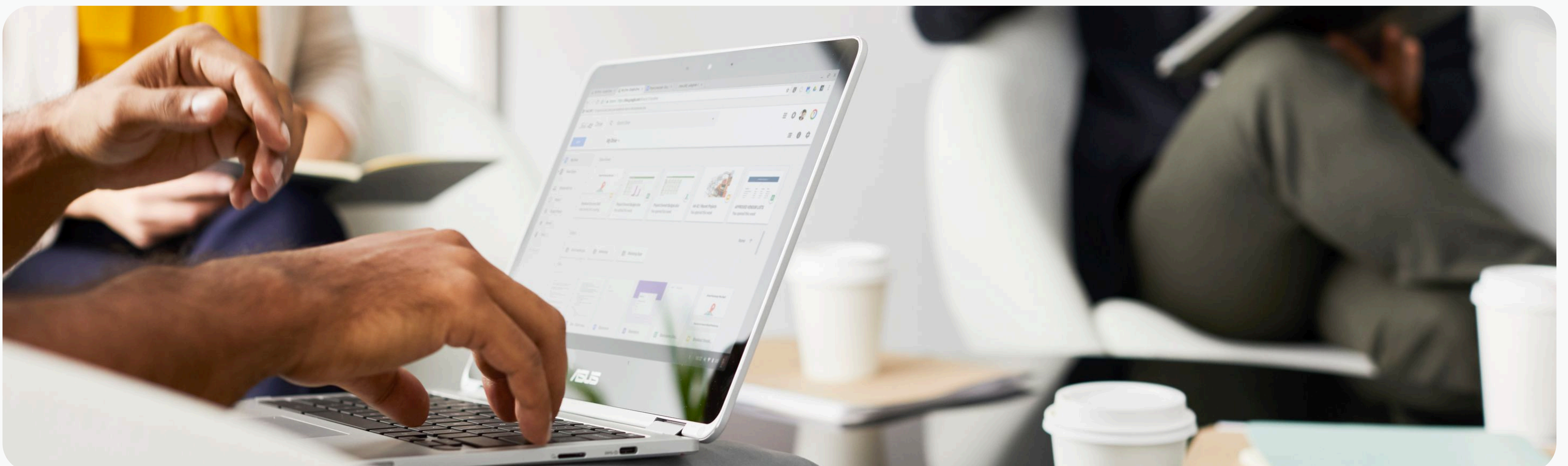
Lastly, if you ever need to find a message from three quarters ago whose contents you barely remember, Ask Gemini in Gmail is there to retrieve it for you, even if you use vague descriptions.

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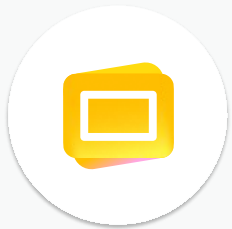
## Google Docs: ending the “blank canvas” problem

In Google Docs, Workspace Intelligence understands the underlying context of your work. When you ask it to “draft a status update for Project X,” the system automatically finds the relevant Google Meet transcripts, recent conversations in Google Chat, and data from project trackers in Google Sheets. It gets you from zero to one fast and produces a draft that sounds like you and fits your company's reality, providing clear links to data sources so you can check the facts at any time. You can even tag in files formatted how you like, and the system will produce your output following that same formatting.

Workspace Intelligence also knows your teammates and collaborators, so you can use it to create reports and updates with simple instructions like “Prepare an update to my boss about Project X. Use the next steps that were agreed on in my conversation with Sales this morning.” No names needed, no meeting titles needed, no additional context on what Project X is. Workspace Intelligence already knows and will use the relevant information to complete the task.



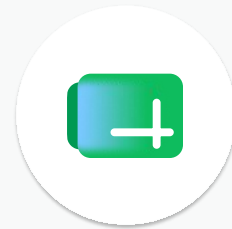




## Google Slides: from data to deck in a few clicks

In Google Slides, Workspace Intelligence reviews your organization's existing presentations and pulls the latest context across your files, conversations, and meetings to get the most relevant information to help you. It also balances content hierarchy, spacing, and visual weight while matching the style of your other slides to align your brand's style, colors, and fonts. Google Slides will build a ready-to-present deck from the ground up, fully editable and on-brand, allowing you to focus on the story rather than the busywork of slide design.

And because it knows the people you work with and their preferences, you can tell Workspace Intelligence your intended audience and it will make sure Slides uses the correct altitude, language, and flow for the presentation.



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## Google Sheets: analysis without the manual data entry

In Google Sheets, Workspace Intelligence finds the right datasets and works them for you. It can combine your internal company data with fresh facts from the web and handle the complex analysis, modeling, and formulas. You don't have to write out a single formula or line of macro; Gemini will run the analysis and provide insights and visualizations. It transforms a complex request like "calculate the total of our Q3 orders from Europe using the USD/EUR exchange rate of each order date" into a formatted, citable, insights-rich spreadsheet in moments that combines your internal and external data when necessary.



# Privacy and security

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Workspace Intelligence is built on the foundation that your data belongs to you.

