

Digital Office | UCD IT Services Oifig ar Líne | Seirbhísí TF UCD

Google Chat & Spaces

Enterprise Applications Group, UCD IT Services

Today's session

- The Digital Office initiative
- About Google Chat and Spaces
- Chat settings
- Space Settings
- Creating a Space
- How to use your Space
- Setting Tasks in a Space

Digital Office



• A toolkit of UCD IT Services resources to help you complete your online office tasks

'Common tools for common tasks'

- Three themes:
 - Time management and calendaring
 - Collaborating and communication
 - File storage and sharing



Website: www.ucd.ie/digitaloffice | Join our Spaces Community

What is Google Chat?

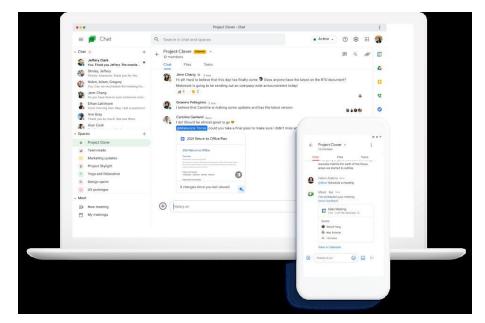


Instant messaging & group messaging from Google

- Integrated with other Google Workspace products
- Supported alternative at UCD to WhatsApp and other instant messaging services

Google Chat and Spaces: navigation

- Desktop and mobile
- Access via Gmail or Chat
- Pin a Space
- Notification settings
- Share a link to the Space
- Left navigation menu: Home/Mentions/Starred
- When to use <u>Spaces or group message in</u> <u>Chat</u>



'Spaces are the central place for teams to engage in topic-based discussions, share knowledge and ideas, move projects forward and build communities and team culture.'

Chat settings: do not disturb & more

Do-not-disturb schedule: turn this on via **Google Chat settings**

You can also enable smart compose, smart reply and autocorrect features Geogle Workspace Productivity Tips Set a do not disturb schedule in Google Chat



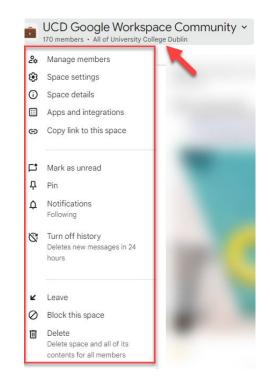


Space settings

- Member and Manager Space settings
 - Click Space name to expand
 - Options depend on your role in the Space
 - Notifications

As a **Space Manager**, you can:

- Control who can join a space.
- Control who can manage members and groups.
- Change whether the space is accessible to anyone in UCD or only to people you invite.
- Decide whether everyone in the space can update space details, turn history on or off, or use @all.



Creating a Space

Create a space

©_+	test		4/64
	Description (optional)		0/150
Enter	name or email of person or group		
∂	Space access is Restricted Y Only added people and groups can join		
Advanc	red 🗸		
These se	attings can't be modified after the space is created		
	Allow people outside your organisation to join		
	Only Space Managers can post Learn more		
		Cancel	Create

- Restricted/all at UCD
 - Advanced options:
 - External access (warning: ensure not sharing any confidential information)
 - Announcements only: 'only Space Managers can post'

Creating posts

- Format options
- Include an image or a gif
- Add a file
- Record and send a voice note
- Link to Google Drive and Google Calendar
- Create a Google Doc, Slide or Sheet directly within the Space that is shared automatically with all members

Extra features: Shared and Tasks

Shared

• List of files, links and media shared with Space members

Tasks

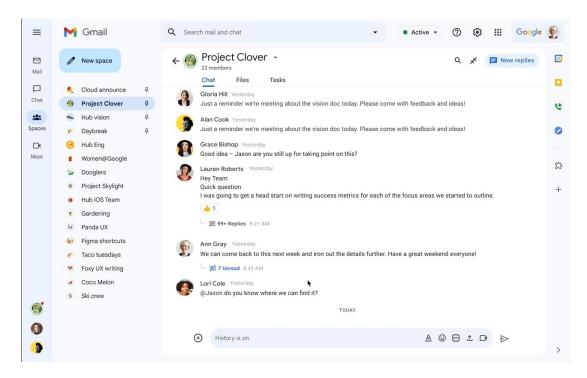
- Create a task within the Space
- Add date and assignee
- Automatically added to Google Calendar
- Can update in personal Tasks, updates seen by all



Threaded messages

In-line threading:

reply to a specific message or discuss a topic in-depth without disrupting the flow of the main conversation.



