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Cloud Computing – Sec 031

Exercise #3

Abstract:

Exercise three have been my favorite project to work on so far. I started reading different papers related to exercise three and found G Suite was my best bet. After completing the project, I feel, G suite is one of the best options to implement for any startups or small business because of its easy interface and minimal learning procedures. G Suite is basically suite of intelligent Apps. Till late 2016, it was formerly known as Google Apps, which is now called G suite. Most of us have been directly or indirectly using this apps without realizing, in our day to day lives. As an administrator, you have several useful tools at your disposal to manage the company domain, users, and apps. Some of the Google Admin Console features include e-discovery to archive, advanced reporting, alerts to inform you when certain actions are done or google drive. Aside from the innate accessibility and hardware advantages a cloud-based office suite platform offers G Suite for many useful features. Not only this, it removes in any concerns with storage space, makes files easily accessible and offers IT administration several tools to organize and protect business's information.

I decided to create G suite for a website that provides all the latest news about Cricket. My domain name is **roaringsixes.** Exploring different apps and their practical applications, I ended up using eleven of the Google Apps out of which three of them are from Market place.
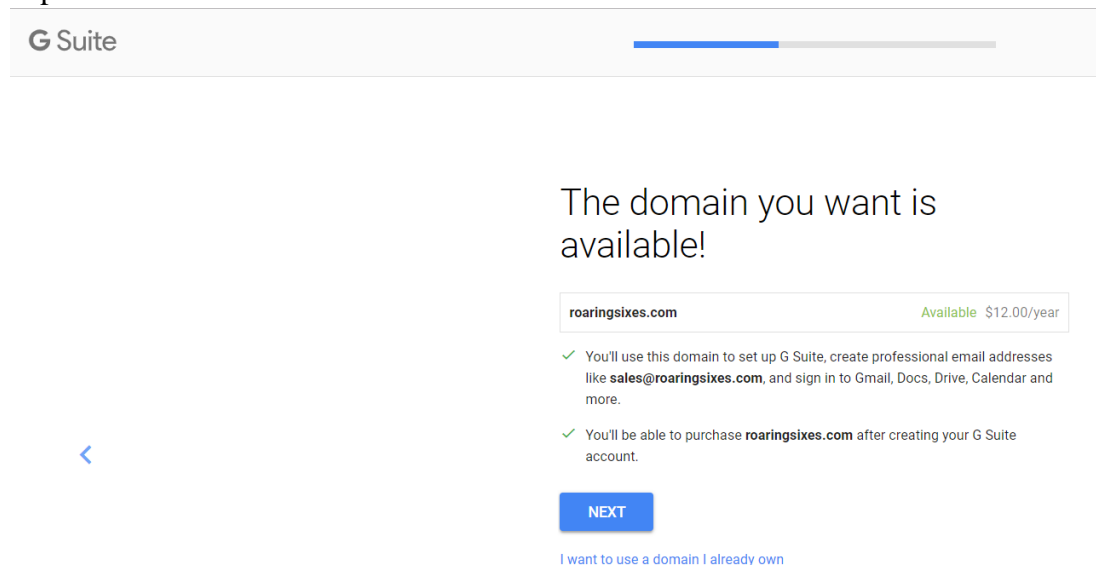
Apps demonstrated on the G suite:

1. Email
2. Groups for Business
3. Calendar
4. Google Drive for Docs.
5. Google Hangouts
6. Keep
7. Sites
8. Reports
9. Happier Work Addon
10. Sketch board
11. Survey Monkey

I will provide information of each apps and how is it useful for any business in the following section.

