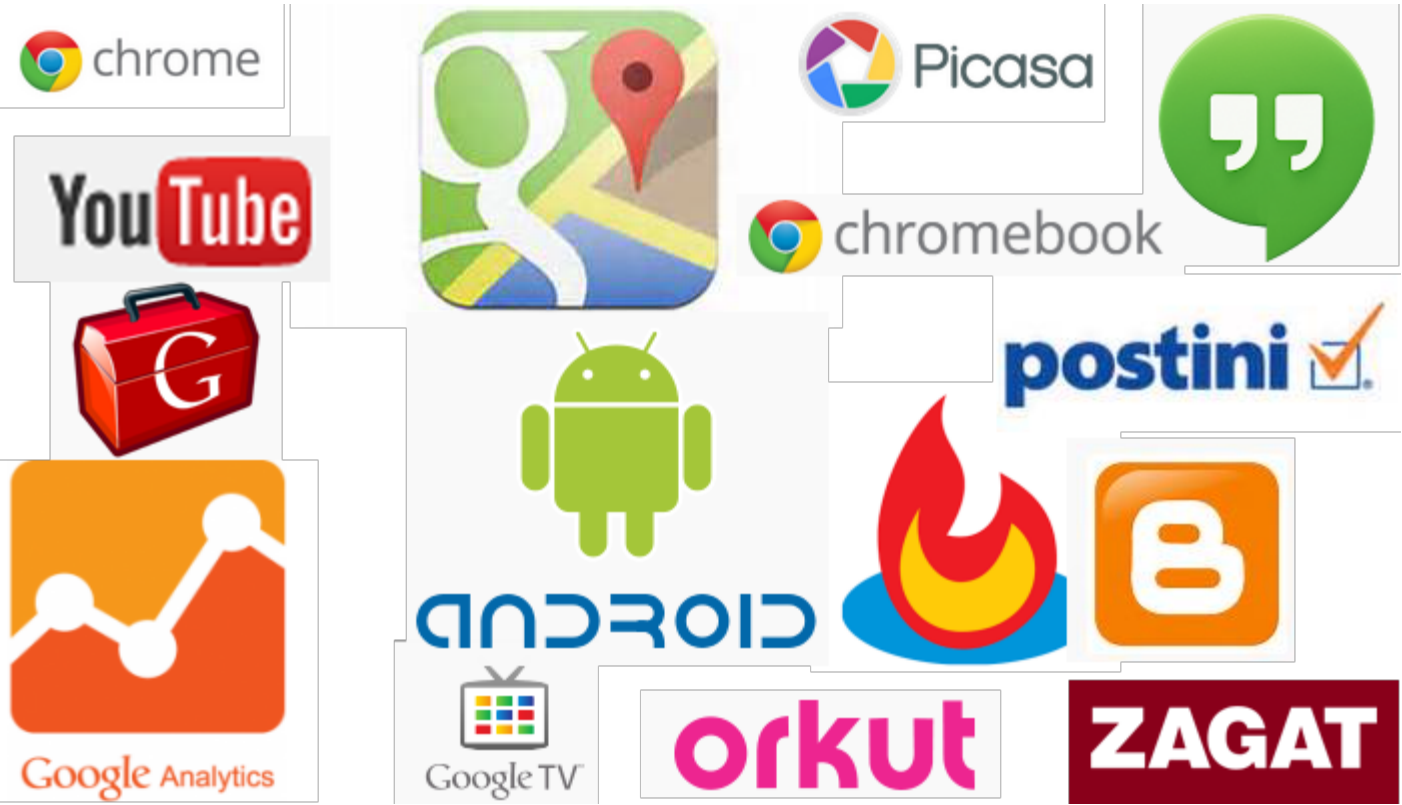


# The Googleverse



# Google Drive and Google Apps

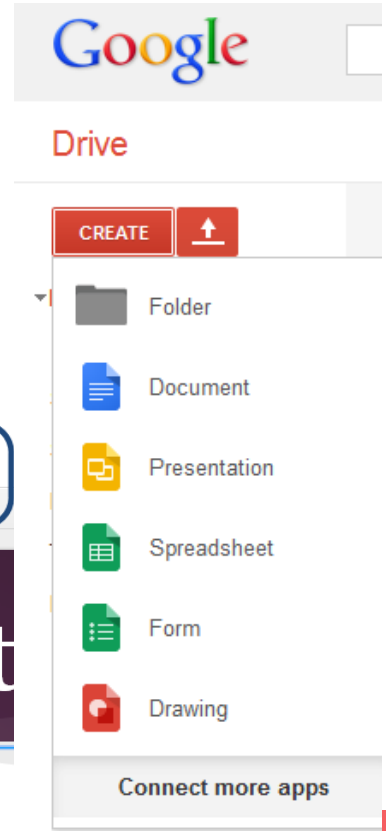
Google Drive is a free infrastructure for collaboration and distribution.



