



Google Workspace to Microsoft 365 Complete Guide

Comprehensive User Training Reference

Complete reference guide for Blue Ant Media staff transitioning from Google Workspace to Microsoft 365. Covers Outlook, OneDrive, Word, Excel, PowerPoint, and Teams with step-by-step instructions.

SECTIONS

6

USERS

830

PAGES

~40

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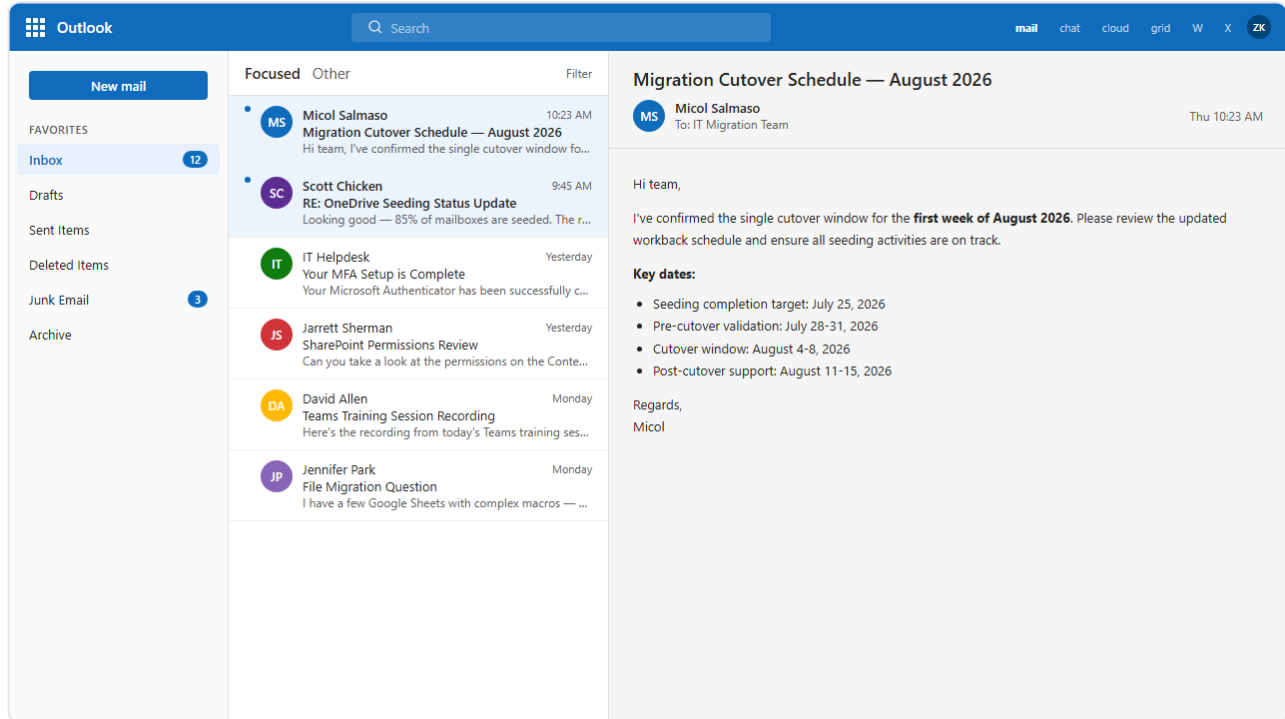
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HOW TO USE THIS GUIDE

This guide is organized by Google app → Microsoft equivalent. Jump to the section most relevant to your daily work. Each section includes a comparison table, step-by-step instructions, and tips for the transition.

Section 1: Gmail to Outlook



Your new Outlook inbox at Blue Ant Media

1.1 What Changes?

Gmail becomes **Microsoft Outlook**. Your email address changes from @blueantmedia.tv (Google) to @blueantmedia.com (M365). All your emails, calendar events, and contacts are migrated automatically.

1.2 Feature Comparison

FEATURE	EMAIL	OUTLOOK
Inbox organization	Labels + Priority Inbox	Folders + Focused Inbox
Mark important	Stars	Flags
Archive	Archive button	Archive folder (Backspace)
Filters	Gmail Filters	Rules
Undo send	Up to 30 seconds	Up to 10 seconds

Search	Gmail search operators	Ctrl+E with from:, to:, subject:
Compose	Compose window	New Email window
Vacation reply	Vacation responder	Automatic replies

1.3 Navigating Outlook Desktop

The Outlook desktop app has four main areas:

- **Navigation sidebar (left):** Switch between Mail, Calendar, People, Tasks
- **Folder pane:** Your inbox, sent items, and folders (converted from Gmail labels)
- **Message list:** List of emails in the selected folder
- **Reading pane (right):** Preview of the selected email

1.4 Composing and Sending Email

Step 1

Click **"New Email"** (or press Ctrl+N).

