



How to Use Google Workspace

4 Steps to Better Communication

Google Workspace is Google's business version of email, calendar and life in the cloud. By using Google Workspace, you have access to the best email app with the best spam filter on the planet.

Google Workspace provides a great calendar and the ability to store files in the cloud. You also have access to Google's version of Office with Google Docs, Google Sheets and several other office apps that you and your team can use to increase productivity.

MedPB uses Google Workspace every day so if you have any questions, please contact your Practice Advisor for assistance.

To get started

Login: <https://admin.google.com>

Email Address(es):

Password:

Recovery Email: kim@medpb.com

Next, follow the links below to Google's basic Google Workspace training.

1. [Set up your browser, email and calendar](#)
2. [Customize your workspace, set up mobile devices, etc.](#)
3. [Have effective meetings and communications](#)
4. [Share and collaborate with files](#)