# Google Docs, Sheets, & Slides

Drive comes with some basic apps:

With some basic controls:



# Life in the Cloud: Sharing

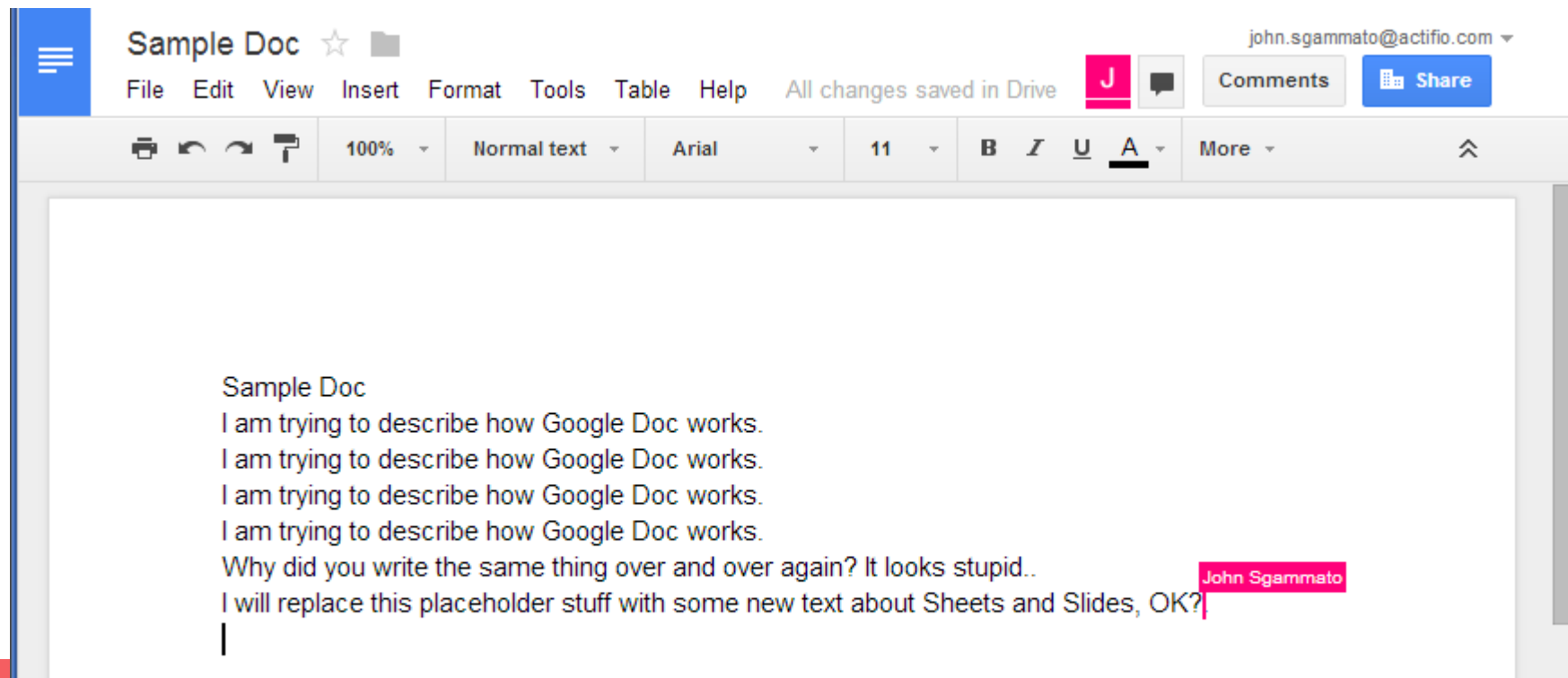
Share with anyone  
via email,  
  
read-only or to  
collaborate

The image shows a Google Docs interface with a 'Sharing settings' dialog box open. The dialog box is titled 'Sharing settings' and contains the following information:

- Link to share:** A text box containing the URL `https://docs.google.com/a/actifio.com/document/d/1Kb6tA-F3c6MX1v-mir1yCryXRkIK`.
- Who has access:** A list of users with their access levels:
  - Actifio:** People at Actifio can find and view. A blue 'Change...' link is to the right.
  - John Sgammato (you):** john.sgammato@ac... Is owner.
- Invite people:** A text box containing `JohnSgammato@stcnewengland.org` and a dropdown menu set to 'Can edit'. A green arrow points to this dropdown with the text 'Uh-oh!'.
- Options:** A checked checkbox for 'Notify people via email - Add message', and two unchecked checkboxes: 'Send a copy to myself' and 'Paste the item itself into the email'.
- Buttons:** A green 'Share & save' button and a grey 'Cancel' button.

The background shows the Google Docs editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table, Help) and a 'Share' button in the top right corner, which is circled in blue.

