



Digital Office | UCD IT Services
Oifig ar Líne | Seirbhísí TF UCD



Google Chat & Spaces

Enterprise Applications Group, UCD IT Services



Today's session

- The Digital Office initiative
- About Google Chat and Spaces
- Chat settings
- Space Settings
- Creating a Space
- How to use your Space
- Setting Tasks in a Space

Digital Office



- A toolkit of UCD IT Services resources to help you complete your online office tasks

'Common tools for common tasks'

- Three themes:
 - Time management and calendaring
 - Collaborating and communication
 - File storage and sharing



Website: www.ucd.ie/digitaloffice | Join our [Spaces Community](#)

What is Google Chat?

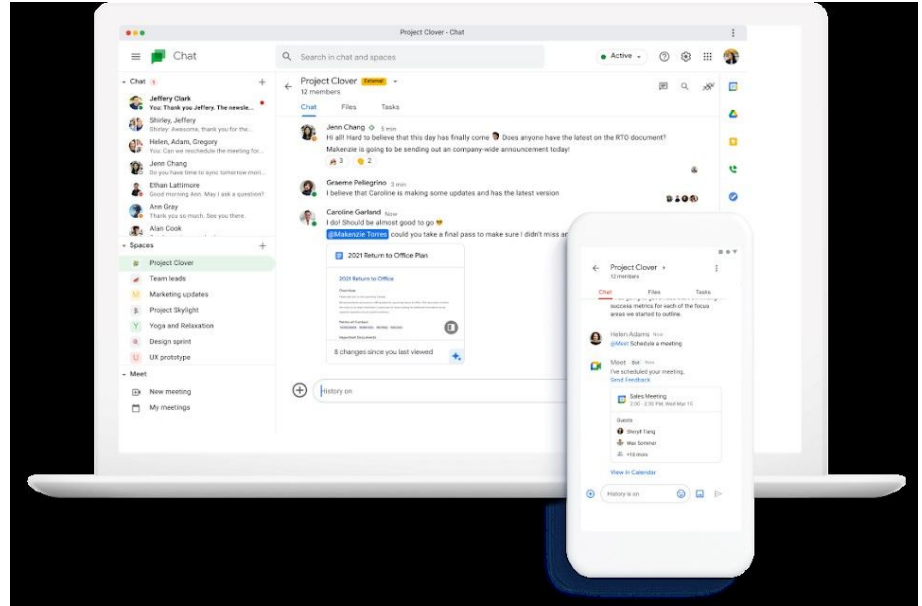


Instant messaging & group messaging from Google

- *Integrated with other Google Workspace products*
- *Supported alternative at UCD to WhatsApp and other instant messaging services*

Google Chat and Spaces: navigation

- Desktop and mobile
- Access via Gmail or Chat
- Pin a Space
- Notification settings
- Share a link to the Space
- Left navigation menu: Home/Mentions/Starred
- When to use [Spaces or group message in Chat](#)



'Spaces are the central place for teams to engage in topic-based discussions, share knowledge and ideas, move projects forward and build communities and team culture.'

Chat settings: do not disturb & more

Do-not-disturb schedule: turn this on via
Google Chat settings

You can also enable smart compose,
smart reply and autocorrect features

Google Workspace Productivity Tips

Set a do not
disturb schedule
in Google Chat

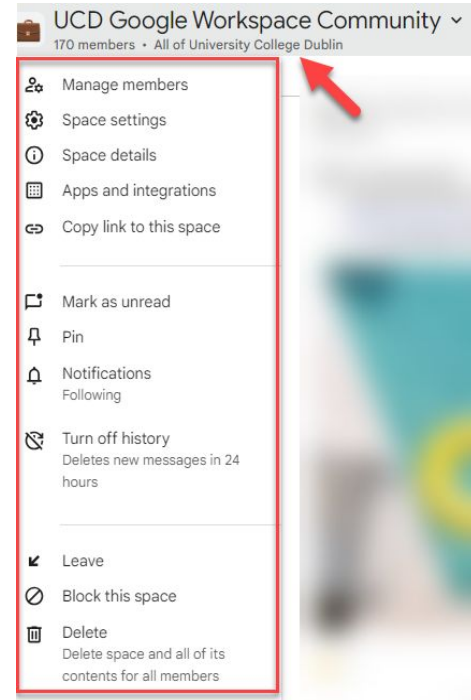


Space settings

- Member and Manager Space settings
 - Click Space name to expand
 - Options depend on your role in the Space
 - Notifications


As a **Space Manager**, you can:

- Control who can join a space.
- Control who can manage members and groups.
- Change whether the space is accessible to anyone in UCD or only to people you invite.
- Decide whether everyone in the space can update space details, turn history on or off, or use @all.




Creating a Space

Create a space

 test 4/64

Description (optional) 0/150

Enter name or email of person or group

 Space access is **Restricted** ▼
Only added people and groups can join

Advanced ▼
These settings can't be modified after the space is created

Allow people outside your organisation to join

Only Space Managers can post [Learn more](#)

[Cancel](#) [Create](#)

- Restricted/all at UCD
- Advanced options:
 - External access (warning: ensure not sharing any confidential information)
 - Announcements only: 'only Space Managers can post'

Creating posts

- Format options
- Include an image or a gif
- Add a file
- Record and send a voice note
- Link to Google Drive and Google Calendar
- Create a Google Doc, Slide or Sheet directly within the Space that is shared automatically with all members

