This document is now outdated. If you are looking for the updated document, see this link:

http://services.google.com/fh/files/misc/gsuiteenterpriseforeducation-gettingstartedguide-2020.pdf

Google for Education

Getting Started With

G Suite Enterprise for Education

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Getting started with G Suite Enterprise for Education.

G Suite Enterprise for Education helps you create an innovative learning environment with enterprise-grade tools that are customized for education, including:

- Start your free trial
- Advanced admin controls
- Robust communication tools
- Enhanced analytics and search

Watch this video to see how these powerful features can benefit your educational organization. We'll continue to add capabilities geared toward your specific needs, so stay tuned.

Exploring G Suite Enterprise for Education for the first time?

Connect with an expert and learn more here.

Use this guide to get started with G Suite Enterprise for Education.

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On hold until trial is launched

Start your free trial

You can **try G Suite Enterprise for Education** for 30 days at no charge with up to 10 licenses. This will give you a chance to try out the powerful enterprise-grade features that can benefit you as an IT admin and make managing your domain simpler. You will also empower the faculty, staff, and students on campus with easy-to-use productivity and communication tools.

Follow these instructions to launch your free trial.

On hold until trial is launched

Start your free trial

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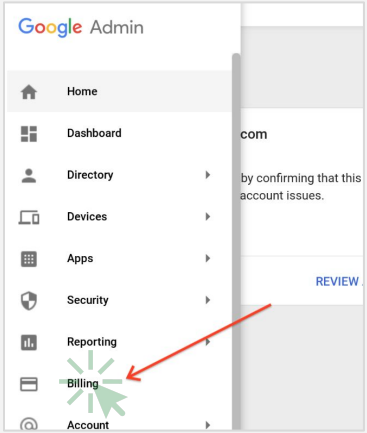
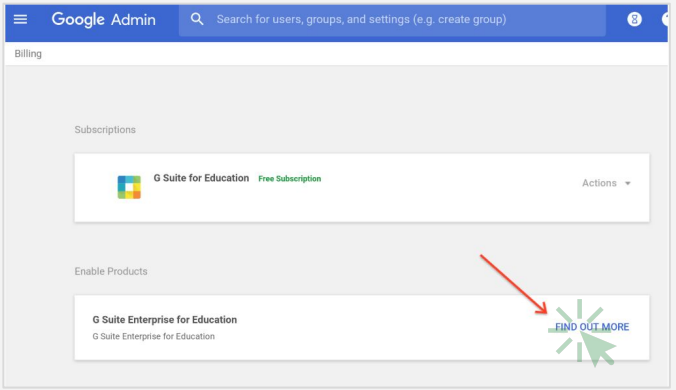
1

Go to your G Suite Admin console and click **Billing**.



2

In the G Suite Enterprise for Education module, click **Find out more**.



On hold until trial is launched

Start your free trial

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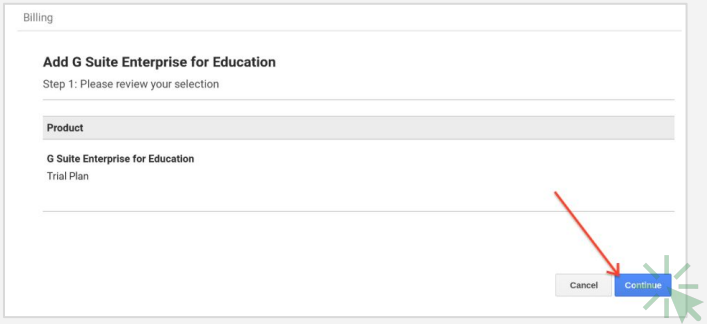
3

When prompted to review your selection, click **Continue**.



For help managing and assigning G Suite Enterprise for Education licenses, visit this Help Center article.

Advanced controls for admins

G Suite Enterprise for Education gives you more control across your domain with enterprise-grade tools to help you defend against security threats, analyze security incidents, and protect student and faculty data.

Get started with:

Security center »

Data regions »

Security center

The security center gives you more visibility and control over security by providing you with actionable insights about activity within your domain, including phishing and spam emails, external file sharing, and message authentication. It's also where you can access and adjust basic settings, such as enforcing 2-Step Verification (2SV).

Visit the Security Center to:

- Access your security dashboard to view and download reports
- Check your security health to ensure you're following security best practices
- Use the investigation tool to dive deeper into security incidents

Advanced controls for admins

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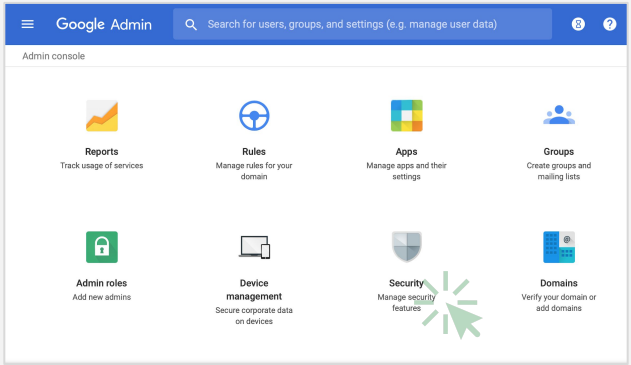
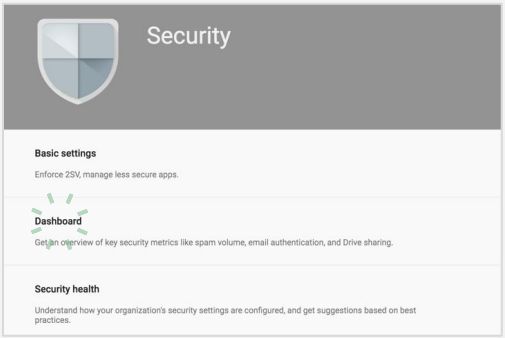
1

To open the **security center**, click **Security** from the Admin console.



2

Once in the **security center**, select the tool that you want to work with. The **dashboard** is a good place to start so that you can get an overview of key security metrics.

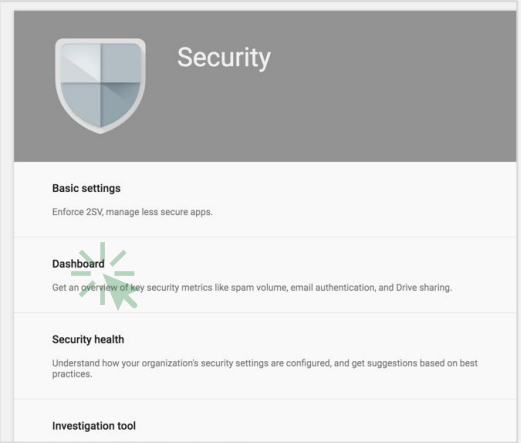


Dashboard

The security dashboard gives you a quick overview of important security metrics across your organization, such as spam volume, email authentication, and Drive sharing.

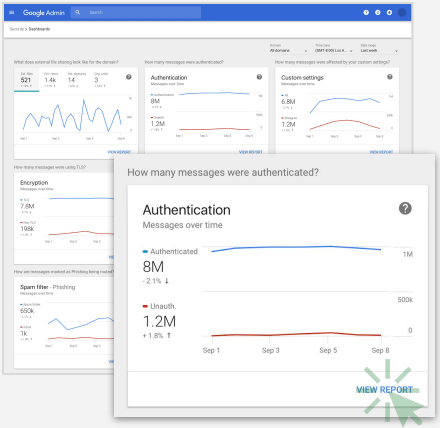
1

From the security center, click **Dashboard**.



2

You can quickly review all your metrics, then dive deeper into a single dashboard by clicking **View report**.



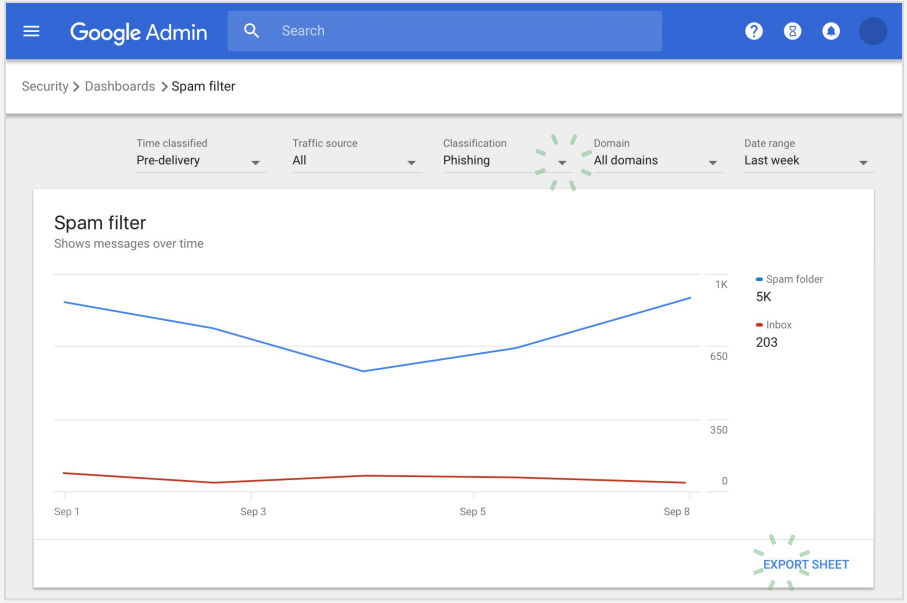
Advanced controls for admins

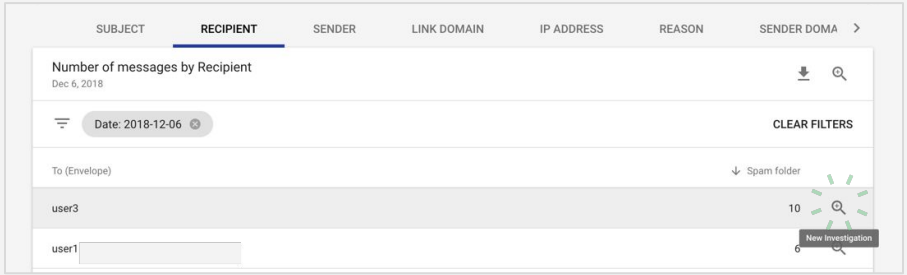
Reports

Reports can help you to identify and mitigate potential security risks. For example, you can open a spam filter report to identify which users are receiving spam emails, then work with those users to make sure they have 2SV enabled and understand what phishing emails look like so they are less at risk.

Within a report, you can:

- **Adjust filters** to further classify your dataset
- **Export** to Sheets for reporting and distribution
- Launch an investigation to drill down for actionable insights





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Security health

Security health helps you understand how your organization's security settings are configured and gives recommendations based on Google best practices.