Step 2

Enter recipients in To/Cc/Bcc. Start typing a name — Outlook searches the company directory.

Step 3

Add a subject, compose your message. Use the formatting toolbar for rich text.

Step 4

Attach files (click paperclip or drag-and-drop). For files over 25 MB, Outlook automatically offers to share via OneDrive link.

Step 5

Click **Send** (or Ctrl+Enter).

1.5 Calendar

Your Google Calendar events transfer automatically. Access via the Calendar icon in the sidebar.

- **Create meeting:** New Event → add title, time, attendees → Teams meeting link auto-added
- **Scheduling Assistant:** See attendee availability side-by-side when scheduling
- **Shared calendars:** Right-click your calendar → Sharing and Permissions
- **Recurring meetings:** Transferred from Google Calendar — verify they appear correctly

1.6 Contacts

Google Contacts are migrated to Outlook's People section. The Blue Ant Media company directory is also available — search any colleague by name.

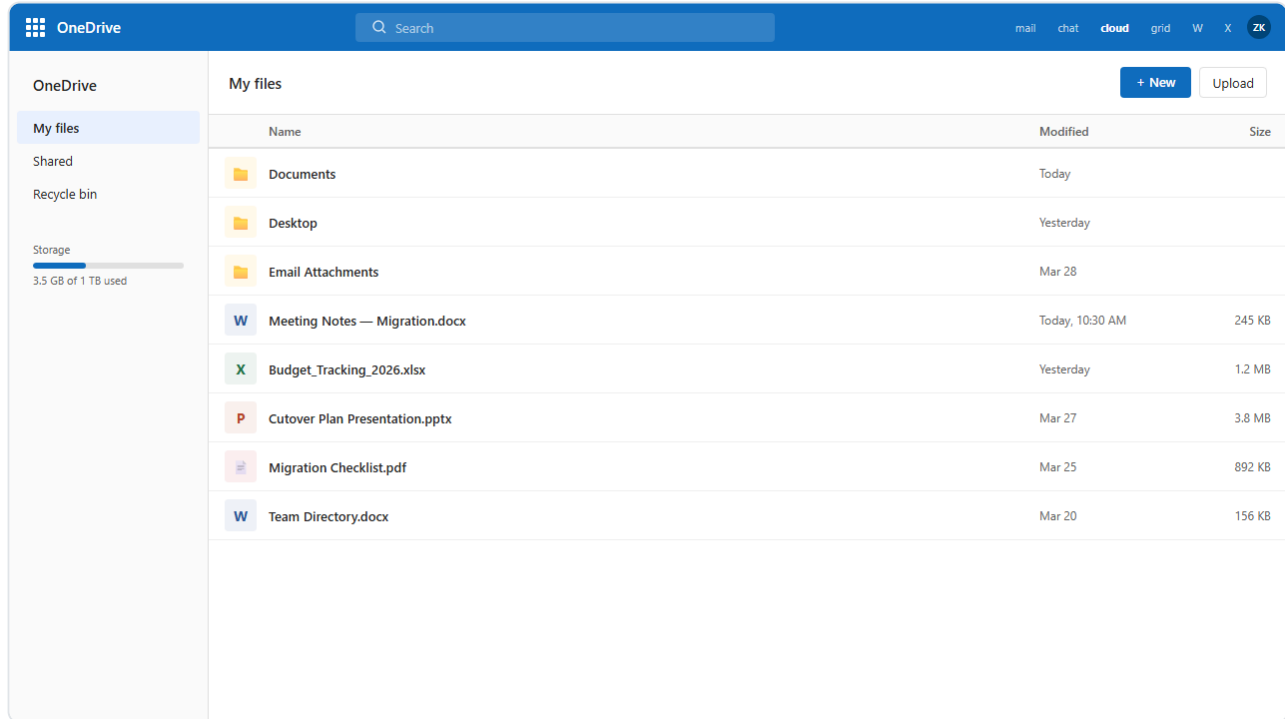
1.7 Setting Up Your Signature

Desktop: File → Options → Mail → Signatures. **Web:** Settings → Mail → Compose and reply. Create a signature with your name, title, phone, and @blueantmedia.com email.

