



# GOOGLE SUITE

## Essentials

Boost Productivity While Saving Time and Money

Google Workspace is a collection of productivity and collaboration tools - and it's included in your monthly fee!!

**TOPICS :** Gmail, Calendar, Drive, Docs / Sheets / Slides, Forms, Meet, Voice, Chrome, and Tasks

**WHAT TO BRING :** KW Login, Access to Shared Drive  
Fully charged laptop



**JANUARY 16TH**

**1:00-2:00 PM**

218 W Willow Ave, Wheaton, IL 60187