Setting up the account for G Suite:

- There are three plans from which one can choose for G-Suite, according to the company requirements and needs.
- After reading lots of paper, I realized the basic plan will suit me the most because I didn't really have to set up a business for project, rather this project is just for informational purpose.
- At first, I thought the I will have to pay for the basic plan once the trial period of fourteen days is over, but that is not the case. The basic plan doesn't include your domain name charges which is compulsory in G Suite. I felt it would have been better if they charged after the trial period though. Fourteen-day free trial doesn't require any software that you may have to download on your computer or laptop.
- After you click on create a new account on G Suite it will take you to a page where it will ask you your business name first. I kept my business name as Strike Rate.
- It then asks for the number of employees you have in your business, ranging from just one person, that is yourself to greater than three hundred people. It also asks which country you are from. I selected number of people from 2 to 9 and country as United States.
- I then had to fill in the information for creating an admin account. At this stage I provided my personal email address that I had earlier.
- Now, for the company email address, we must register domain name. Here I tried StrikeRate.com which was not available. After several attempts, I finally selected roaring sixes.com as the domain name and completed the billing procedures as per the self-explained instructions.

- After successfully logging in, you finally reach the G suite admin console. G suite console looks like the following:
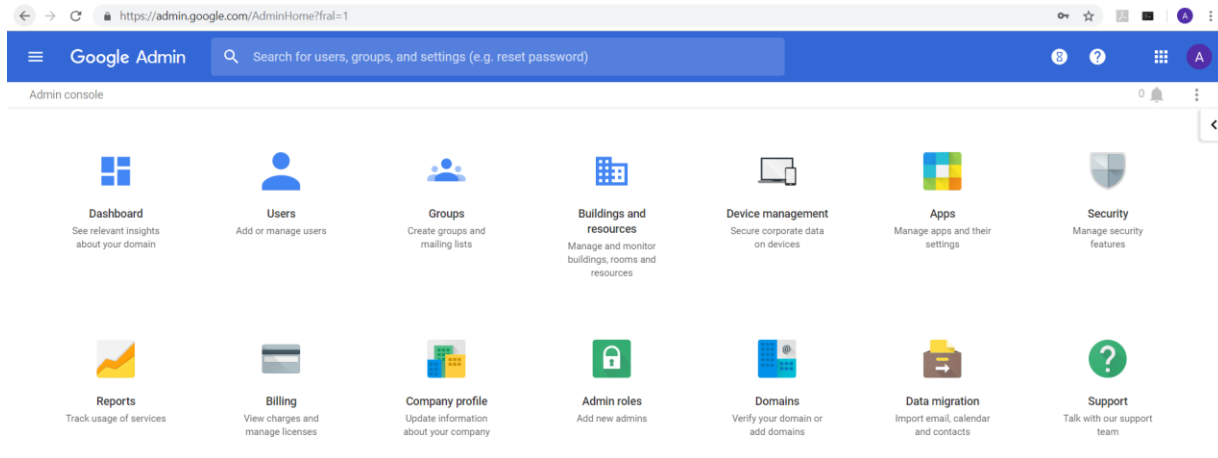
Gmail:

- The first app after logging in I worked was on Gmail. After selecting the app, there are number of setting one can assign for the team such as choose your own theme, default routing, authentication, attachment compliance, mail delegation etc. I chose the default setting and clicked on the launch button which is on the top right corner of the page and it took me to creating an account with G mail. I gave my username as akhila@roaringsixes.com and suitable password. After logging in, it directs you to the Gmail Application. There were two mail from the welcome team.

Adding Users:

- On the admin console, there is an option to add more users to your business team and keep in touch with them at regular basis.
- It can be done by clicking on the + button on the top left of the page under the add users space.
- To add a new user, you must provide your First name and Last name and the User Id you wish to give to your team mate. There is an option to give secondary email address, if you provide that, the link to set up the new account is mailed to your secondary email address. You can decide the password as well. I added two of my friends as my team.