Conversation summaries: optional

Automatic summaries:

a helpful digest of conversations in a space, allowing you to quickly catch-up on unread messages and navigate to the most relevant threads.

Turn this on via **Google Chat** settings

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Mail			🗌 📩 Ď Roger Nelson	New comments on MCR2020 draft presentation - Jessica Dow said What about Eva	2:35 PM
Chat	□ Inbox	6	🗌 🏫 🍃 Lori Cole	Q1 project wrap-up - Here's a list of all the top challenges and findings. Surprisi	Nov 11
000	M Starred		🗌 🏠 🍃 Lauren Roberts	Fwd: Client resources for Q3 - Ritesh, here's the doc with all the client resource links	Nov 8
Spaces	∑ Important		🗌 🕁 🍃 Ethan Lattimore	Last year's EMEA strategy deck - Sending this out to anyone who missed it. Really gr	Nov 8
	➢ Sent		🗌 🕁 Ď Gloria Hill	Revised organic search numbers – Hi, all-the table below contains the revised numbe	Nov 7
Meet	Drafts	+	🔲 🕁 🍃 Shirley Franklin	[Updated invitation] Midwest retail sales check-in — Midwest retail sales check-in @ Tu	Nov 7
	 More LABELS 		🗌 🚖 Ď Keith Obrien	000 next week – Hey, just wanted to give you a heads-up that I'll be 000 next week. If …	Nov 7
	Clients		🗌 🕁 🍃 Lori Cole	Logo redesign ideas - Excellent. Do have you have time to meet with Jeroen and me thi	Nov 7
	 Personal 		🗌 🕁 🍃 Madison Wells	Fwd: Feedback on the new signup experience - Looping in Annika. The feedback we've	Nov 6
	Project Clover		🗌 🕁 Ď Jeffrey Clark	 Town hall on the upcoming merger – Everyone, we'll be hosting our second town hall to	Nov 6
	Project Dot		🗌 🕁 Ď Roger Nelson	 Two pics from the conference - Look at the size of this crowd! We're only halfway throu	Nov 6
	 Project Hedgehog Project Rocket 		🔲 🕁 🍃 Raymond Santos	 [UX] Special delivery! This month's research report! – We have some exciting stuff to sh	Nov 5
@	 Project Rocket Project Skyline 		🔲 🙀 🍃 Lauren, me 4	Re: Project Skylight 1-pager – Overall, it looks great! I have a few suggestions for what t	Nov 5
	✓ More		🔲 🙀 🍃 Lauren Roberts	 Re: Corp strategy slides? — Awesome, thanks! I'm going to use slides 12-27 in my presen	Nov 5
4	×		🔲 🙀 🍃 Adam Young	 Updated expense report template - It's here! Based on your feedback, we've (hopefully)	Nov 5

Resources

UCD resources

- <u>How do I get started with Google Chat?</u> (IT Support Hub)
- How do I display my Google Chat and Spaces in my Gmail? (IT Support Hub)
- <u>How do we use Spaces in Google Chat?</u> (IT Support Hub)
- <u>Google Chat</u> (IT Services website)
- <u>Getting started with Google Chat</u> (EAG video)

External resources

- <u>Google Chat cheat sheet</u> (Google resource)
- <u>Google Chat training and help</u> (Google resource)
- <u>Best practices for using Spaces</u> (Google resource)
- Introduction to Google Chat Training by Google Workspace on LinkedIn Learning
- <u>What Email, IM, and the Phone Are Each Good For</u> (Harvard Business Review)



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Thank you! All resources are linked below.

www.ucd.ie/digitaloffice