Extra features: Shared and Tasks

Shared

- List of files, links and media shared with Space members

Tasks

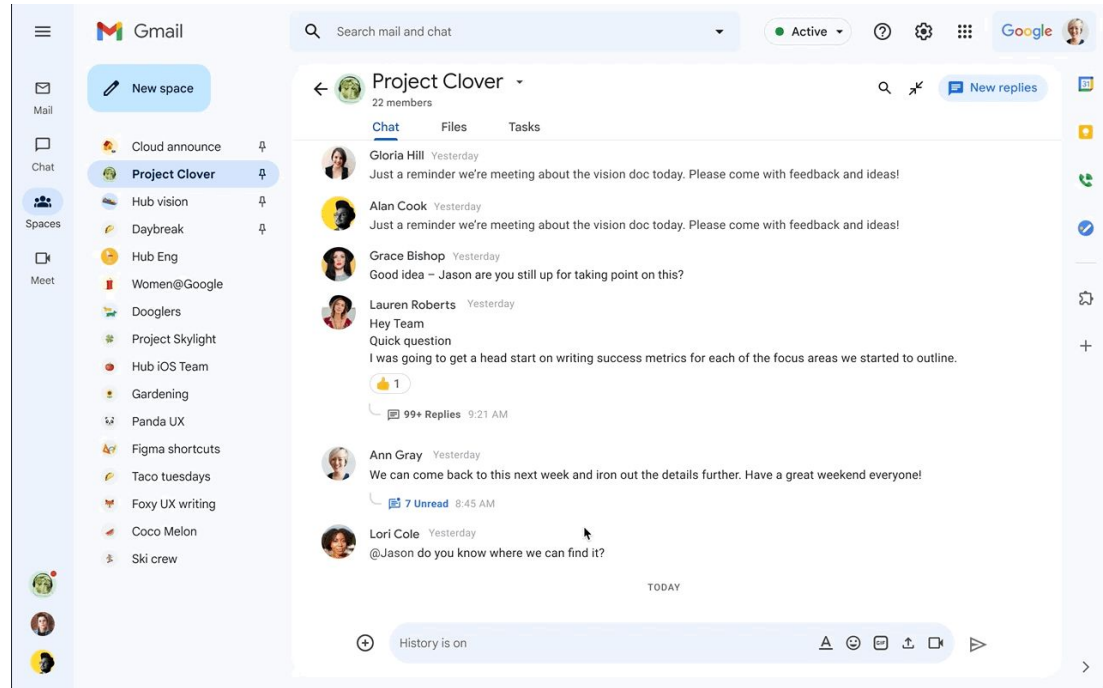
- Create a task within the Space
- Add date and assignee
- Automatically added to Google Calendar
- Can update in personal Tasks, updates seen by all



Threaded messages

In-line threading:

reply to a specific message or discuss a topic in-depth without disrupting the flow of the main conversation.

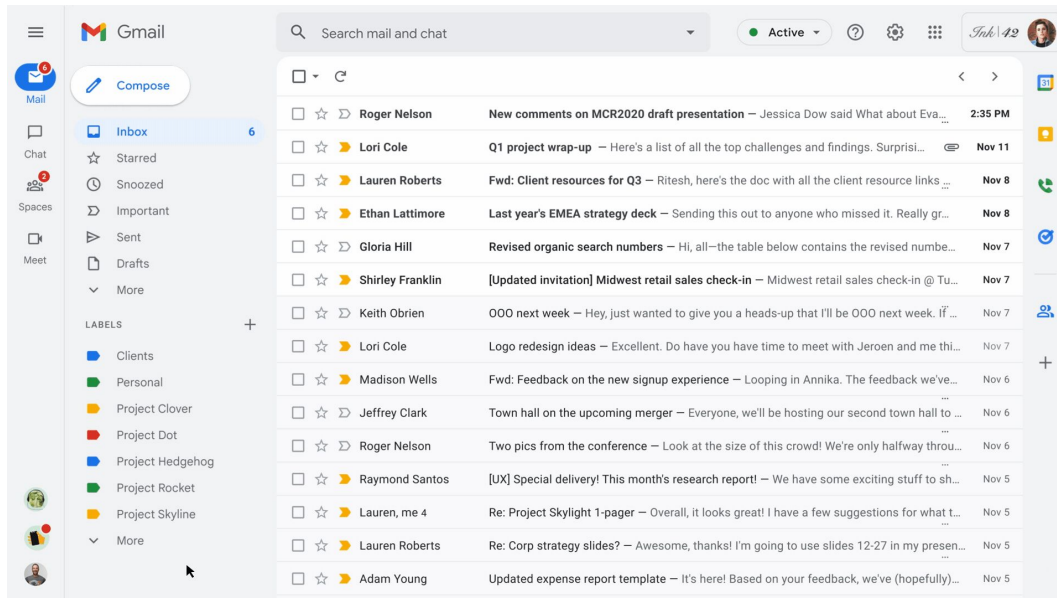


Conversation summaries: optional

Automatic summaries:

a helpful digest of conversations in a space, allowing you to quickly catch-up on unread messages and navigate to the most relevant threads.

Turn this on via **Google Chat settings**



Resources

UCD resources

- [How do I get started with Google Chat?](#) (IT Support Hub)
- [How do I display my Google Chat and Spaces in my Gmail?](#) (IT Support Hub)
- [How do we use Spaces in Google Chat?](#) (IT Support Hub)
- [Google Chat](#) (IT Services website)
- [Getting started with Google Chat](#) (EAG video)

External resources

- [Google Chat cheat sheet](#) (Google resource)
- [Google Chat training and help](#) (Google resource)
- [Best practices for using Spaces](#) (Google resource)
- [Introduction to Google Chat](#) Training by Google Workspace on LinkedIn Learning
- [What Email, IM, and the Phone Are Each Good For](#) (Harvard Business Review)



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Thank you! All resources are linked below.

www.ucd.ie/digitaloffice

