

Subscription Services by RSM

RSM

GOOGLE WORKSPACE Collaboration & Productivity

Google
Workspace

What is it?

Google Workspace is a suite of secure productivity and collaboration applications. You might wonder what the difference is between the free applications offered by Google (such as Gmail) and paying for the same services? Google Workspace adds enterprise-level features for paying customers. Some of these features include shared calendars, (optional) unlimited cloud storage, advanced admin controls such as adding and removing users, two-step verification, and single-sign-on. In addition, Google Workspace offers simple data migration tools to transfer all your company's data to Google Workspace.

Pricing (ex GST)*

Multiple pricing models for different business structures are available.

Business Starter	Business Standard	Business Plus
A\$10.08/ user/month	A\$20.16/ user/month	A\$30.24/ user/month

*Get 10% off through Subscription Services by RSM

How do I sign up?

If you have any questions regarding **Google Workspace** feel free to get in touch with your [local RSM adviser](#) or email us at digital@rsm.com.au

Find out more at

www.rsm.com.au/service/digital-services

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FEATURES

Apps

Get access to Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets, Slides, Forms. Business & Enterprise plans come with Cloud Search & Apps Script.

Document-Sharing

You can easily share your files with fellow team members in the Google Workspace account using Team Drive. You can control how the files can be accessed: view-only access, comment, or edit.

Increased File Storage

File storage can be a challenge not only to big corporations but also to small businesses. You have a need to retain and search large numbers of emails & online files. Business Starter plan offers 30GB of cloud storage. Business & Enterprise plans have 2TB and 5TB storage, respectively.

Your own domain name for emails

Have your email domain carry your business name (yourname@yourcompany.com). Having your own domain name builds trust with customers and there is no business too small to have customised emails – it is very affordable with Google Workspace. You can also create multiple email aliases and domains.

Administration controls

If an employee leaves your company, you can control and access the employee's email in Google Workspace and the files (Google Docs, Slides, Sheets). If individuals leave the company, the admin or the owner has full access to the file, unlike regular email accounts. While those who leave lose access to the files, the team access continues uninterrupted.

Single Sign-In

Google Workspace enables a single sign-in for other cloud-based business applications such as DocuSign & Salesforce.

Added Security

Google Workspace has a 2-step verification for users. If you log in to Google Workspace or other related applications using another computer, Google will text you your verification code which you would input to the verifier. This is very important in securing the cloud backup particularly if it contains sensitive files. Audit reports are also available on Business & Enterprise plans.