## Privacy and security pillar

## How Google Workspace Intelligence protects your data



Your data is your data

Your information is not sold or used for ads. It is not used to train the AI models.



Following your rules

The system only looks at files you already have permission to see. If you cannot find or access a file yourself, the AI cannot either.



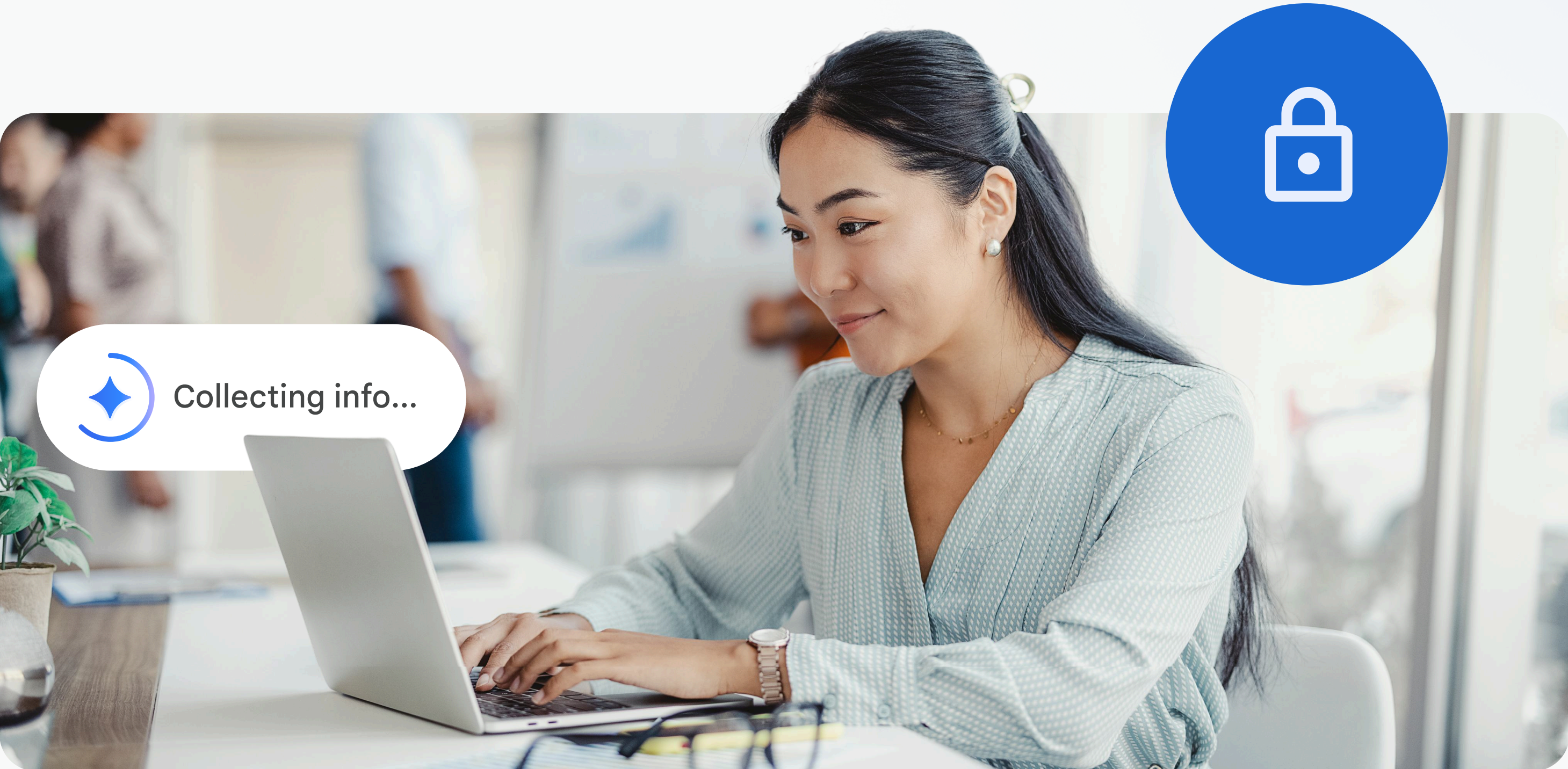
Keeping things separate

Your organization's data is stored in a secure, isolated environment. It is never mixed with data from other companies.



Track record of safety

Our tools meet the highest international standards for security. We have earned top certifications for privacy and safety.