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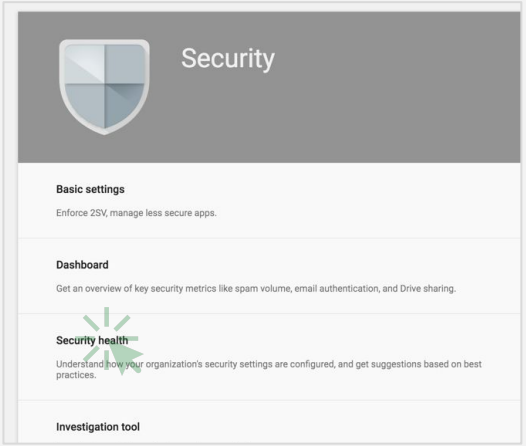
1

From the security center, click **security health**.



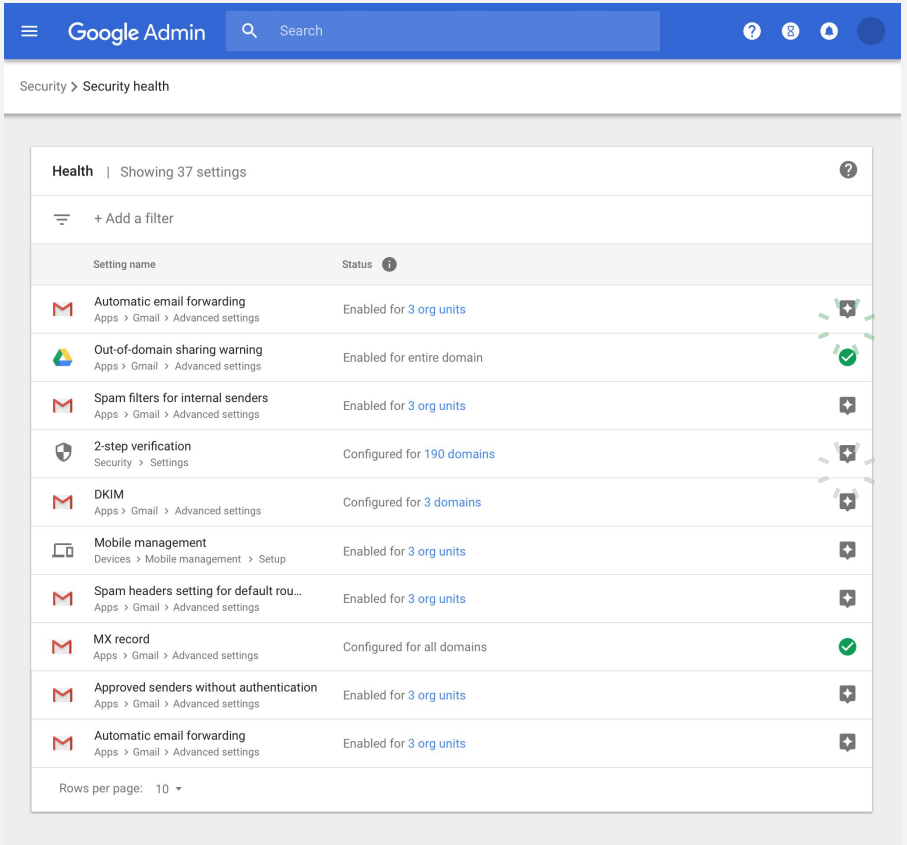
2

Quickly browse all the available security settings across your Admin console to check whether they correspond with **Google recommended best practices**.

Advanced controls for admins

Security health

- A green check mark indicates that a setting is currently following best practices.
- A gray information icon indicates that more information is available to help you update the setting to best practices.



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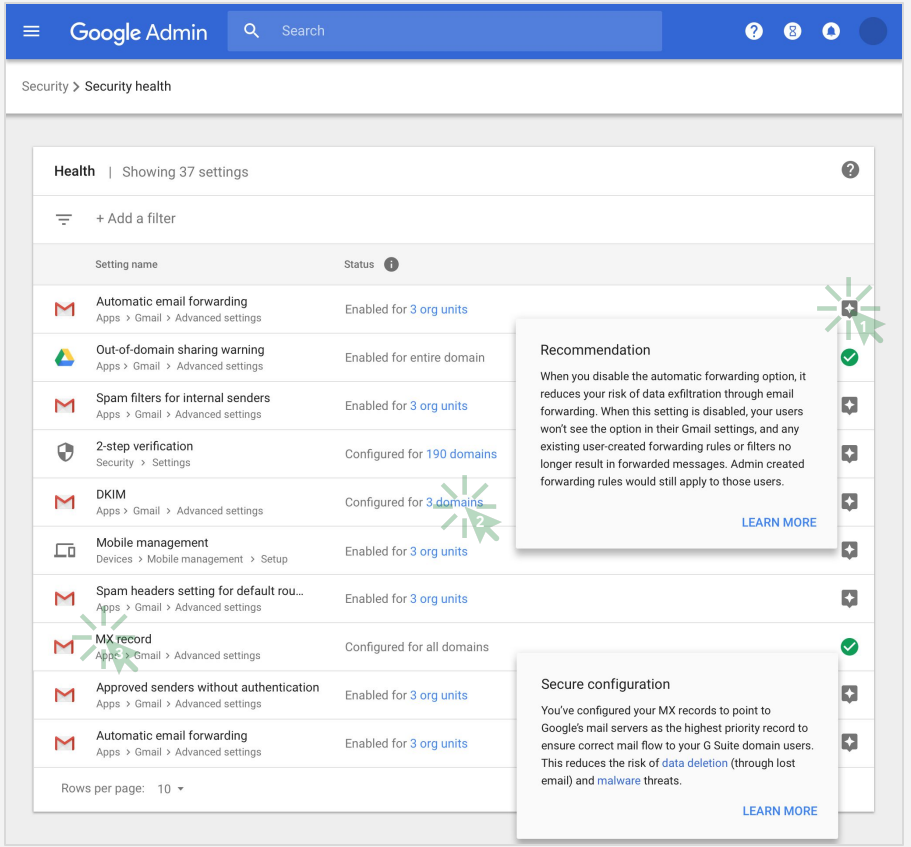
Security health

1. Click a gray information icon to read a quick summary of the recommendation, then click Learn more for a deeper exploration.

2. Click the hyperlinked number of organization units (OUs) in the center column to view security settings for each OU and see how they compare to Google recommended best practices.

3. To adjust a setting, click the name of the setting in the left column. This will take you directly to where you can adjust the setting in the Admin console.



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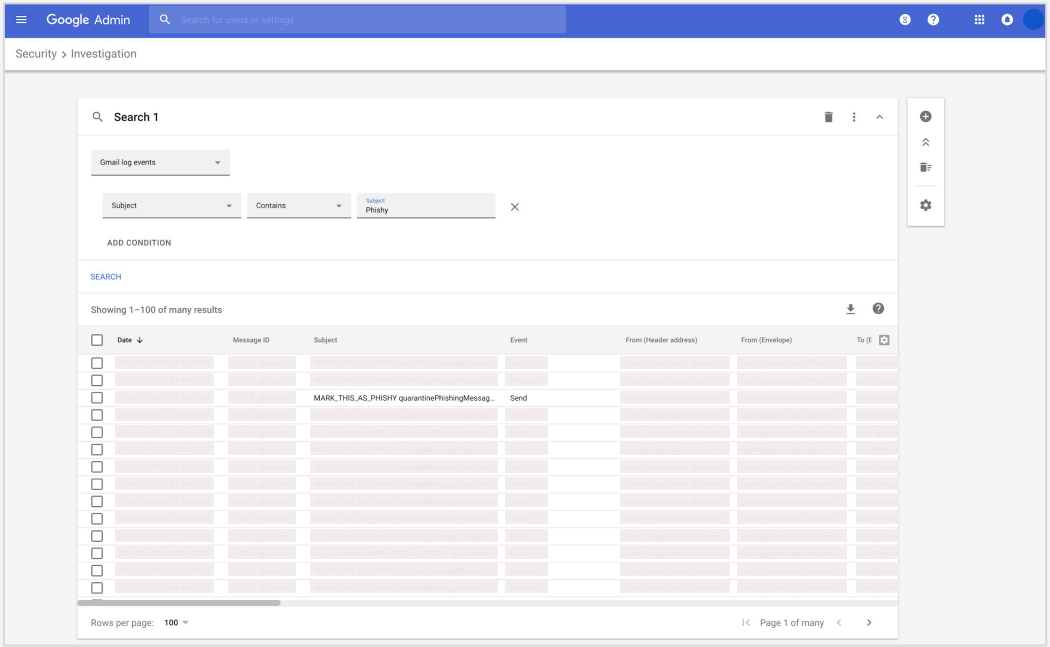
Investigation tool

The investigation tool helps you identify, triage, and take action on security and privacy concerns in your domain.

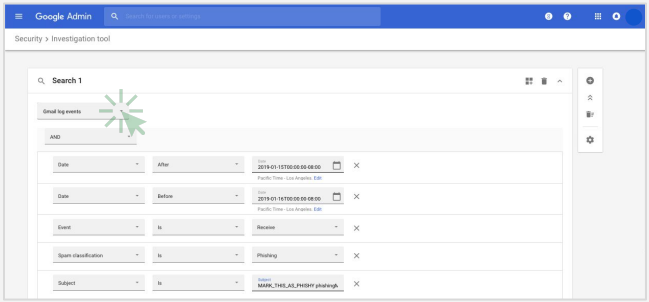
- See which devices and applications are accessing your data.
- Find and erase malicious emails, mark emails as spam or phishing, or send follow-up emails to users' inboxes.
- Analyze file sharing, document creation and deletion, user access to documents, and more.



1 You can open the Investigation tool in two ways:

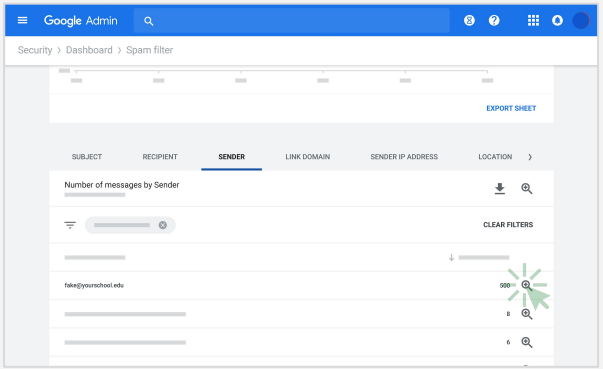
A. In the security center, click **investigation tool**.

- Select a data source. For example “Gmail log events.”
- Set conditions for your search, such as date or device type. Here’s a full list of applicable conditions.
- Click **Search**.