Groups for Business:

- This is another nice feature G suite provides. Here the admin can make different groups based on his company requirements such as blogs group, editing group, finance group, advertising group.
- With this feature, one can manage different groups under same account by adding the respective people in different groups.
- This way if the mail is directed to editing group, one can just select that group and can send the mail. The admin doesn't have to select each member from his company and send the mail individually.
- I created a group and added both my team mates, called it blog@roaringsixes.com

Calendar:

- Calendar enables smarter scheduling techniques. "Find a time" feature in google calendar helps analyses multiple calendar to avoid potential conflicts. Moreover, it suggests time slots that works for everyone.
- This can be achieved by clicking on create a calendar or editing an existing one and then adding the required guest.
- Then click on Find a Time tab and it automatically finds a time where all your guest availability is available.
- If you schedule a meeting, it will be directly seen in each one's calendar who are added in that group.
- It also shows the meeting in right time zone for each guest and list of rooms available for the meeting during that time.

- I created the calendar called Weekly Meeting for discussing this weeks Agenda and added my co-workers in that. This way I can see their availability and schedule the meeting accordingly.

Drive and Docs:

- Using drive for storage space will enable you keep your PC/Mac safe from all the file storing rather it will be directly stored on cloud. One will get access to files directly from your computer without affecting the hard drive of your own PC by using Drive file System.
- There is also an option of creating Team drives and then adding users in it, so that you can share and store your team's work at one place, moreover, it will help you securely manage shared spaces,
- Any file added to Team drives are owned collectively by the team. So even if someone is editing a file, the other team members are updated about this change.
- It also uses artificial intelligence to predict what is important for you real time.
- It is easy to store and save files.

- It is easy for the admin to control how your files are shared.
- I created the drive and uploaded some pictures I will be using for my sites there.
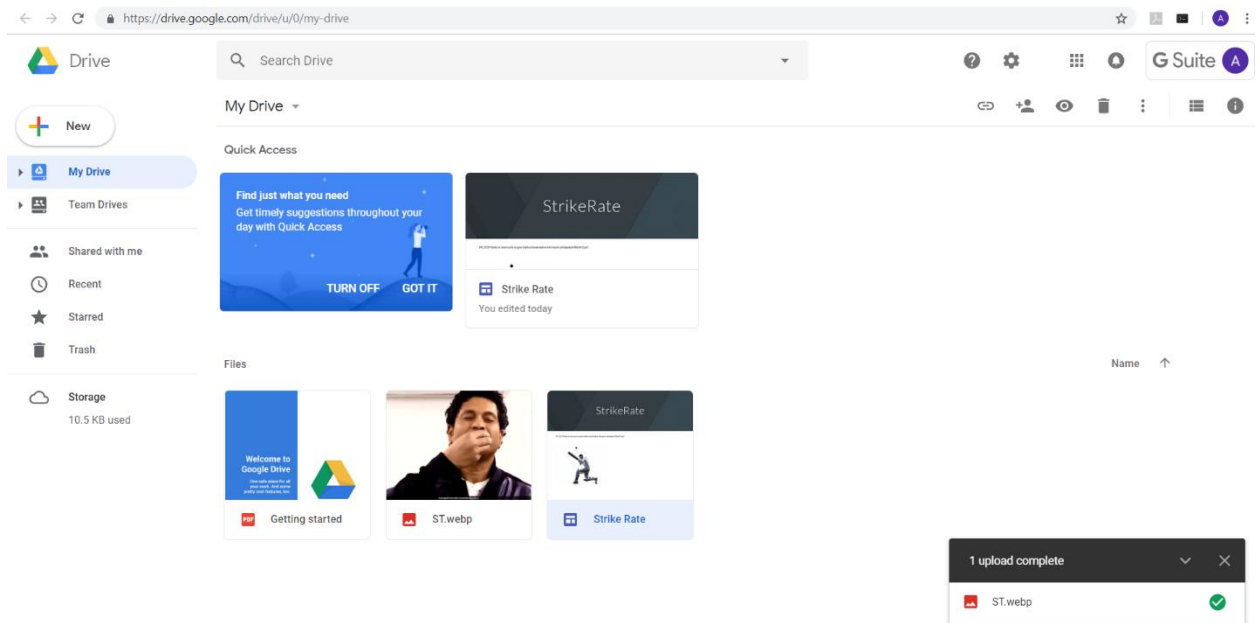

Google Hangouts:

- Hangouts suffice our need of connecting to team from anywhere in the world. The video calls are easy to join and create, moreover, it allows you to reduce the cost of travelling, without compromising on the factor of face to face meeting.
- It also allows multi person meeting and has a lightweight interface.
- It is as easy as to setup a meeting and creating the link and then sharing it to the users you want to be present.
- Your clients or teammates can join even if they lack necessary plugins or right accounts.
- There is also an option of directly joining the meeting from calendar, that is it is fully integrated with G suite.
- If one takes an Enterprise addition of G suite, in every meeting it automatically includes dial in details of each person. That means, if one is travelling and they don't have accessible wi-fi or data with them, they can directly dial in the number include them for the meeting.
- In google Apps page I searched for Hangouts and read through the settings page. I didn't change the default settings and clicked on the launch button to get to the following page.
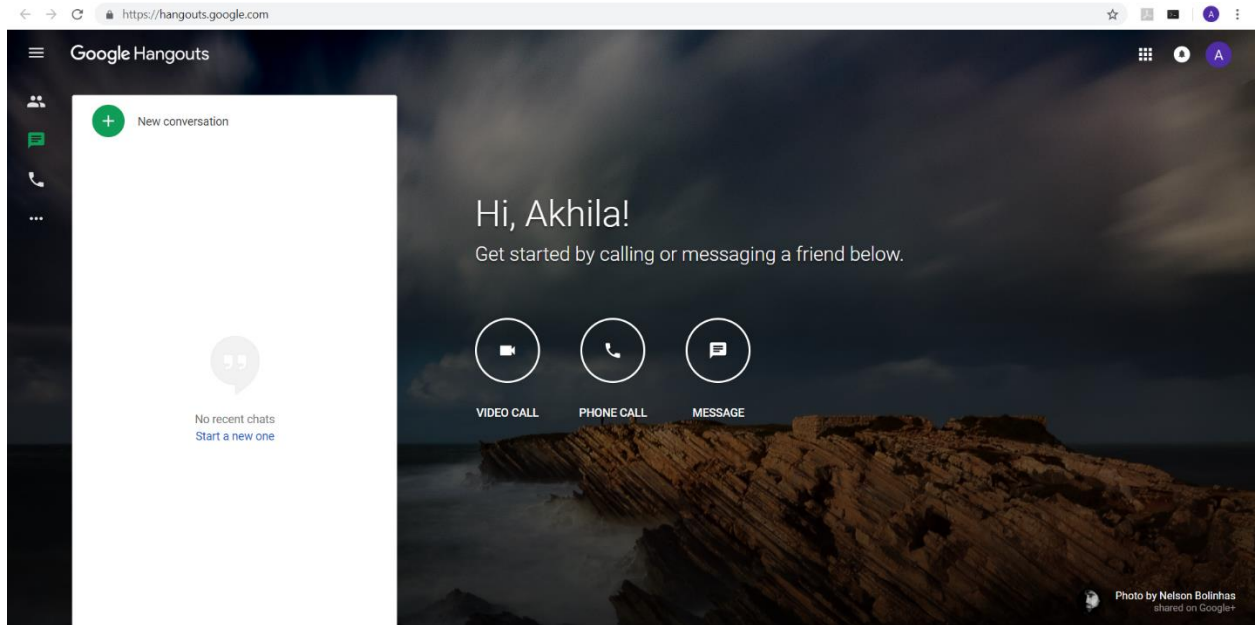
- I then added my friend and tried the call, there are two options, one to start a new meeting and the other one to use a meeting code.
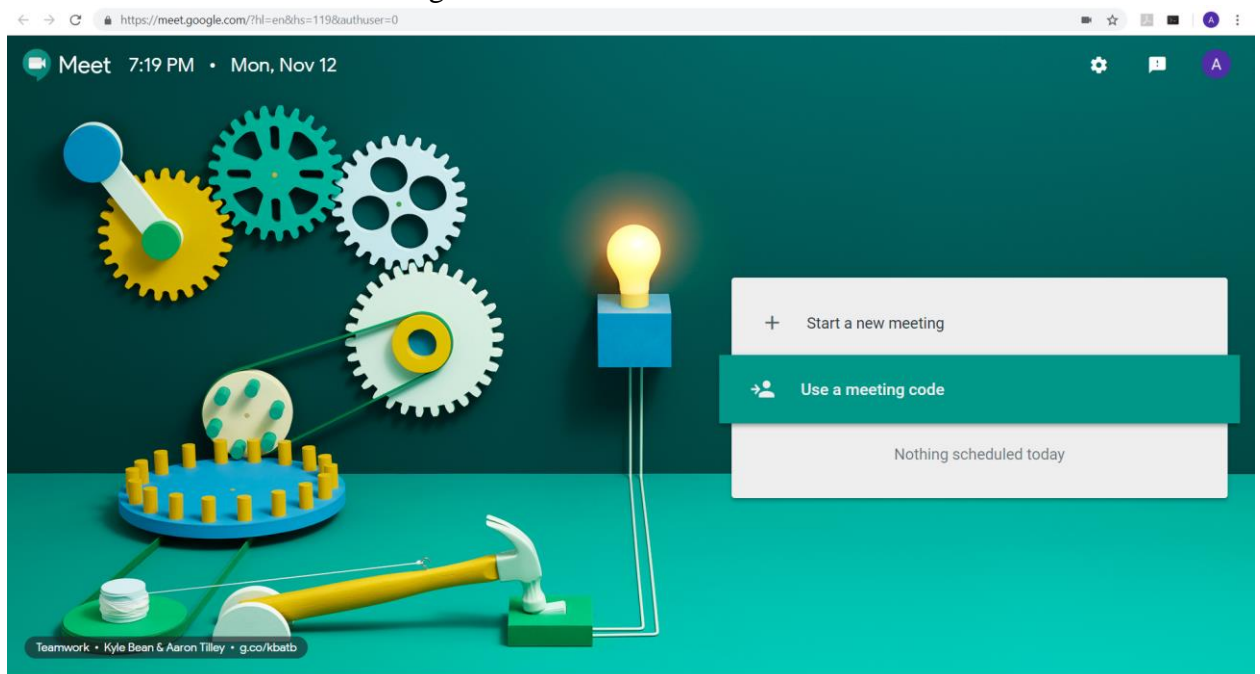
Keep:

- It is easy to capture your thoughts anywhere, anytime. Therefore, you can update your To-Dos with Google Keep.
- You can also use their voice to text speech feature which enables you to just speak and save the respective notes.
- One can also save any online content as notes.
- If you want to share your notes or edit via docs, you can do that too! You can just drag and drop the contents from keep or vice-versa.
- It enables you to draw pictures and save it as notes. This proves it very essential for any organization.
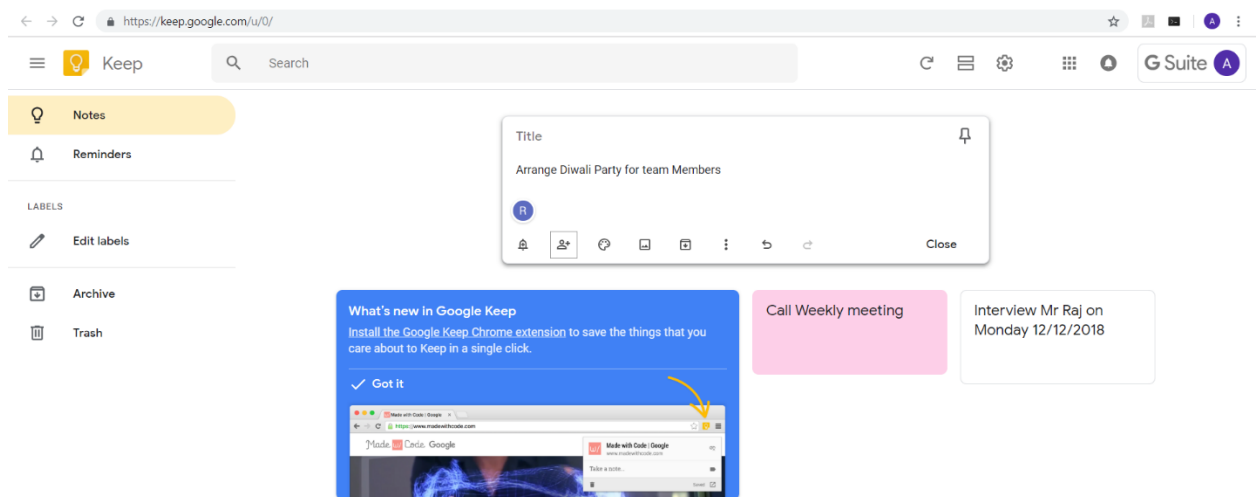
Sites:

- With this features, one can create high quality sites for your team members and project. It is easy to exhibit team's work, with easy access to your G suite account.
- Users can easily manage sharing permissions and ownership in sites with only a few clicks. That means the admin can make accessible the website one creates.
- Classic sites can be optimized and customized by changing the theme, fonts, nesting of pages. URL can also be changed here.
- New sites have different templates that are set with colors and fonts.
- We can also add images from drive or PC/Mac.
- I created a basic website by searching Sites from the apps and clicking on the launch button.
- It has different layouts from which you can choose.
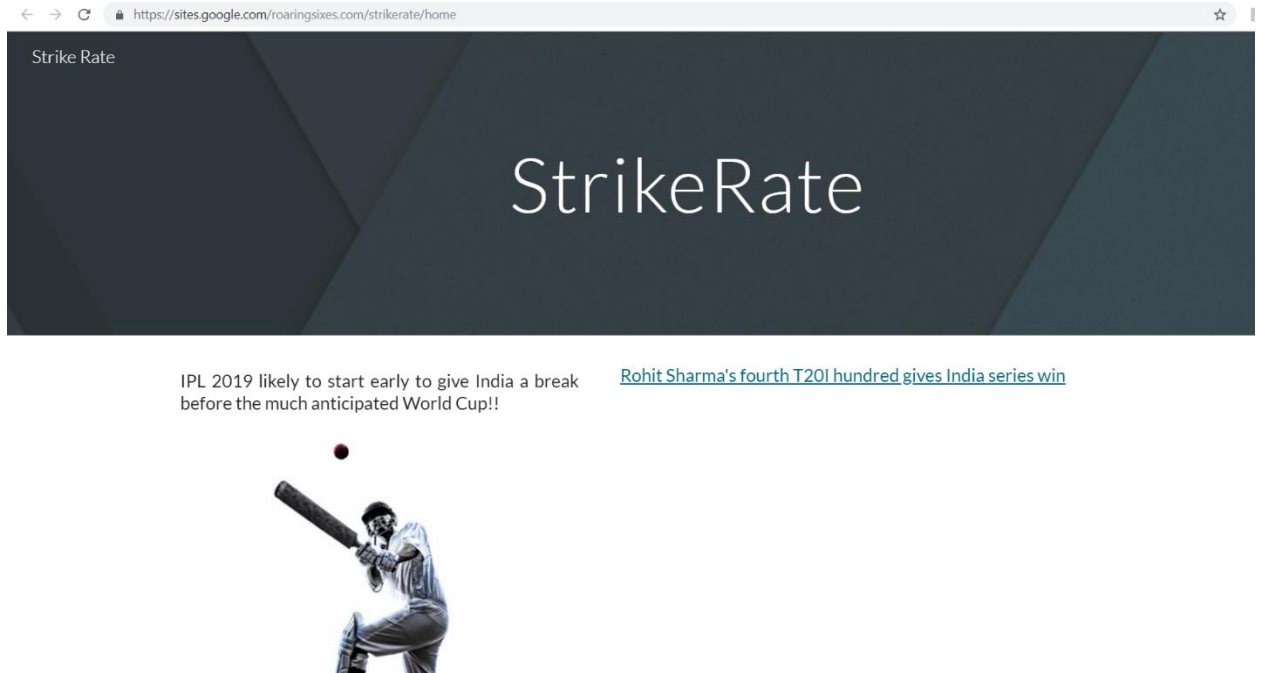
Reports:

