

**Connect your small business to your customers: An Introduction to Google business tools, a free class offered  
by The Oak Bluffs Library**

**Helpful reminders and links to answer your questions**

**When:** Wednesday July 1st, 90 minutes; 1:00pm- 2:30pm

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## I. Google my business intro

- **Google is currently offering G-Suite to Nonprofits for free during Covid-19.** Increase cloud storage and security by signing up for this service. Information about pricing and registration is below:  
<https://www.blog.google/outreach-initiatives/nonprofits/new-countries-g-suite-discounts/>
- **Quick videolinks on Google business *Small Solves*.** These 2-3 minute videos cover topics we went over in class and beyond. Check them out for a refresher or to learn about a new skill!  
[https://www.youtube.com/playlist?list=PLioTR\\_jPKuQ4ijJKksNBOYqDxYVil4CV9](https://www.youtube.com/playlist?list=PLioTR_jPKuQ4ijJKksNBOYqDxYVil4CV9)
- **FAQs and help for Google my Business pages**
  - <https://support.google.com/business/answer/4566671?hl=en>

**Helpful links for Google my Business Pages:** (Click on the links to access)

<a href="#">Determine if my business is eligible to be on Google Maps</a>	<a href="#">Reply to my reviews</a>
<a href="#">Get to Google My Business to edit my listing</a>	<a href="#">Contact another verified page owner</a>
<a href="#">Understand my business profile status</a>	<a href="#">Delete a page in my account</a>

<a href="#">Hide my address from public view</a>	<a href="#">Close my old location in my account</a>
<a href="#">Add a Manager or Admin to my listing</a>	<a href="#">Report a business as moved or closed that is not in my account</a>
<a href="#">Transfer ownership of my page to someone else</a>	<a href="#">Access my business page on a mobile device</a>
<a href="#">Business eligibility &amp; ineligibility</a>	
<a href="#">Recommend what photo shows first in Google Search</a>	<a href="#">Report Abusive Robocalls</a>

## II. Tools to support your business

- [g.co/testmysite](https://g.co/testmysite)
- [g.co/trends](https://g.co/trends)
  - Change the language on your website or listing to get more traffic
- **Must add plug-in to your website for his tool:** [g.co/analytics](https://g.co/analytics)

## III. Google Meet: Meet with colleagues or customers virtually

[meet.google.com](https://meet.google.com)

### How to schedule a video meeting

Schedule a video meeting from Google Calendar:

It's easy to schedule a Meet video meeting in Google Calendar—just create an event and add your guests to it. A video meeting link and dial-in number (if you are a G Suite user) is added to a Calendar event either by inviting one or more guests to the event, or by clicking Add conferencing.

Note: Guests can forward the meeting link to other people. If someone tries to join who was not invited to the Calendar event, a meeting participant from your organization must accept their request. For meetings organized by a personal Google Account, only the meeting creator can admit these participants.

Steps are as follows:

1. In [Calendar](#), create an event.
2. Click Add guests and enter the names or email of the people you want to invite.
3. Click Save.
4. Click Send to notify guests.