1.8 Outlook Mobile

- Download Microsoft Outlook from App Store or Google Play
- Sign in with your @blueantmedia.com account
- Enable notifications for new mail and calendar reminders
- Swipe right to archive, swipe left to delete (customizable in settings)

Section 2: Google Drive to OneDrive



OneDrive — your personal file storage

2.1 What Changes?

Google Drive becomes **OneDrive – Blue Ant Media**. Your files and folder structure are preserved. Google Shared Drives become **SharePoint document libraries**.

2.2 Feature Comparison

FEATURE	GOOGLE DRIVE	ONEDRIVE
Personal files	My Drive	OneDrive – Blue Ant Media
Team files	Shared Drives	SharePoint document libraries
Desktop sync	Google Drive for Desktop	OneDrive sync client (built-in)
Offline access	Mark as "Available offline"	"Always keep on this device"
Sharing	Share via link	Share via link (same concept)

Storage	Varies	1 TB per user
Version history	Version history	Version history (same concept)
Trash	Trash (30 days)	Recycle Bin (93 days)

2.3 Accessing Your Files

- **File Explorer:** Open File Explorer → "OneDrive – Blue Ant Media" in the sidebar
- **Web:** portal.office.com → OneDrive
- **Mobile:** OneDrive app (App Store / Google Play)

2.4 The OneDrive Sync Client

The OneDrive sync client keeps your files synchronized between your computer and the cloud. It's built into Windows — look for the blue cloud icon in the system tray.

- **Files On-Demand:** Files appear in File Explorer but are downloaded only when you open them (saves disk space)
- **Always keep on this device:** Right-click any file or folder to ensure it's always available offline
- **Free up space:** Right-click an offline file to make it cloud-only again

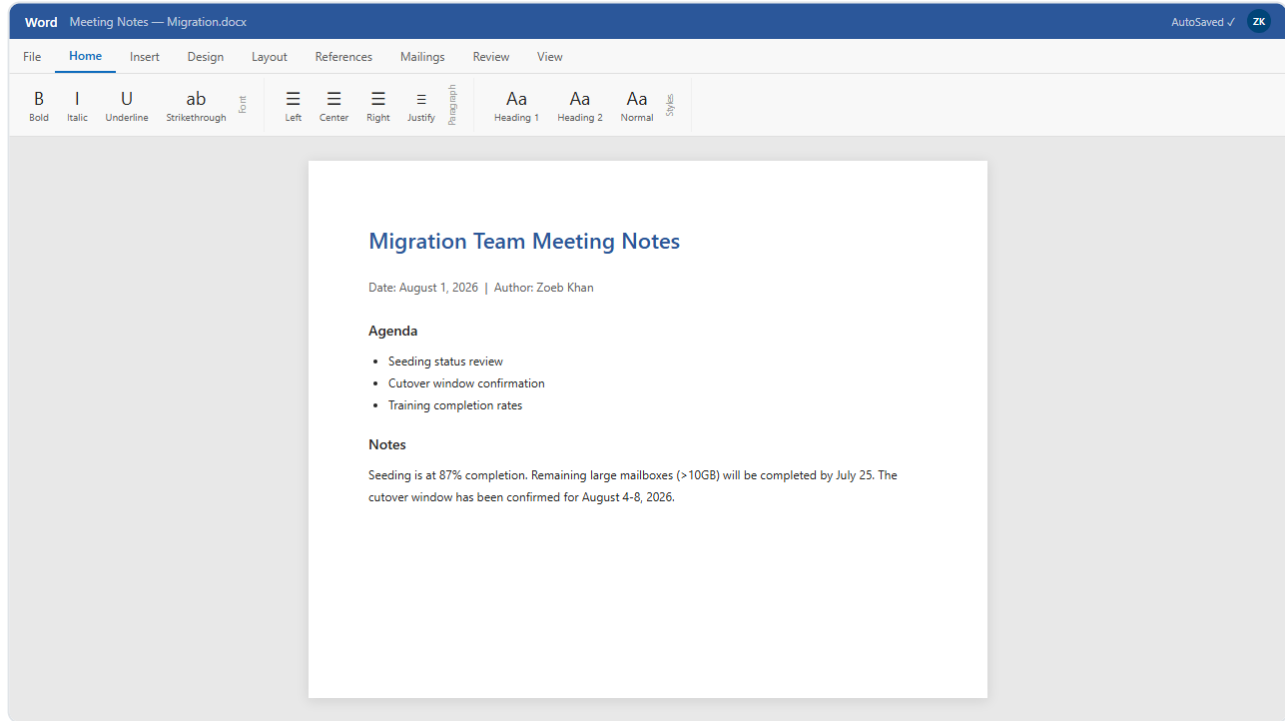
2.5 Sharing Files

1. Right-click the file → Share
2. Choose audience: People in Blue Ant Media, Specific people, or Anyone with the link
3. Choose permission: Can edit, Can view, or Can review
4. Enter names/emails or copy the link

2.6 Version History

OneDrive keeps version history for all files. Right-click a file → "Version history" to see previous versions, who changed what, and restore any prior version.