- Reports is one the best feature in G suite, moreover the best tracking feature one can get for free.
- I didn't have much knowledge about it, but when I implemented it, I was surprised to see a log of everything that is done in G suite so far.
- The highlights tab shows you your organization's usage activity.
- One can track how people are using apps export reports to analyze and improve your work flow.
- One can also get a full audit list of all drive, login and admin activity.
- It has features of creating graphical representation to find out how many users you have for core G Suite services.
- It helps to keep track of important secure metrics and view drive activity in one place.
- I clicked on reports and then under audit I clicked admin. I got the following information.

- There are various options such as analyzing the report through excel.

HappierWork Addon (Market Place):

- This is cloud based software which helps in automating HR process like recruitments and attendance and payrolls for small and medium scale organization.
- It is an employee engagement platform and has custom dashboard for businesses to collaborate.
- Its happierHire feature enables smart hiring and paperless onboarding.
- I felt this is a useful app because in every industry or organization, there is bound to be a dedicated HR department. If the company is situated in different regions, it will be asy to integrate with happierWork so that one can easily see the requirement or situation in each region and act appropriately.
- Admin can access the control and sign in information.

Sketch Board (Market place):

- This is another useful app that I found in the marketplace.
- Sketch board allows you to do real time sketch diagramming and concept tools which can be effectively used by software teams.
- It has different tools like software sketching, flow diagrams, mind map library and road mapping.
- This will make any meeting interactive and help your team develop more interest to the project. Moreover, drawing real time will help them analyze the work flow and how it can be distributed among different people.
- You can then share it to drive or save the snapshot for future reference.
- I didn't change any default setting and clicked on the launch button. It showed me a checked page where I could draw and create activities.
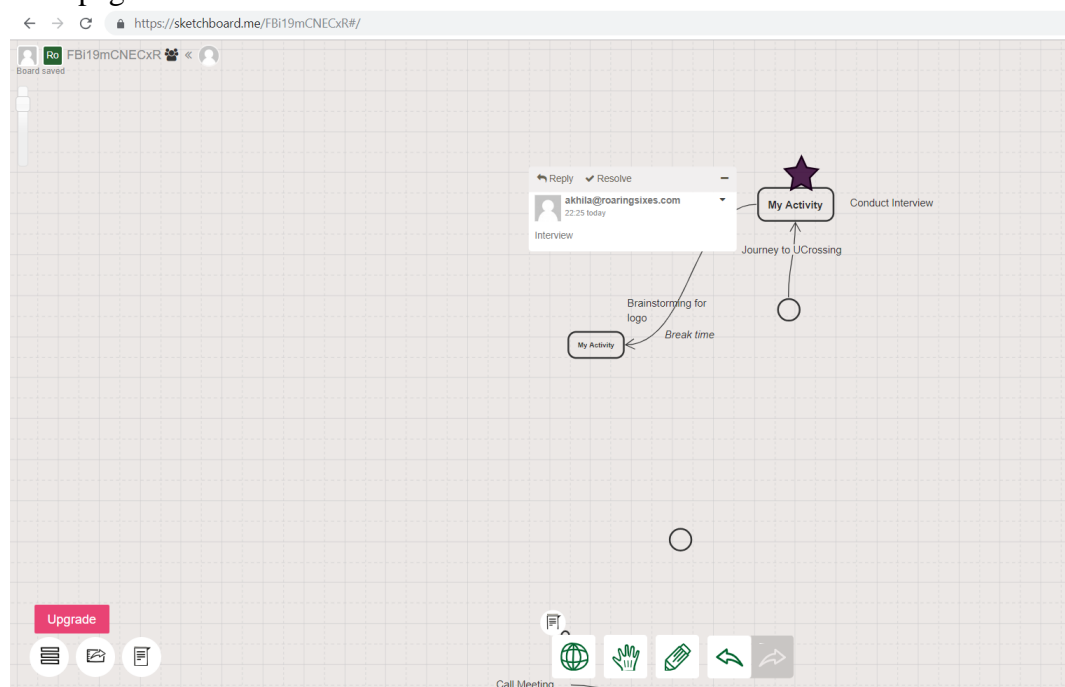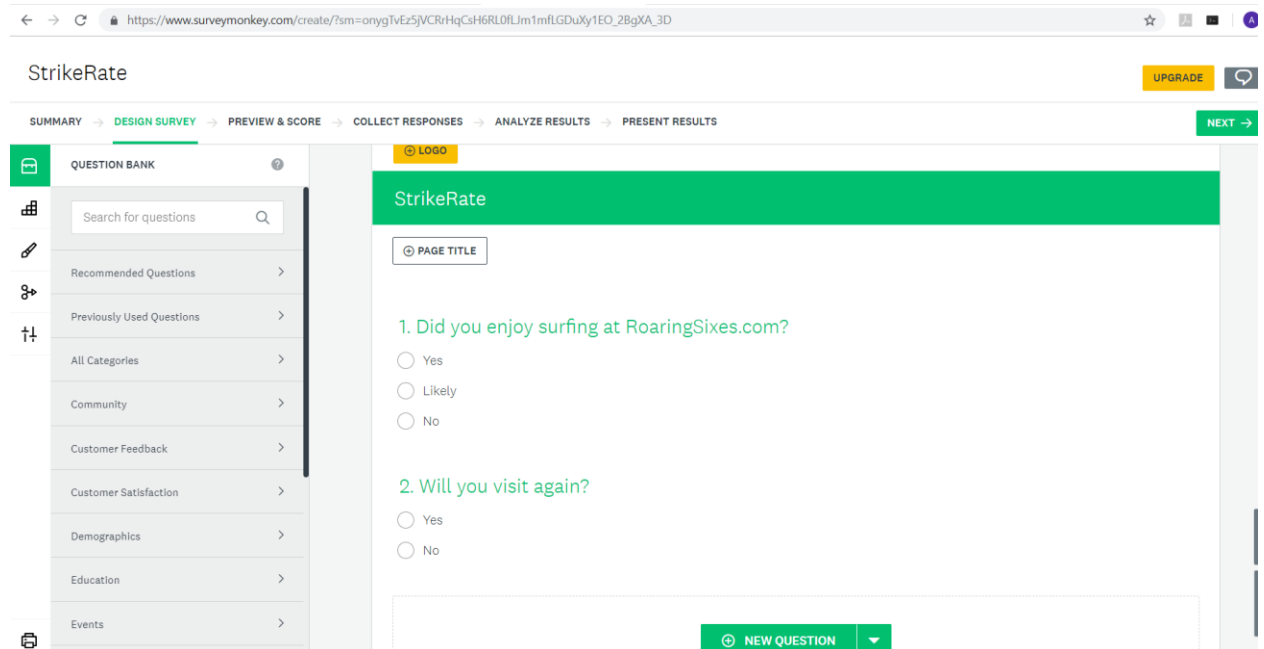
Survey Monkey (Market place):

- Survey monkey can help us create web forums and surveys and easily help us analyze the results.
- I linked my roaringsixes.com with Survey monkey and checked through the settings and clicked on launch button.
- On the following page, I gave my login information and clicked on create survey. I inserted two questions for my survey and clicked on Next.
- In the end, I could see my survey page. It also showed up in my drive.

CONCLUSION:

After working on all these apps, I realize how our life will be more simplified if we apply these in our day to day lives.

Some of us use most of the apps, but we don't have the idea behind the app and what interesting things it can do further.

Exploring G Suite has augmented my knowledge further in cloud services and how G suite can be the best place when one wants to start something new and has small team.

Cloud computing helps us to keep everything accessible and thereby life simpler.

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