



Making Practice Life Easier and More Efficient With Google Workspace

SET UP FOR SUCCESS

Services (aka “Tech Stack”) for this process:

- Google Workspace



For deeper work on this item, use the (free) [Service Selection Workbook](#)

Do you have a domain name?

If not, Google can help you get one when you sign up

Accept the BAA

Visit our [Resource Center](#) for a Walkthrough

Get our [Request for Non-Secure Communication](#) form ready

[Make a Google Form](#) to act as a secure initial contact form

Turn on 2-Factor Authentication

Turn on alert for non-TLS emails



FOR GROUP PRACTICE LEADERSHIP

- Configure sharing settings for Google Drive
- Enforce password rules
- Turn on Google Vault
- [Make a Google Site to share internal notices and policies](#)
- Depending on size, consider using Organizational Units

FREE



Onboarding and Offboarding with Compliance and Ease in Mind

free seminar for group practice leadership



Streamlined Growth Management of a Group Practice

NO CE

a part of the Distress Less Series-
a free seminar series of therapy for
therapists



Group Practice Leadership
may also benefit from the
[Onboarding and Offboarding
with Compliance and Ease in
Mind](#) presentation (free!)