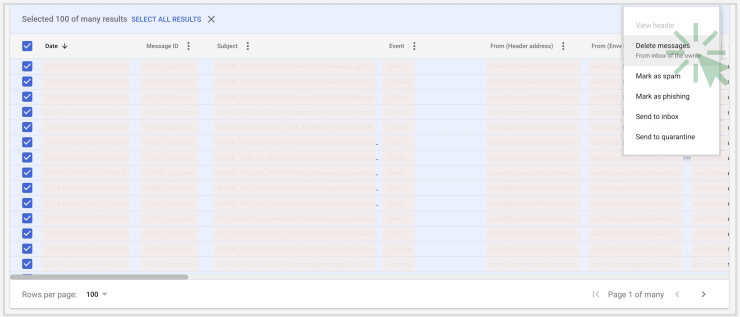
B. Directly from a report.

- Click the **magnifying glass** to launch an investigation about the data in the report.
- Read this Help Center article for details on which reports are available for use with the investigation tool.



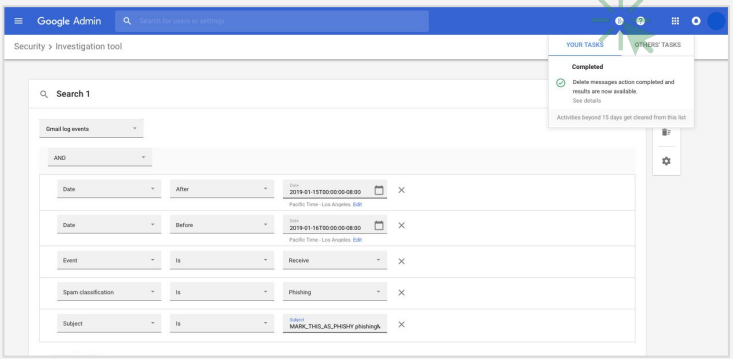
2

From your search results, you can take further action. For example, you can select and delete phishing emails from user inboxes by selecting the top-level checkbox, clicking actions, and highlighting the **Delete messages** action. See [this Help Center article] for a list of actions you can take.



3

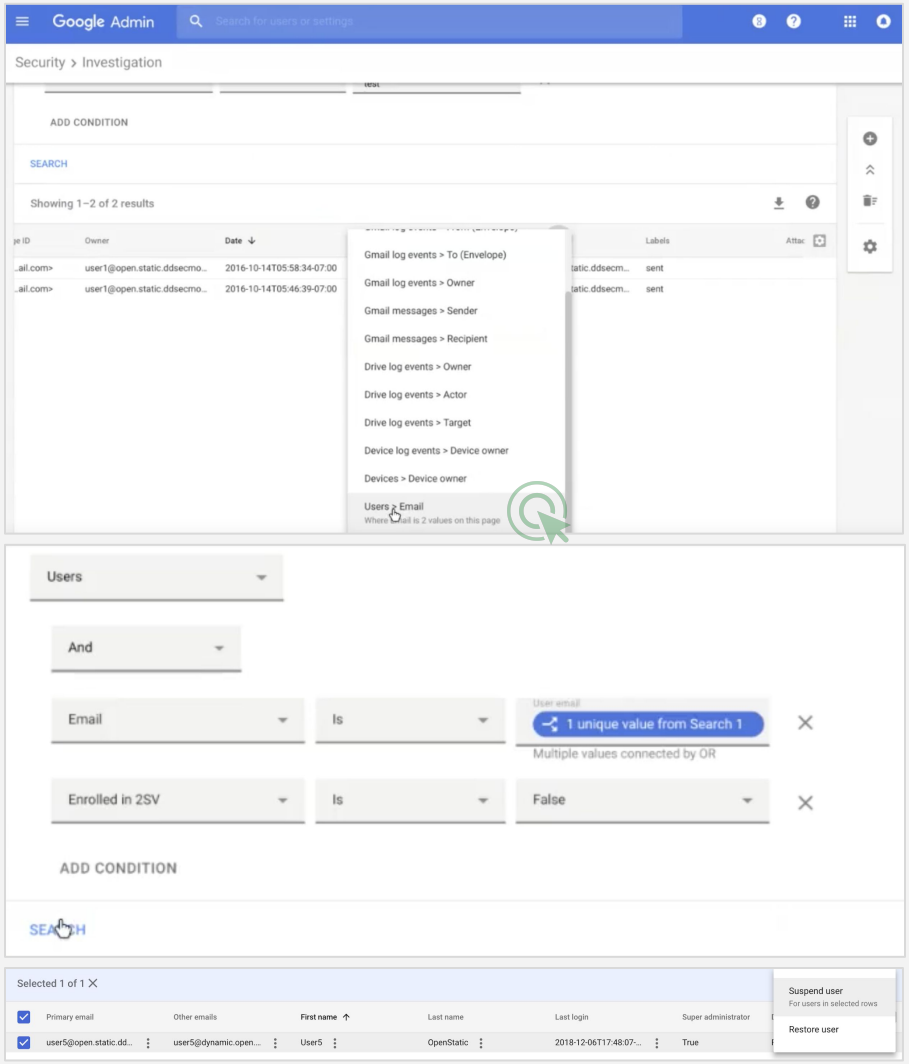
To check the status of an action, click the white hourglass icon at the top right of the Admin console to open the **Long-running task** pane. When the action completes, the pane will display granular results of the action.



Advanced controls for admins

4

You can use column-based pivoting to view data about an item or group of items related to a different data source. To view pivot options, click the **Options** menu that appears when you hover your mouse over a column name or a specific item in the search results.



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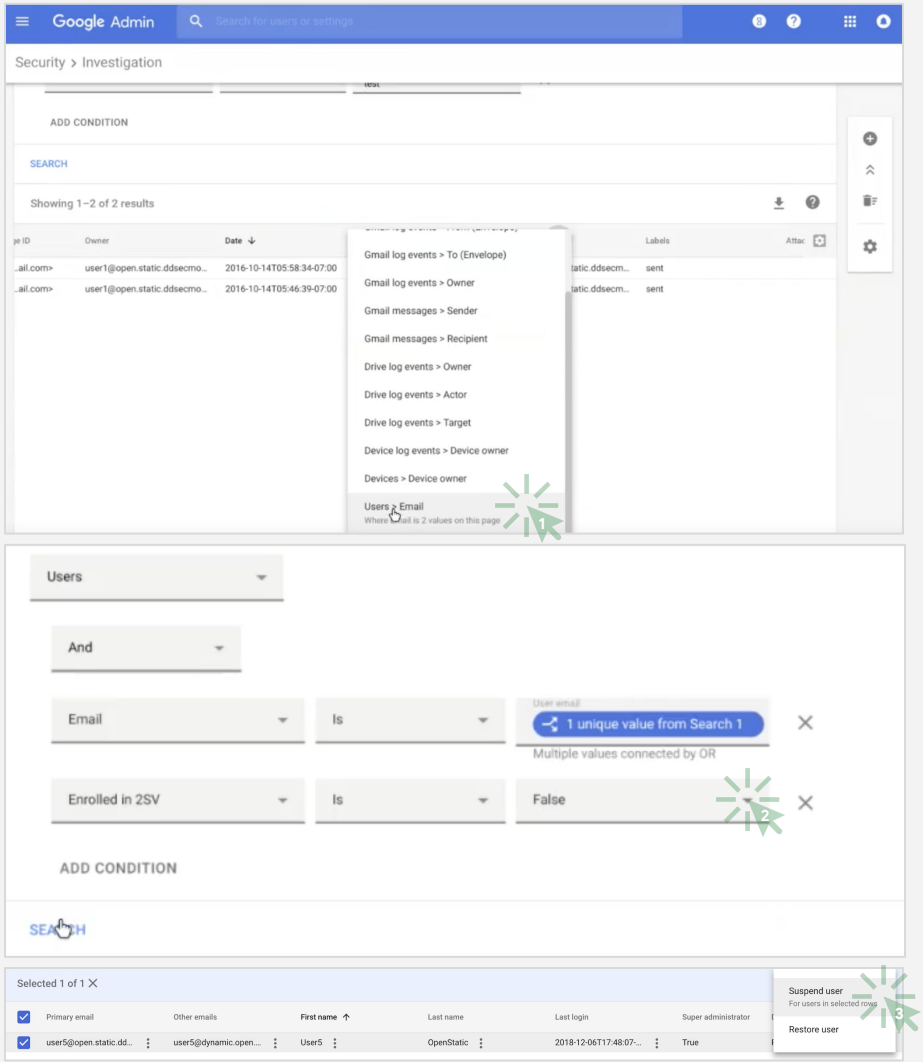
Advanced controls for admins

5-7

5. For example, you can open the pivot options for the **Recipient** column to select **Users** as the data source. This will use the accounts listed in the Recipient column as the data input for the next query.

6. From here, you can add a parameter from the **User account** information to see which of these accounts have 2SV disabled.

7. Within the refined search results, you can select one or more accounts on which to perform specific actions, such as suspending the user, resetting their password, or sending them an email with instructions for keeping their inbox more secure.



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Data regions

As an administrator, you can choose to store your covered data in a specific geographic location (the United States or Europe) by using a data region policy.

Follow these steps to configure data regions in G Suite Enterprise for Education.

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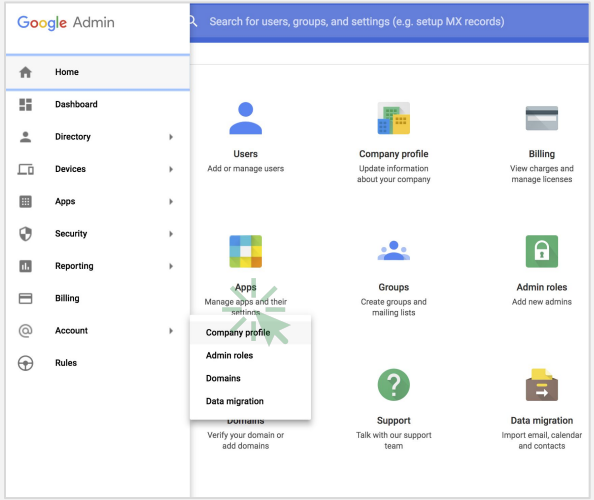
1

From your Admin console, open the main menu by clicking the **main menu icon** in the top left of your screen.

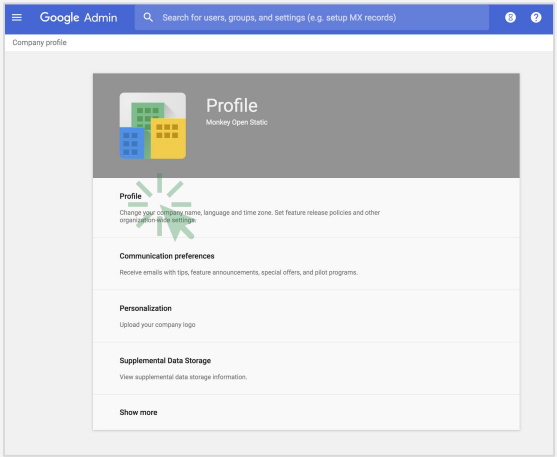


2

Click the arrow next to **Account** to open the **Options** menu, then select **Company profile**.

