Google Workspace with Gemini

A primer on getting started

Google Workspace with Gemini is AI built for how you actually work. Whether you're racing toward a deadline, launching a new product, pitching to a customer, or staying connected with a global team — we believe technology should clear your path, not create one. Gemini is built to help and provides AI assistance embedded into the Google Workspace apps you know and use, in addition to new tools like NotebookLM, the Gemini app, and Vids.

To help you get started, let's follow along as Taylor demonstrates some of the ways you can use Workspace with Gemini to work smarter and achieve more every day. Taylor and team are working on writing a final strategy document and presentation about a new training program.

Taylor
Project Manager

Gemini in Gmail

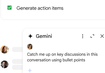
9:15 am

Taylor opens her inbox and uses Gemini in Gmail to help draft, reply, sift through, and summarize emails.

With one click, Taylor summarizes a long email thread. Once caught up, Taylor uses Help me write to effortlessly draft a response with simple prompts. Taylor wants to remind her team about an upcoming deadline. She prompts Gemini in the Gmail side panel to help her quickly recall the scheduled date on her Google Calendar.

Now, Taylor has caught up with an overflowing inbox in a fraction of the time, crafted high-quality responses, and is ready to start deeper work.

- Summarize email
- Draft email
- Find specific information



Gemini in Chat

9:21 am

Now Taylor needs to catch up with her team on the rest of their current projects. She visits the team's space in Google Chat, and uses Gemini to summarize the discussion since her last visit. Gemini captures key points in the conversation, surfaces important details, and generates a list of action items — this helps her get caught up so she can begin working on the most critical tasks first.

- Summarize discussion
- Capture key points
- Generate action items

Gemini in Drive

9:30 am

Taylor uses Gemini in Drive to quickly find answers and insights from files that are relevant to this project and shared between her and her teammates.

To start, Taylor asks Gemini to summarize the project folder. Before giving feedback and beginning next steps, she asks Gemini specific questions to find additional information within the folder.

Now Taylor is ready to begin creating a final report using all of the team's work.

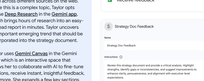
- Quick content deep dive

Gemini in Sheets

9:55 am

First, Taylor needs to include data and findings from a related spreadsheet in the report. Using Gemini in Sheets, Taylor asks Gemini to create formulas, calculate budget, calculate budget, inventory revenue and more. Then, to summarize the spreadsheet data, Taylor uses Gemini to find deeper insights and generate charts that can be included in the strategy document.

- Create formulas
- Calculate budget
- Summarize data
- Generate charts



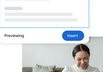
Gemini app

11:20 am

Before working on the strategy document, Taylor explores emerging industry trends from across different sources in the Gemini app. Taylor asks Gemini to tailor gems to use Deep Research in the Gemini app, which brings hours of research into an easy-to-read report in minutes. Taylor uncovers an important emerging trend that should be incorporated into the strategy document.

Taylor uses Gemini Canvas in the Gemini app, which is an interactive space that allows her to collaborate with AI to free tune sections, receive instant, insightful feedback, and more. She expands a few key sections of the research report using Canvas. Once Taylor is happy with the document, she exports her work to Docs so that her team can begin collaborating on it.

- Explore trends
- Receive feedback



Gemini in Docs

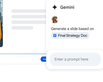
1:41 pm

Now that Taylor has the data summary and emerging trends, she needs to create a final strategy document and presentation to support this project. Opening a new Doc, Taylor uses **Help me create** to build a stylized, structured document using content from Drive. She creates a document that has cover images, in-line images, stylized text, tables, and more.

After she drafts the document, Taylor wants to pressure-test the work against a target persona — the director, senior leadership team — before finalizing the deliverables.

To do this, Taylor turns to the executive feedback Gem she created, which is a customized version of Gemini that helps with specialized or repetitive tasks. Taylor asks her executive feedback Gem to review the strategy document the team has been working on and asks it for a critique. The Gem gives valuable feedback that Taylor uses to further refine the document and final presentation materials.

- Create structured presentation

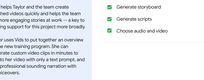


Gemini in Slides

2:16 pm

To get started on creating the final presentation to accompany the report, Taylor opens Slides and prompts Gemini to use the information from her document to create new Slides content. She also creates custom images that are rich in detail, which helps create an engaging presentation that is ready for the team's input.

- Create engaging presentation slides



Gemini in Vids

3:20 pm

Vids helps Taylor and the team create polished videos quickly and easily the team tell more engaging stories at work — a key to landing support for this project more broadly.

Taylor uses Vids to put together an overview of the new training program. She can generate custom video clips in minutes to add to her video with only a text prompt, and add professional sounding narration with AI voiceovers.

- Generate storyboard
- Generate scripts
- Choose audio and video

Vids
Voice
Voice
Voice