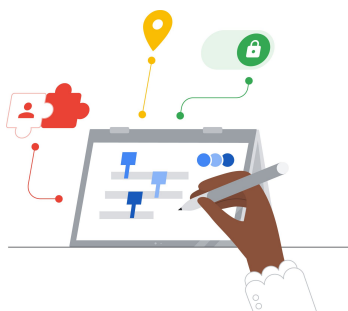


# To Gmail from Groupwise

Know the features to make the switch seamless.

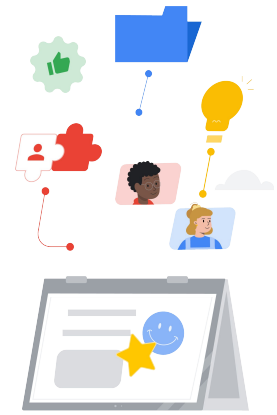
Feature	Groupwise	Gmail
Machine learning/Artificial intelligence feature that provides suggestions as emails are written	-	✓
Create branded emails with custom layouts	-	✓
Variety of add ons to extend the email	-	✓
Integration of Tasks/ToDo Lists	✓	✓
Integration of Meet, Chat, Spaces-sidebar access to 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

© 2022 Google LLC 1600 Amphitheatre Parkway, Mountain View, CA 94043.



Learn More About the Switch  
[Click to Learn More](#)