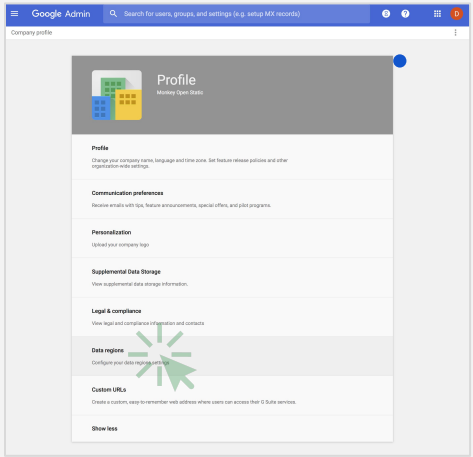
3

On your **Company profile** page, click **Show more**.



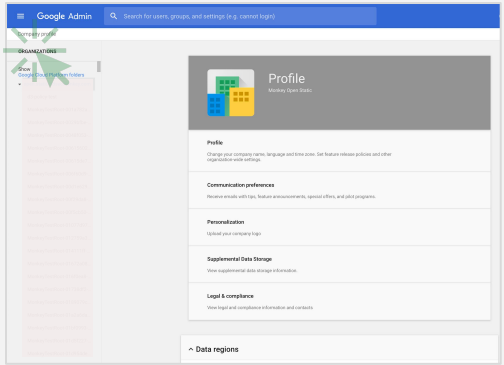
4

Then click **Data regions**.



5

From the left column menu, select the **organizational unit** you're storing data for. To apply the setting to everyone, select the top-level organizational unit.



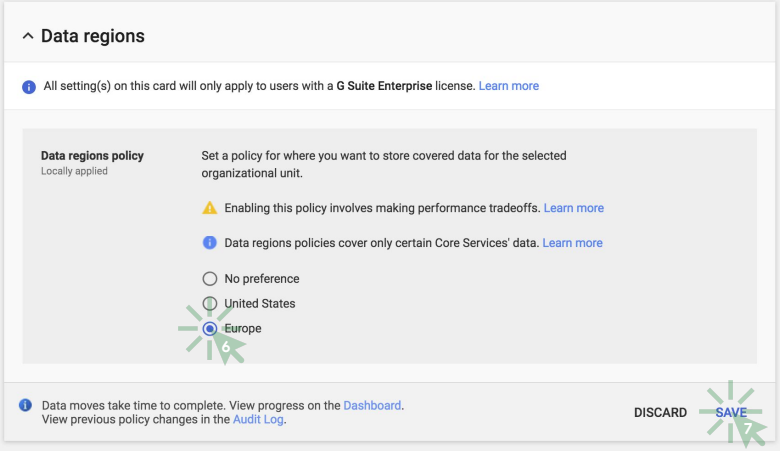
6

On the **Data regions** card, select the region, **United States** or **Europe**, where you would like to store covered data. You can also select **No preference**.

For more information about what data is covered by a data region policy, read this Help Center article.

7

To continue, click **Save**. Otherwise, click **Discard**.



8

(Optional) Repeat steps 4 to 7 for each of your organizational units.

Enterprise-grade communication tools

G Suite Enterprise for Education gives you enhanced capabilities for Hangouts Meet. Your users can hold online meetings for up to 250 people, livestream to 100,000 audience members, easily record and save meetings to Drive, and include international dial-in.

This section will walk you through:
Livestreaming »
Recording a meeting »
International phone dial-in access »

Hangouts Meet

To use Hangouts Meet enterprise capabilities, and be able to host larger video meetings for up to 250 users, you'll need to first enable the tool.

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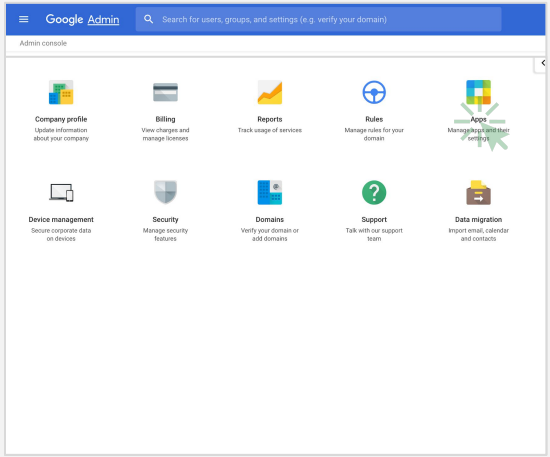
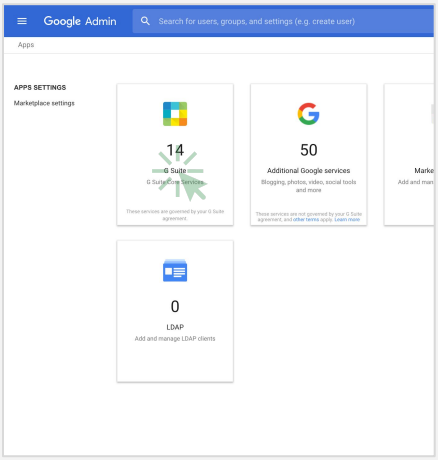
1

To enable Hangouts Meet:
From your Admin console, click **Apps**.



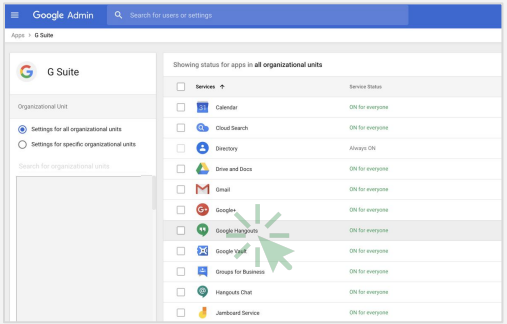
2

Then click **G Suite**.



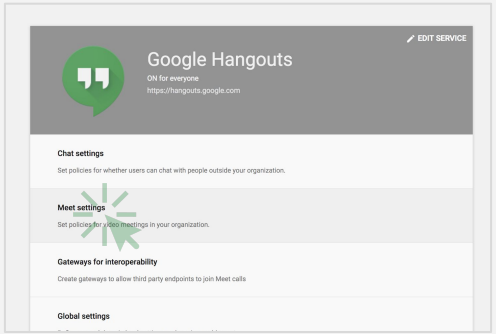
3

Within the G Suite management interface, select **Google Hangouts** from the list of services.



4

Select **Meet settings.**



5

Check that each feature you'd like to use is turned on.

- New meeting experience: **ON**
- Dial-in: **ON**
- Recording: **ON**
- Stream: **ON**

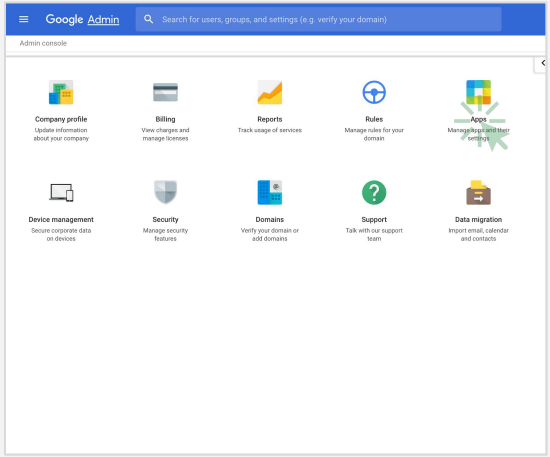
Livestreaming

The ability to add livestreaming to a meeting is turned on by default. You can restrict access per organizational unit from the Admin console.

1

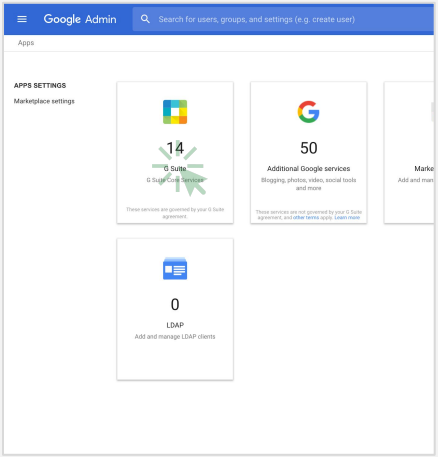
To turn livestreaming on or off:

Open the Admin console and click **Apps**.



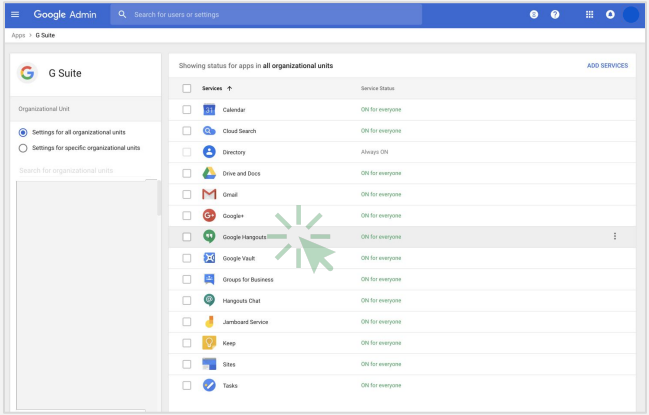
2

Then click **G Suite**.



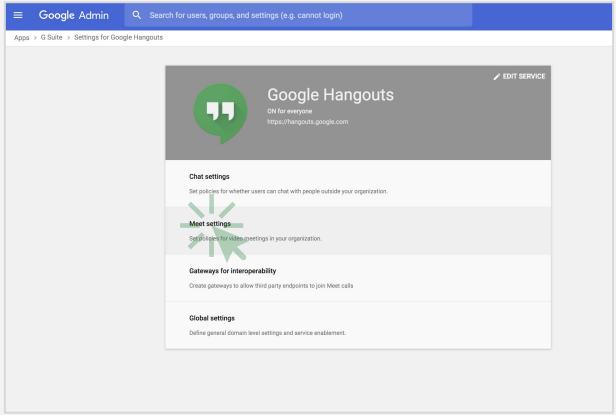
3

From the list of services, select **Google Hangouts**.



4

Select **Meet settings**.

