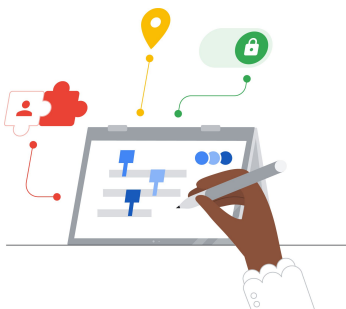


To Gmail from Groupwise

Know the features to make the switch seamless.

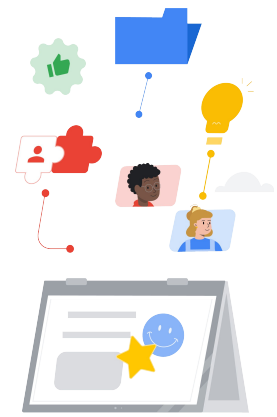
Feature	Groupwise	Gmail
Machine learning/Artificial intelligence feature that provides suggestions as emails are written	-	✓
Create branded emails with custom layouts	-	✓
Variety of add ons to extend the email	-	✓
Integration of Tasks/ToDo Lists	✓	✓
Integration of Meet, Chat, Spaces-sidebar access to other communication tools	-	✓
Customizing features (design, size, placement, etc.)	✓	✓
Advanced sorting and organization with custom labels	✓	✓
Calendar Integration	✓	✓



Efficiency Tip

Gmail allows users to assign more than one label for those messages that don't fit into one category.





Gmail Resources

Find courses, handouts, websites, and videos about Gmail below. You'll be using Gmail like a pro in no time.



For Teachers

- [Google for Education Teacher Center](#): Website for lesson ideas, support, and more.
- [Optimize your Gmail Inbox](#): Learn how to further optimize your inbox.
- [Gmail Training and Help](#): Site with available training and support.
- [Google for Education YouTube Channel](#): Video playlist showing new Workspace features.
- [Google Workspace Productivity Tips](#): Learn how to use Workspace to become even more productive.
- [Get More from Gmail](#): Find great ways to maximize productivity and efficiency in Gmail.
- [Side-by-Side Products](#): Learn how to use Google products in Gmail.
- [Email in Google Classroom](#): Learn how to send/receive emails in Classroom.
- [Online Safety for Families](#): Google for Education privacy and security site for families and guardians.



For IT Administrators

- [Gmail Workspace Admin Help](#): Support site for Gmail.
- [Workspace Admin 'Ask the Community'](#): Community forum for Workspace administrators.
- [Google Workspace Status Dashboard](#): Real-time status on all Google's Workspace applications.
- [Google Workspace Updates Blog \(Gmail\)](#): Keep up with all the new Gmail features.
- [Google for Education Setup Guide](#): Setup guide for domains new to Workspace.
- [Advanced Gmail Security Settings for Admins](#): Learn about advanced features available for Gmail.
- [Google Contacts Information](#): Support pages for creating, organizing, and managing contacts.
- [Google Groups Information](#): Support pages for creating, organizing, and managing Google Groups.



Go Further

- [Gmail Advanced Smart Features](#): Learn about various features for Gmail.
- [Google for Education Educator Certifications](#): Earn teacher certifications using Google Workspace.
- [Professional Google Workspace Administrator Certification](#): Earn admin certifications managing Google Workspace.
- [Works with Gmail Advanced Apps](#): Browse through apps to extend Gmail's functionality.
- [Building Your Own Gmail Add ons with Google Apps Script](#): Learn how to build your own Gmail add ons.
- [Do More With Your Inbox Google Blog](#): Blog post to learn about various apps available to Gmail.
- [Google Workspace Training](#): Courses for using Google Workspace.



Use Gmail's 'schedule send' to schedule emails to go out hours or days later.

Partner Logo

Google for Education

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