# Life in the Cloud: Collaboration



The image shows a screenshot of a Google Docs interface. At the top left, there is a blue sidebar with a hamburger menu icon. The main header area contains the document title "Sample Doc" followed by a star icon and a folder icon. To the right of the title, the user's email "john.sgammato@actifio.com" is displayed with a dropdown arrow. Below the title, a menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Table", and "Help". A status indicator says "All changes saved in Drive". To the right of the menu bar are a pink profile icon with the letter "J", a comment icon, a "Comments" button, and a "Share" button.

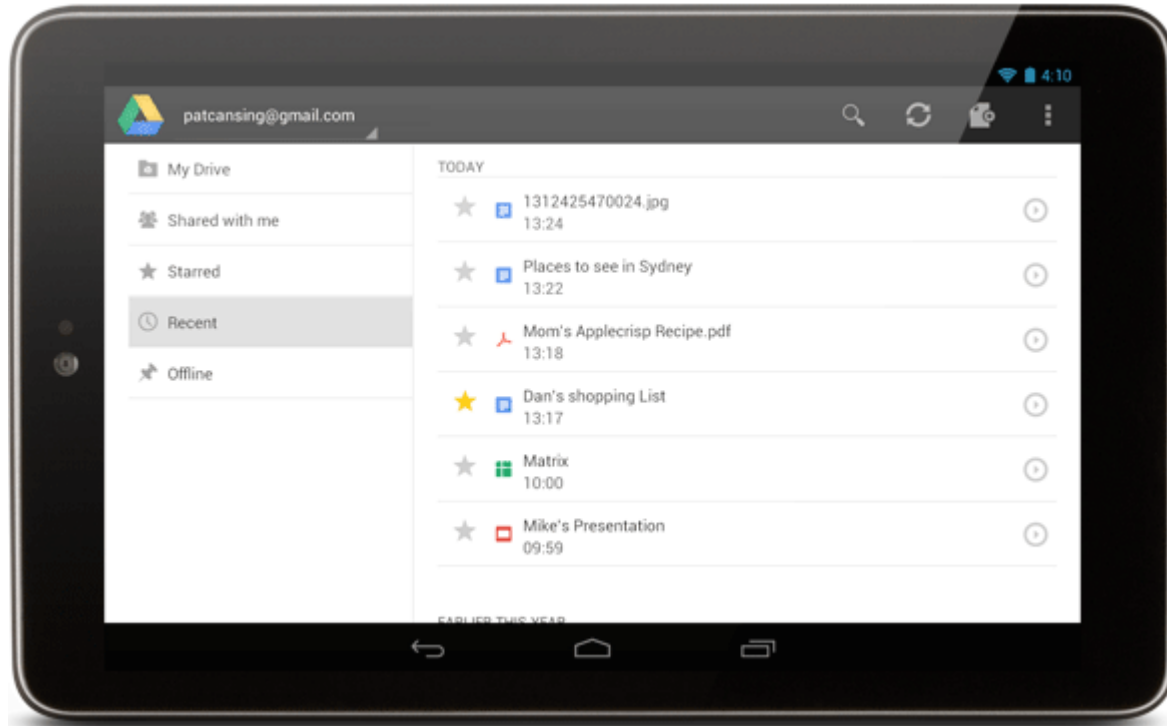
Below the menu bar is a toolbar with icons for print, undo, redo, and text color. It also shows "100%" zoom, "Normal text" style, "Arial" font, "11" size, and bold, italic, underline, and text color buttons. A "More" button and an upward arrow are on the far right of the toolbar.

The main content area contains the following text:

Sample Doc  
I am trying to describe how Google Doc works.  
I am trying to describe how Google Doc works.  
I am trying to describe how Google Doc works.  
I am trying to describe how Google Doc works.  
Why did you write the same thing over and over again? It looks stupid..  
I will replace this placeholder stuff with some new text about Sheets and Slides, OK?

A pink comment bubble with the name "John Sgammato" is positioned over the end of the last line of text.

# Going Mobile



# No Cloud, No Work

Everything is in the Cloud.

If you're offline, you can read  
but you cannot edit your  
docs.



# Google Apps Admin Console

The screenshot shows the Google Apps Admin Console interface. At the top, there's a navigation bar with the Google logo, a search bar, and the user email 'admin@stcnewengland.org'. Below this is a 'Users' tab with a dropdown menu open, showing options: Users, Company Profile, Billing, Google Apps, Device management, Support, and Back to Dashboard. The main content area displays a table of users with columns for 'LAST SIGNED IN' and 'EMAIL USAGE'. The table lists several users, including Emily Alfson, Iris Friedman, and John Sgammatto. On the right side, there are 'FILTERS' and 'ORGANIZATION' sections, with 'Active users' and 'stcnewengland.org' visible.

	LAST SIGNED IN	EMAIL USAGE
	5:35 PM EST	0 GB
	Never logged in	0 GB
	Never logged in	0 GB
<input type="checkbox"/> <b>Emily Alfson</b>	Never logged in	0 GB
<input type="checkbox"/> <b>Iris Friedman</b>	Never logged in	0 GB
<input type="checkbox"/> <b>John Sgammatto</b>	1:31 PM EST	0 GB