

New Look for Google Apps: July Update

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In June, Google announced a project to bring you a new and improved Google experience. We began rolling out a new look and feel across products to make the interfaces more <u>focused</u>, <u>elastic and effortless</u> to use. We shared information about how the visual refresh applies to Google Apps services, including Gmail, Calendar, Docs, and Sites.

This update describes upcoming releases and provides resources to help you communicate the new look to your users.

Summary

Individual users can opt-in or preview the new look for Gmail and Calendar now. Over the next months, interface updates to Gmail, Calendar, Docs and Sites will roll out progressively through the Google Apps release process. We've introduced resources, such user guides and slide decks, to help you communicate the upcoming changes to your users.

Enterprise Rollout

For the new look release to Enterprise, we're leveraging the Rapid and Scheduled release track process. Since the visual refresh applies to all Google Apps services, we made some changes to assist customers with the rollout process:

- Opt-In/Preview: Most Google Apps services will offer the ability for users to preview or opt-in for a period of time to become familiar with the new look.
- Extended release schedule: Scheduled Release administrators will have more than the usual one or two week notice after the new look is made available to the Rapid Release track. Some services will offer a progressive rollout schedule: opt-in, opt-out, and then the release.

We're sharing preliminary schedule information to give you insight on what's coming to the new look, and to help with your planning efforts. While we'll do our best to keep you up to date, all schedule and feature information is **subject to change** with no or little prior notification.

You can preview most of the upcoming features through the Rapid Release track before they are released to the Scheduled Release track. We strongly recommend that you set up and check a test account on Rapid Release to see the latest updates to the new look for Google Apps.

Gmail

Design and Features

- The new look will eventually become permanent (not an optional theme). The design elements spacing, font, layout—will apply to all Gmail themes. Some themes with very low usage will be deprecated.
- Between August and September, the Gmail interface will continue to be updated and adjusted with the new look.
- We'll continue to add new features to Gmail. As usual, those features will follow the Rapid and Scheduled release tracks.
- We shared a short summary of the initial Gmail user feedback we received in this <u>Gmail Blog</u> <u>post</u>.

Target Schedule

- The first iteration of new look is currently available to all users as an optional theme.
- Rapid Release users will receive the updates to the new look at the same time as Consumer users.
- Scheduled Release users can opt-in to the new look and have an extended period of time before the permanent release.

TENTATIVE DATES	At the end of June	At the end of July	End Aug / Early Sept	At the end of Sept	In the month of Oct
Consumer	Users can preview via theme	Users can preview via theme	Released	Released	Released
Rapid Release	Users can preview via theme	Users can preview via theme	Released	Released	Released
Scheduled	Users can preview via theme	Users can preview via theme	Users can OPT-IN via theme	Users can OPT-IN via theme	Released

Google Calendar

Design and Features

- Between August and September, the Calendar interface will continue to be updated and adjusted with the new design.
- We'll continue to add new features to Calendar. As usual, those features will follow the Rapid and Scheduled release tracks.

Target Schedule:

- The first iteration of the new look was released to Consumer users at the end of June.
- Rapid Release users have been able to opt-in to the new look since the end of June. At the end
 of August, the new look will become the default. Users can opt-out (switch back to the classic
 look) for a period of time before the new look is released permanently.
- Scheduled Release users have an extended period of time before the new look is released permanently.

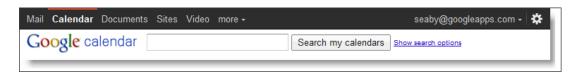
TENTATIVE DATES	At the end of June	At the end of July *	At the end of August	At the end of September	In the month of October
Consumer	Users can OPT-OUT	Users can OPT- OUT	Released	Released	Released
Rapid	Users can OPT-IN	Users can OPT- IN	Users can OPT-OUT	Released	Released
Scheduled	Not available to users	Users can OPT- IN *early August	Users can OPT-IN	Users can OPT-OUT	Released

Google Docs and Sites

The initial release of the new look for Docs and Sites is targeted for release within the month of August. Enterprise users will be able to opt-in to the new look for Docs and Sites.

Google Application Bar

The Google bar at the top of the Apps pages will be updated over the months as part of the overall new look for Google. These updates are generally released to *all users* simultaneously and the release schedule is not based on the Rapid and Scheduled release tracks.



Resources and Feedback

We recommend that you begin to communicate the upcoming new look to your users. We offer a short video, slide deck, and user guides to help educate your users:

- Gmail resources
- Calendar resources

Note: Within the next couple of weeks, the *New Look Overview* video will be captioned in multiple languages

We also have a <u>feedback form</u> just for Google Apps, and we hope to hear what you and your users think about the new look!

These resources are available on the New Look page of the Google Apps What's New site.

Updates

We welcome your comments and feedback. We'll continue to share schedule updates, and provide resources for the release of the new look to Google Apps. Please remember that this information is provided to you under NDA.