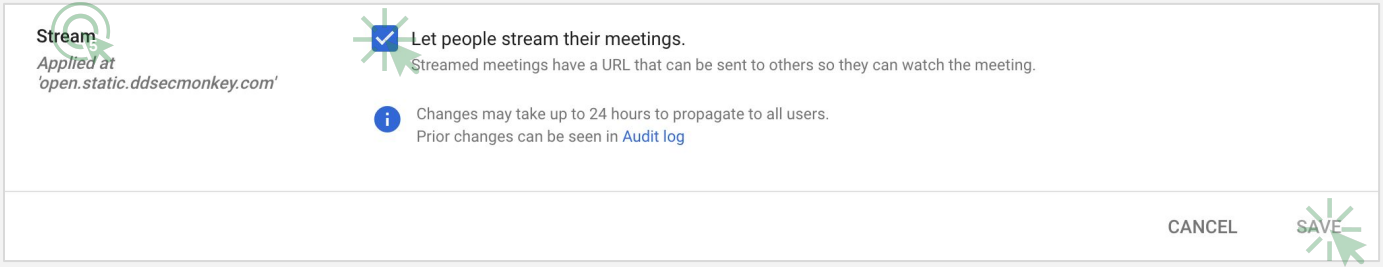


5

Hover over **Stream**, then open the **Edit** menu .

6

Select the organizational units, or units, that you want to enable livestreaming for, then check the box next to **Let people stream their meetings**. Then click **Save**. This setting is turned on by default for everyone in your organization.



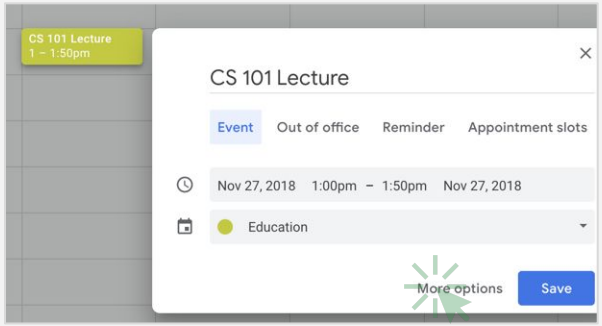
Check out the Help Center for more information on livestreaming video meetings or meeting recordings.

Add livestreaming to an event

To create an event with a livestream link, add from a calendar event.

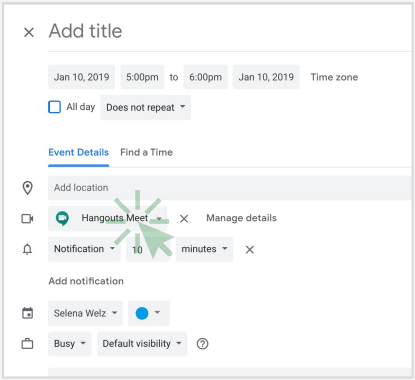
1

Create an event in Calendar. In the event summary window, click **More options** to open the event details.



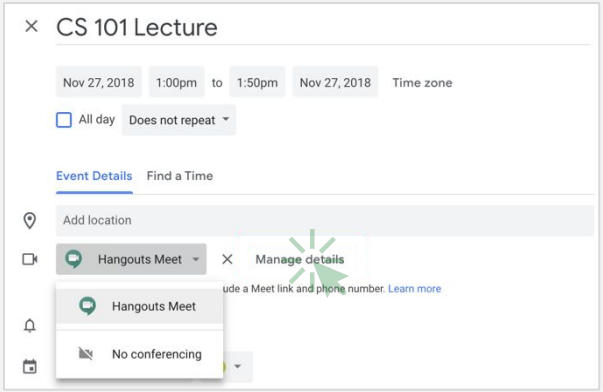
2

Under **Add conferencing**, select **Hangouts Meet**.



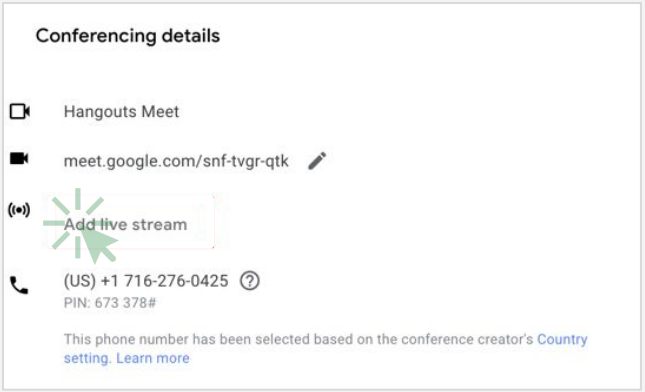
3

Click **Manage details**, which will appear on the right when Hangouts Meet is selected.



4

Click **Add livestream** in the dialog box, which will generate a unique URL.

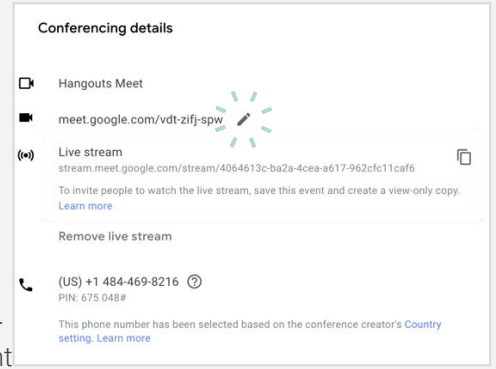


5-6

5. With the livestream URL, **up to 100,000 in- or out-of-domain users** can watch the meeting from a browser or mobile device. You can distribute the stream URL in three ways:

- Share the join-meeting info and live URL with all guests in one event.
  This will allow everyone on the invite to participate in the meeting.
- Create a separate view-only event and paste in the livestream URL.
  These guests can watch the livestream, but they won't be able to participate in the meeting.
- Share the livestream URL via email or any other channel of your choice. Viewers can paste the URL into a browser to view the livestream, but they won't be able to participate in the meeting.

Guests you invite can share the livestream URL and anyone in your organization can watch the video event



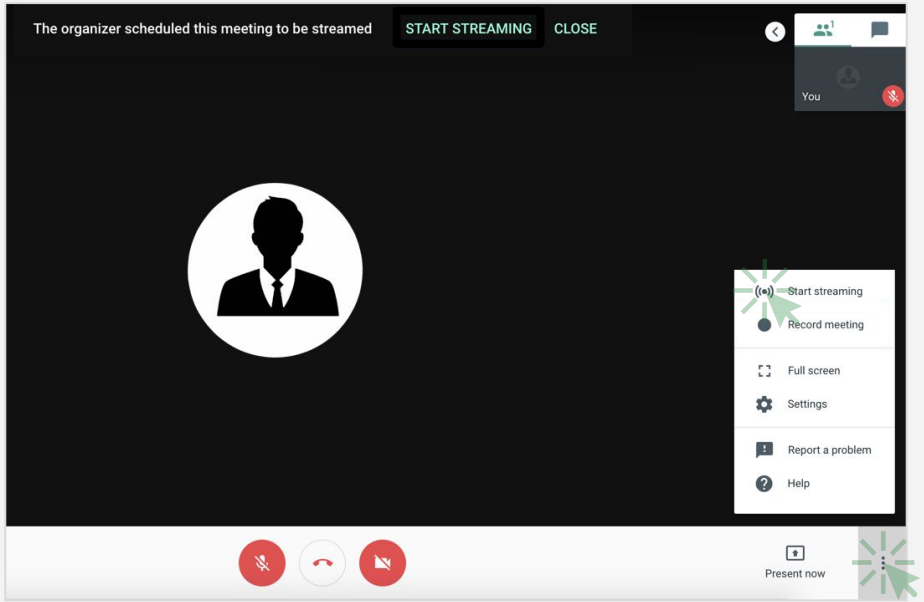
6. When it's time for your livestream, join the meeting.

7-9

7. To start your livestream, open the **Options** menu ⋮ in the lower right corner, then click **Start streaming**.

8. When the livestream is on, **Live** will appear in the top-left corner.

9. To stop livestreaming, re-open the **Options** menu ⋮ and click **Stop streaming**, then click **Yes** to confirm that you want to stop the stream.



Record a meeting

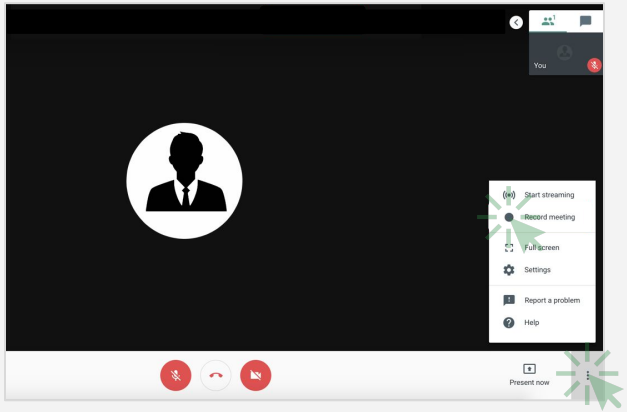
You can record video meetings for other people to watch later if you are the meeting organizer or in the organizer's domain.

Recordings are saved in the Google Drive of the meeting organizer and in the Calendar event. Also, the meeting organizer gets an email with the recording link.

Google for Education

1

After you've joined the meeting, open the Options menu ⋮ in the lower right corner, then **click** > **Record meeting**.



2

Wait a moment for the recording to start. Participants are notified when the recording starts or stops.

3-4

3. To stop the recording, open the **Options** menu ⋮ click **Stop meeting**, and then click Yes to confirm that you want to stop the recording.

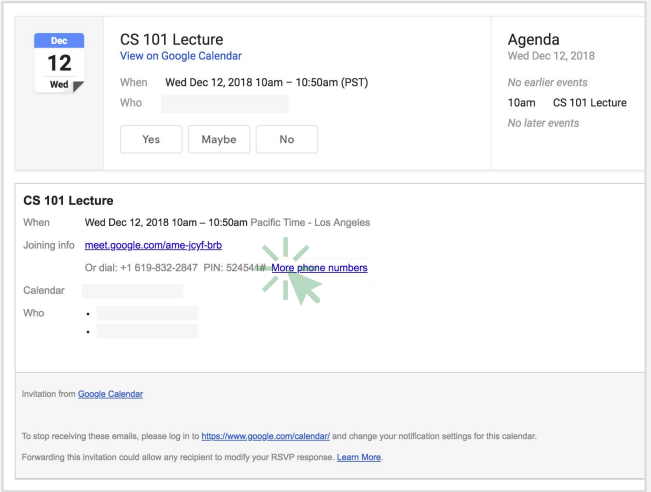
4. Wait 10 or more minutes for the recording file to be generated and automatically saved to the organizer's **My Drive > Meet Recordings** folder. The meeting organizer and the person who started the recording will receive an email with a link to the recording file.

International phone dial-in access

As a recipient of an event where Hangouts Meet is enabled, international dial-in capability is automatically added with G Suite Enterprise for Education.