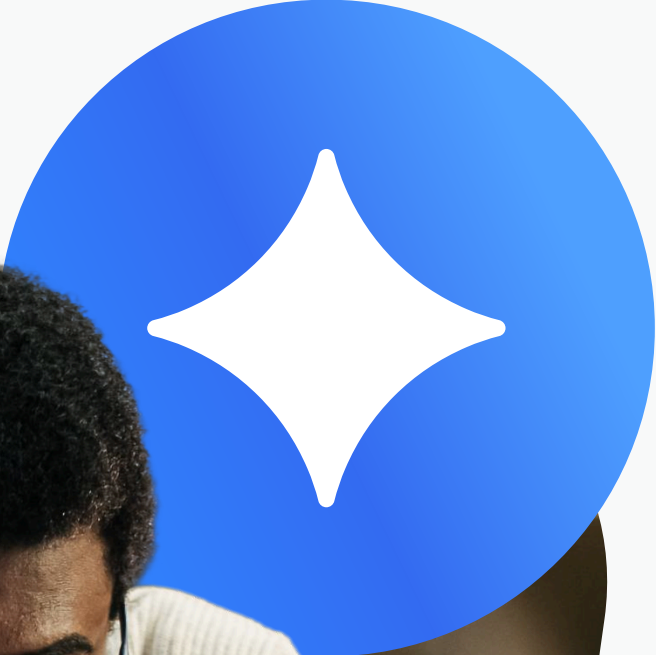


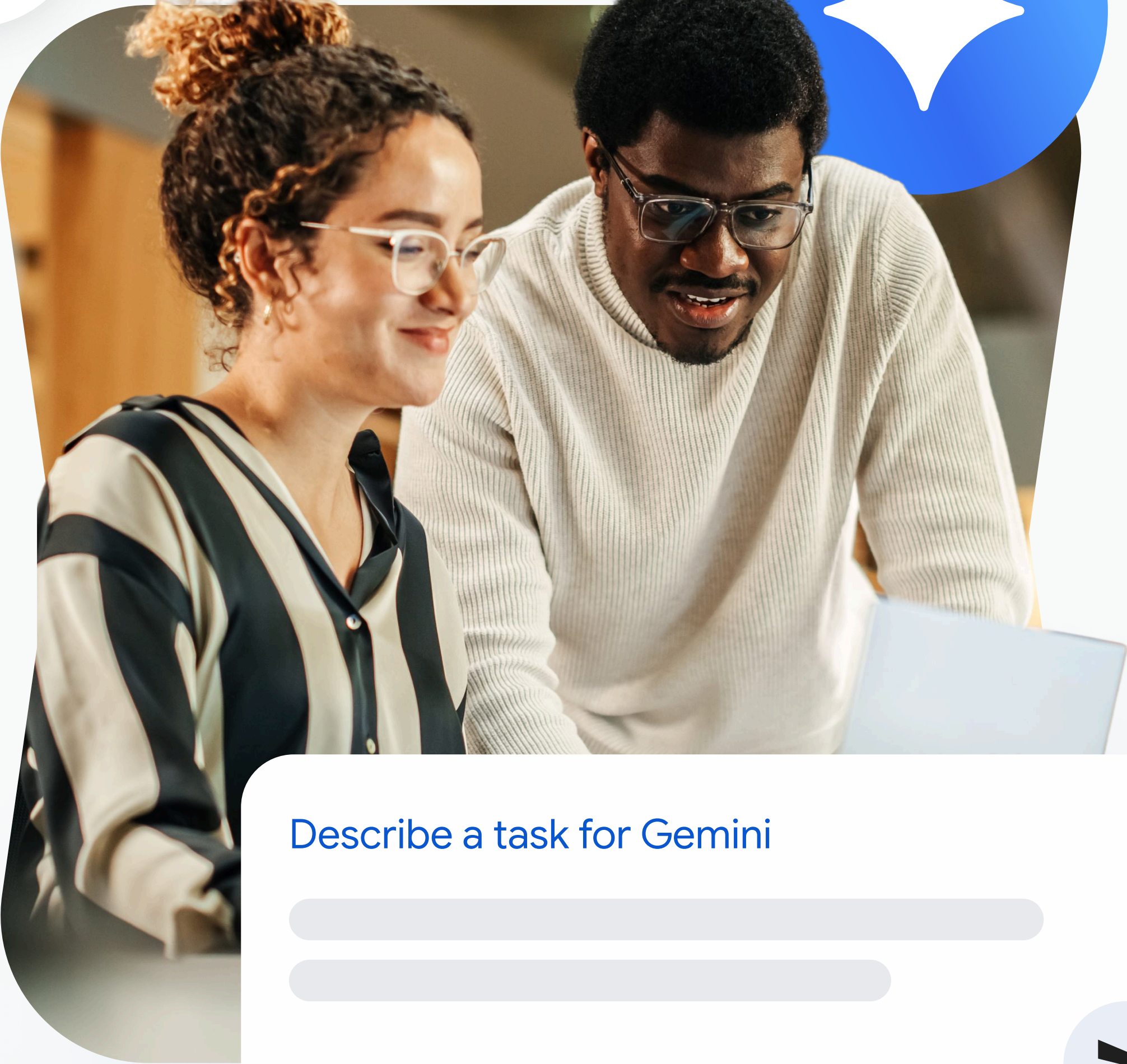


# Conclusion

AI is most helpful when it knows your unique work context. Workspace Intelligence acts as a partner that understands your business. It connects your files and your team. This allows the system to give you powerful and personal help every day.

 [Experience a more helpful AI today](#)





Describe a task for Gemini