1

To access international dial-in numbers, click **More phone numbers** in the calendar invite.



Enterprise-grade communication tools

2

Selecting international dial-in

You'll be able to select from a list of local dial-in numbers and enter the meeting with your meeting PIN followed by #.

This option includes additional international phone numbers based on your computer's location or the location of the event organizer.

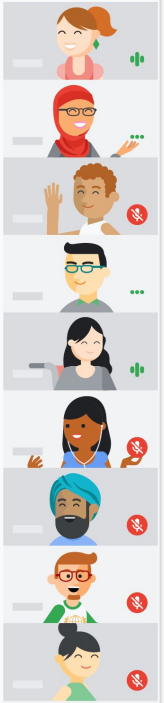
If your country is not yet supported, then the next best alternative is shown. Check out this Help Center article for a list of supported dial-in countries..

Google for Education

Meet

To join your meeting, dial one of these numbers and then enter this PIN:
896 116 387 4859#

Country	Dial-in number
Argentina (AR)	+54 11 3986-3700
Australia (AU)	+61 2 8320 4510
Austria (AT)	+43 1 22781000
Belgium (BE)	+32 2 896 35 00
Brazil (BR)	+55 11 4935-4960
Bulgaria (BG)	+359 2 907 4000
Canada (CA)	+1 226-213-8281
Colombia (CO)	+57 1 8956250
Croatia (HR)	+385 1 2772 000
Cyprus (CY)	+357 22 024122
Czechia (CZ)	+420 234 610 000
Denmark (DK)	+45 32 72 15 60
Dominican Republic (DO)	+1 829-953-4930
El Salvador (SV)	+503 2113 3447
Estonia (EE)	+372 685 2000



Enhanced analytics and search capabilities

G Suite Enterprise for Education gives you more visibility and control over your data, along with advanced capabilities to locate information anywhere in your domain through a unified search experience.

You can access all of your audit logs and usage reports and export them for analysis in **BigQuery**. Within BigQuery, you can analyze your data on a more granular level, build reports across apps, and incorporate additional visualization capabilities using Google Data Studio or third-party tools. Read **this Help Center article** for more details about reporting logs in BigQuery.

Get started with:
Admin reports in BigQuery »
Gmail logs in BigQuery »
Cloud Search »

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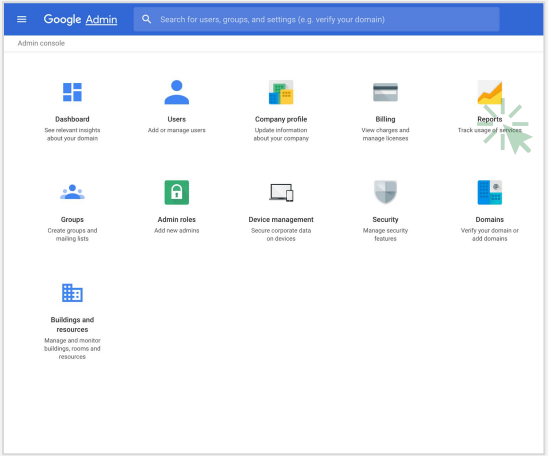
Admin reports in BigQuery

Get insight into your G Suite usage by exporting your G Suite reports to BigQuery for further analysis.

Follow these steps to access this feature.

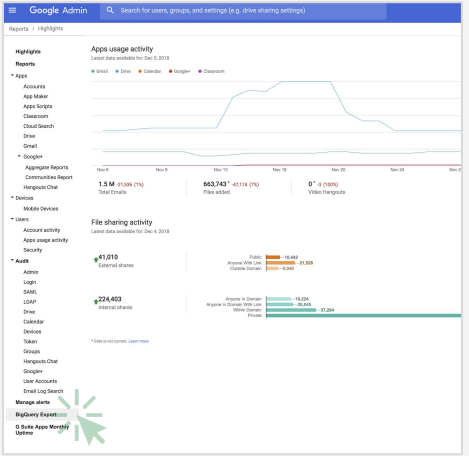
1

From your Admin console, click **Reports**.



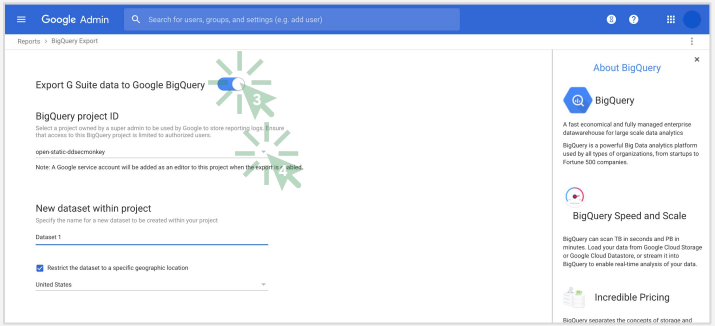
2

In the left-hand menu, click **BigQuery Export**.



3

Turn on the **Export G Suite data to Google BigQuery** switch to enable BigQuery logs. The logs will be available within 48 hours after turning on this setting.



4

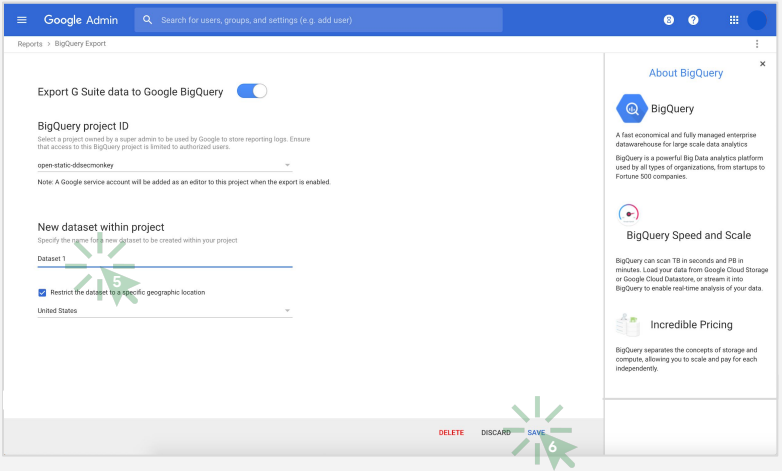
Under **BigQuery project ID**, click the down arrow to select the project where you want to store the logs. You need to choose a project with write access. If you don't see the project, you need to set it up in BigQuery. For details, see the quickstart guide for using the BigQuery web UI.

5

Under **New dataset within project**, enter a name for the dataset you will create for storing logs in the project. Dataset names must be unique for each project. For details, check out this Help Center article on creating and using datasets.

6

Click **Save** in the lower right corner. If the Save button is greyed out, try deleting the new dataset from the BigQuery console and saving again here.

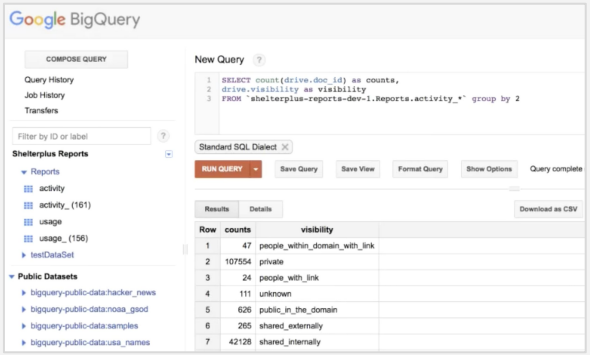


7

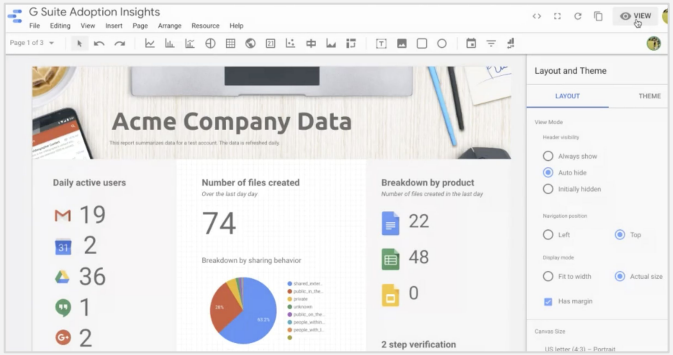
The dataset is created the next day when the export is triggered. In addition to project owners, editors, and viewers, the **gapps-reports@system.gserviceaccount.com** service account is added as editor. The service account is required to write logs and update the schema.

8

Within BigQuery, you can write queries to analyze your data, or connect your dataset to Data Studio or other third-party tools for further analysis and visualization.



Google BigQuery



Google Data Studio

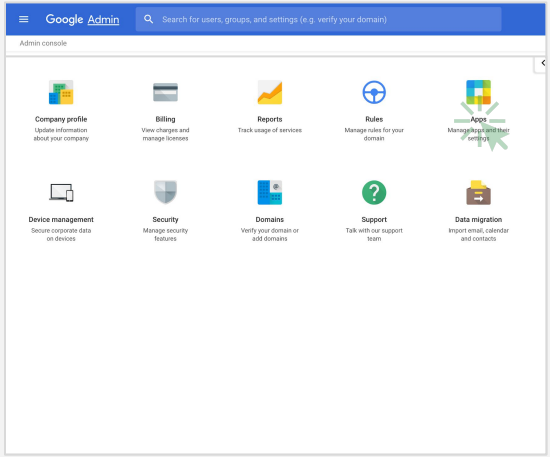
Gmail logs in BigQuery

With G Suite Enterprise for Education, you can search your Gmail logs to analyze and report on your organization's email. You can perform deep analyses using custom queries, enforce data retention policies, and create custom reports and dashboards using analytics tools, such as **Google Data Studio**.

Google for Education

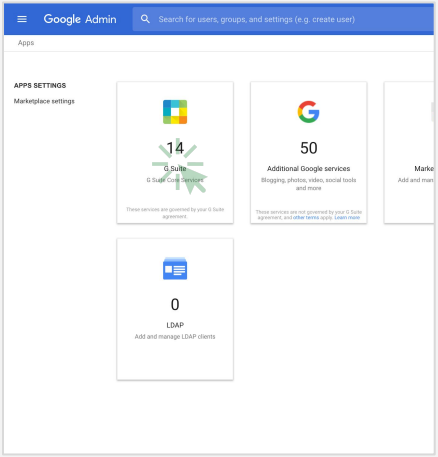
1

From your Admin console, click **Apps**.



2

Then click **G Suite**.



Enhanced analytics and search capabilities

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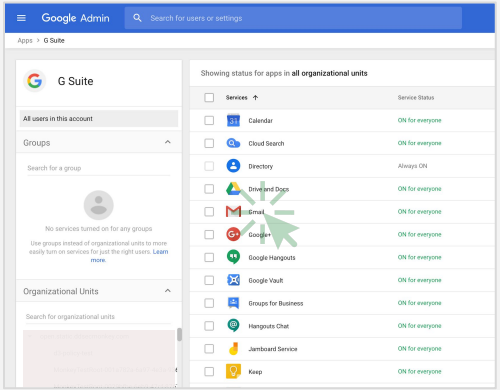
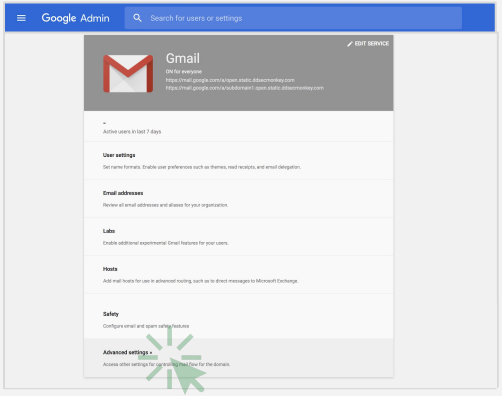
3

Within the G Suite management interface, select **Gmail** from the list of services.



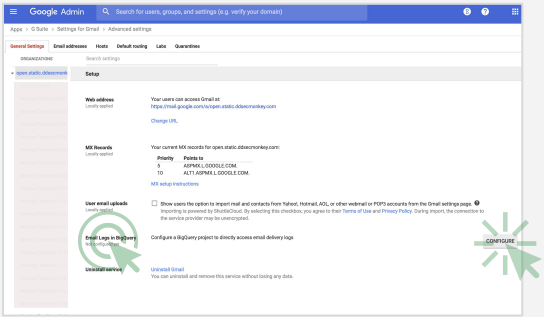
4

From the Gmail management interface, select **Advanced settings**.



5

In the **General Settings** tab, under the **Setup** options, hover over Email Logs in **BigQuery** and click **Configure**.



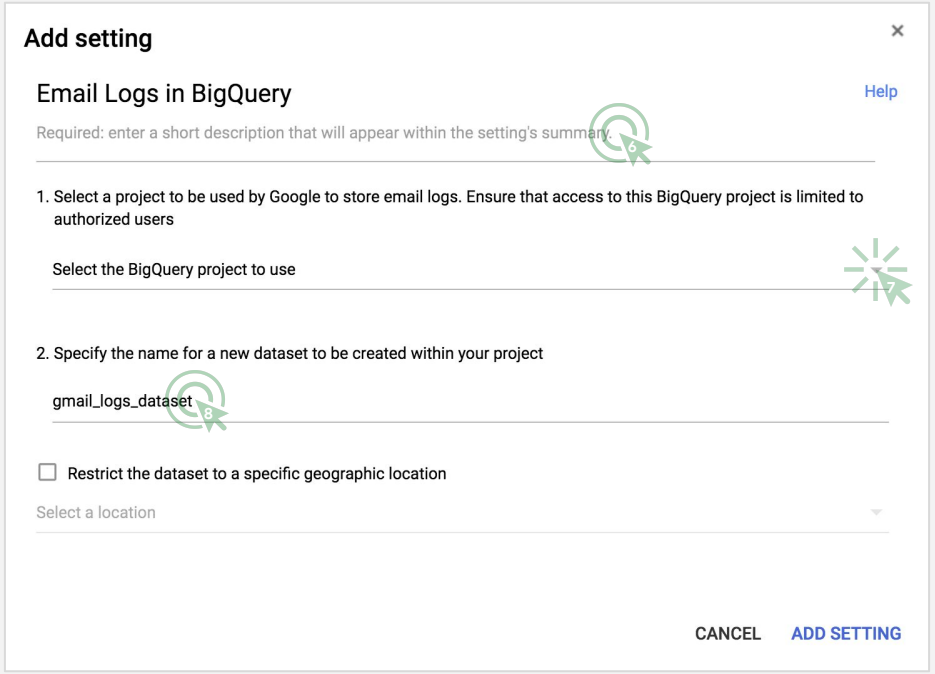
Enhanced analytics and search capabilities

6-8

6. In the **Add setting** window, enter a description under **Email Logs in BigQuery**.

7. From the drop-down menu under item 1, select the **BigQuery project** you want to use for Gmail logs. You must select a project with write access.

8. Under item 2, enter a name for the new dataset that will store the Gmail logs.



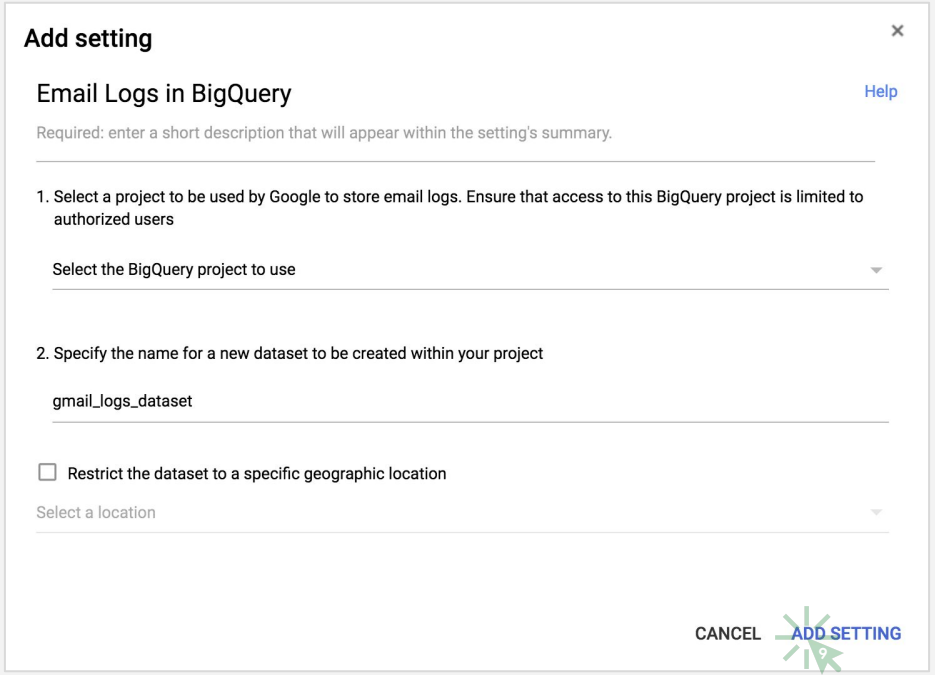
Enhanced analytics and search capabilities

9-11

9. Click **Add Setting** in the lower right to return to the settings page, then click **Save**.

10. After adding your setting, go back to your **BigQuery project**. Your new dataset should appear under the name you designated during step 6.

11. Check out the Help Center for more detailed information on Gmail logs in BigQuery.



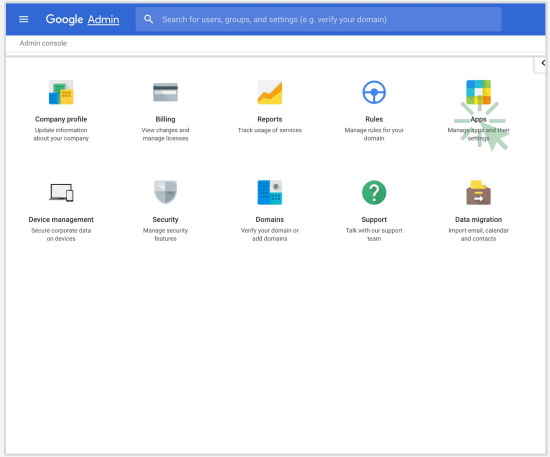
Cloud Search

Cloud Search makes it easy to find information within your organization's content sources, including G Suite services, such as Drive and Gmail, and third-party data sources. End users can quickly find all the information they need with a unified search experience across your domain, powered by machine intelligence.

Google for Education

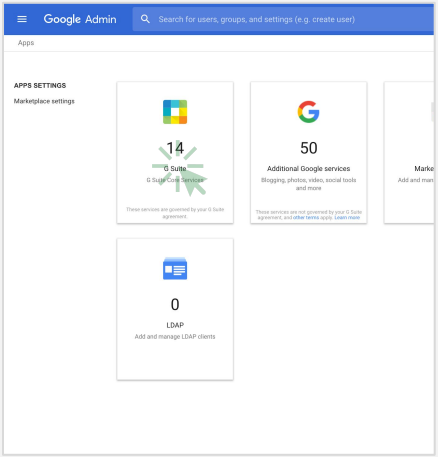
1

To enable Cloud Search:
From your Admin console, click **Apps**.



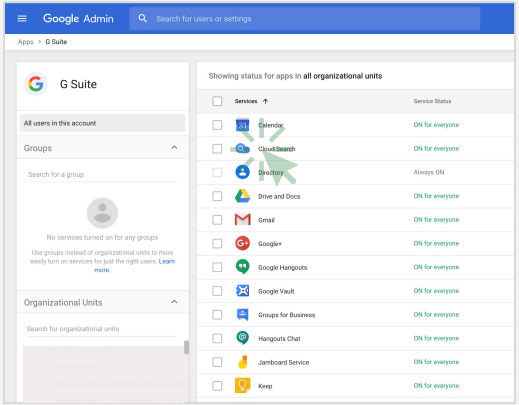
2

Then click **G Suite**.



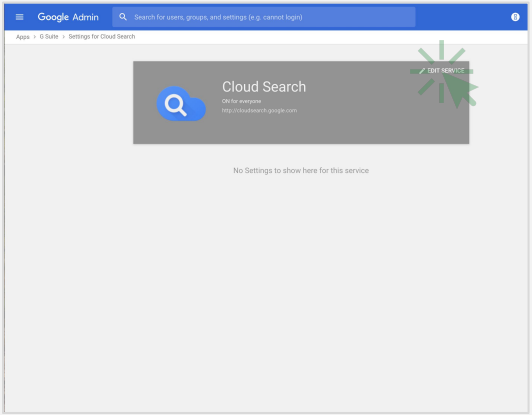
3

From the list of services, click anywhere on the **Cloud Search** row.



4

At the top right of the gray box, click **Edit service**.

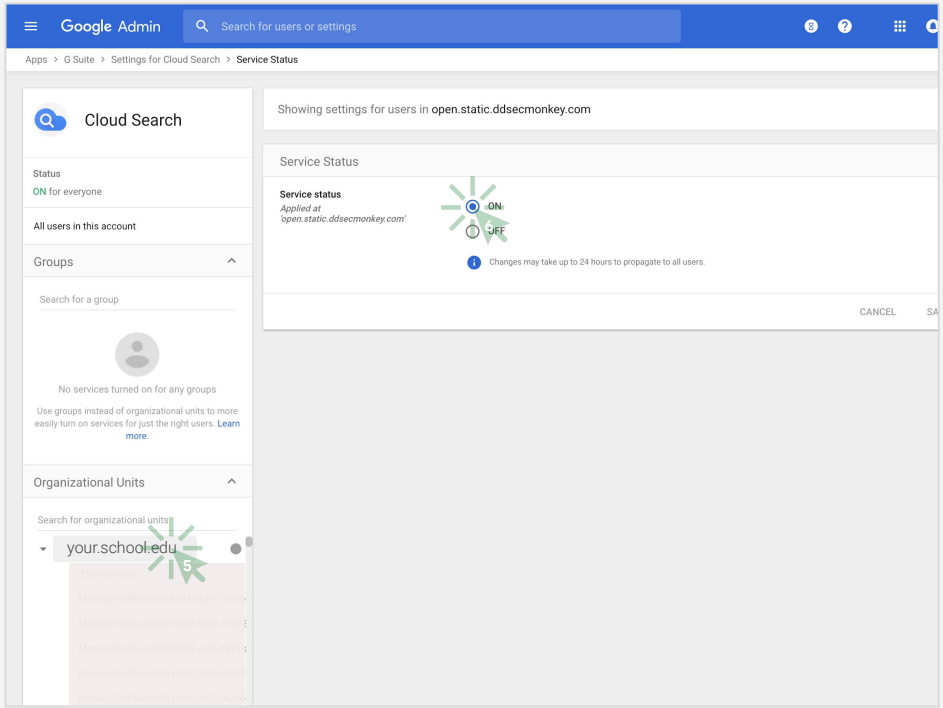


Enhanced analytics and search capabilities

5-6

5. To enable Cloud Search for **one or more organizational units,** you can select from the lower left column a top-level unit, which will include all subunits listed under that unit, or **select an individual subunit**.

6. Under **Service Status**, select **On**, then click **Save**.



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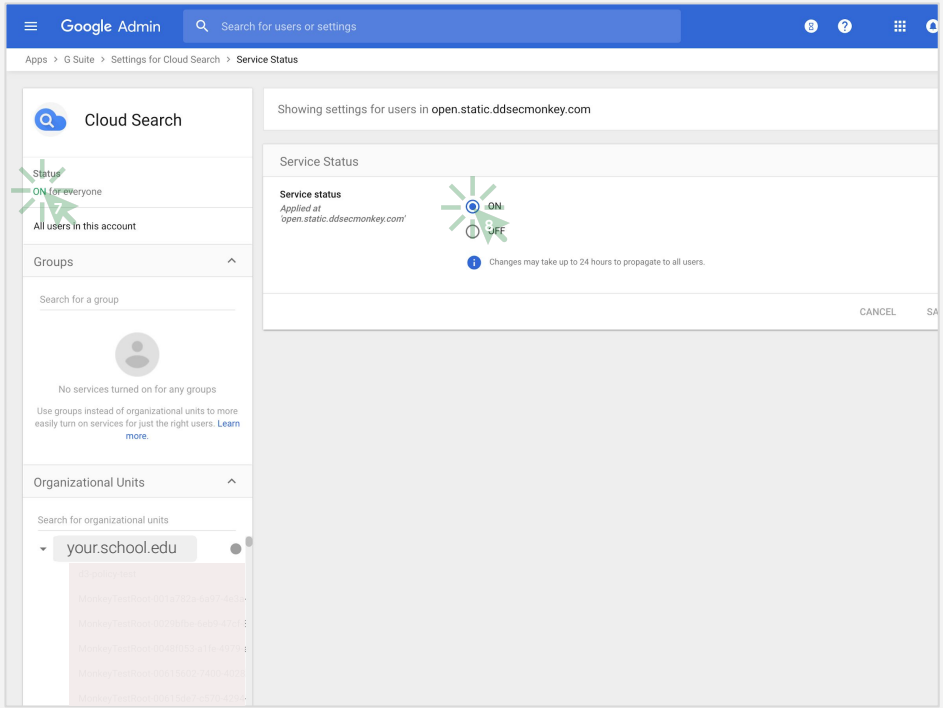
Enhanced analytics and search capabilities

7-8

7. To enable Cloud Search for **all organizational units**, click All users in this account in the upper left.

8. Under **Service Status**, select **ON for everyone**, then click **Save**.



Google for Education

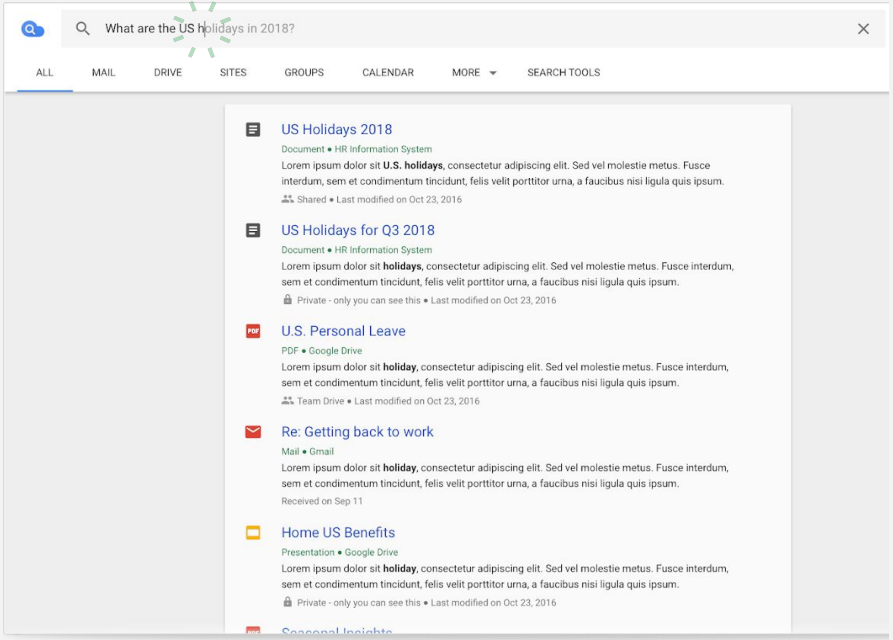
Enhanced analytics and search capabilities

To use Cloud Search

1. On desktop, go to cloudsearch.google.com on any supported browser.

2. Install the mobile app on any supported device.

3. Conduct a search using natural language. Refine your searches with search operators and filters and see targeted suggestions.

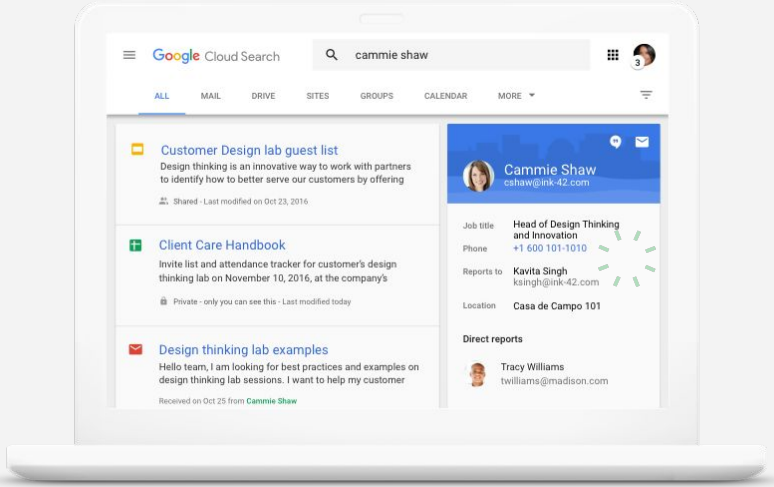


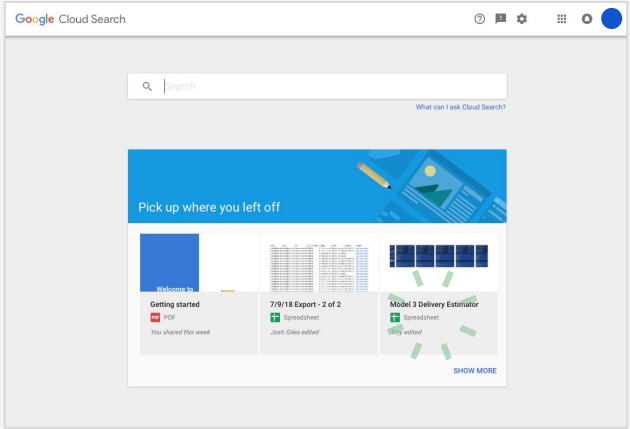
Enhanced analytics and search capabilities

To use Cloud Search

4. Enable your global **Directory** so that people in your organization can use Cloud Search to find contact information and employee details for people in it.
Read this Help Center article to learn how.

5. Use **assist cards** to help you stay organized and prepared. Cards show up on your Cloud Search homepage based on recent activity and upcoming events, such as your scheduled meetings in Calendar and the work going on around you.
Read this Help Center article to learn more.





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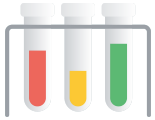
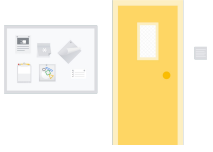
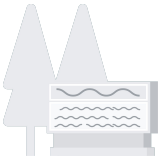
To get the most out of Cloud Search, we recommend following these additional steps:

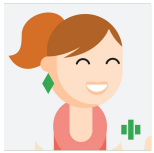
1. Turn on Web & App Activity for your users to provide a customized search experience and more relevant suggestions.
2. Whitelist the mobile app for your users so that they can install the Cloud Search app on their work devices.
3. Set up Cloud Search for third-party repositories, such as Microsoft® SharePoint®. Work with a developer to use Google APIs to integrate your third-party repositories with Cloud Search.
4. Update your user profiles and so that current employee contact info and details show up in search results.
5. View usage reports to see how your organization is using Cloud Search, including the number of search queries from different types of devices and the number of active users for a specific period.
6. Support your users with training resources to help them use Cloud Search.

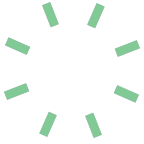
Google for Education

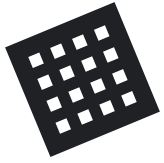


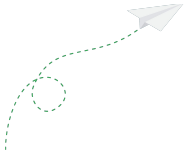


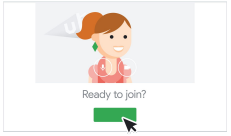


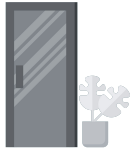


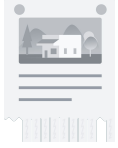


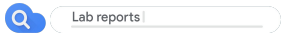





Ready to join?

PDF





Lab reports

31

Third Party
Applications