Section 3: Google Docs to Microsoft Word



Microsoft Office apps — Word, Excel, PowerPoint

3.1 What Changes?

Google Docs files are converted to **.docx** format (Microsoft Word). You can edit them in the Word desktop app, Word for the web, or Word mobile.

3.2 Feature Comparison

FEATURE	GOOGLE DOCS	MICROSOFT WORD
Editing	Web only	Desktop + web + mobile
Suggesting mode	Suggesting	Track Changes (Review tab)
Comments	Comments	Comments (Review tab)
Co-authoring	Real-time in browser	Real-time in desktop + web
Templates	Template gallery	Template gallery + custom templates

Export to PDF	File → Download as PDF	File → Save as PDF
Grammar check	Basic	Editor (advanced grammar + style)

3.3 Key Differences in Daily Use

- **AutoSave:** Toggle in the top-left. Must be ON for real-time co-authoring. Only works when file is on OneDrive/SharePoint.
- **Track Changes:** Review tab → Track Changes. Equivalent to Google Docs "Suggesting" mode.
- **Navigation Pane:** View → Navigation Pane to see document outline (like Google Docs sidebar).
- **Styles:** Use built-in heading styles (Heading 1, Heading 2) for consistent formatting and automatic table of contents.

3.4 Conversion Notes

- Most formatting is preserved during Google Docs → Word conversion
- Embedded Google Drawings become static images — edit them separately if needed
- Google Docs add-ons are not transferred — look for equivalent Word add-ins
- Linked Google Sheets tables become static tables — re-link to Excel if needed

Section 4: Google Sheets to Microsoft Excel

4.1 What Changes?

Google Sheets files are converted to **.xlsx** format (Microsoft Excel). Most formulas and formatting transfer automatically.

4.2 Feature Comparison

FEATURE	GOOGLE SHEETS	MICROSOFT EXCEL
Editing	Web only	Desktop + web + mobile
Formulas	Google functions	Excel functions (mostly compatible)
Macros	Apps Script (JavaScript)	VBA macros or Power Automate
Cross-file references	IMPORTRANGE()	Power Query or external links
Data analysis	Explore feature	Analyze Data + PivotTables
Charts	Chart editor	Chart tools (more chart types)
Conditional formatting	Same concept	Same concept (more options)

4.3 Functions That Change

GOOGLE SHEETS	EXCEL EQUIVALENT	NOTES
IMPORTRANGE()	Power Query / external links	No direct equivalent; manual setup required
GOOGLEFINANCE()	STOCKHISTORY() / data types	Different syntax
GOOGLETRANSLATE()	No built-in equivalent	Use Microsoft Translator add-in
QUERY()	FILTER() + SORT()	Excel 365 has dynamic arrays
ARRAYFORMULA()	Automatic (spill range)	Excel 365 spills arrays natively

APPS SCRIPT USERS

Google Apps Script macros do **not** convert to VBA automatically. If you rely on Apps Script, contact the migration team at m365support@blueantmedia.com for assistance with VBA or Power Automate alternatives.

4.4 PivotTables

If you use Google Sheets Explore for data analysis, try Excel's PivotTables:

1. Select your data range
2. Insert → PivotTable
3. Drag fields to Rows, Columns, Values, and Filters
4. Right-click values to change aggregation (Sum, Count, Average, etc.)

Section 5: Google Slides to Microsoft PowerPoint

5.1 What Changes?

Google Slides files are converted to **.pptx** format (Microsoft PowerPoint). Slide content, layouts, and speaker notes transfer automatically.

5.2 Feature Comparison

FEATURE	GOOGLE SLIDES	MICROSOFT POWERPOINT
Editing	Web only	Desktop + web + mobile
Themes	Theme gallery	Theme gallery + Designer AI
Animations	Basic transitions + animations	Advanced animations + transitions
Presenter view	Present with speaker notes	Presenter view (F5, then see notes on laptop)
Co-authoring	Real-time in browser	Real-time in desktop + web
Record narration	Not available	Record narration + timings
Export to video	Not available	Export as MP4 video

5.3 Designer

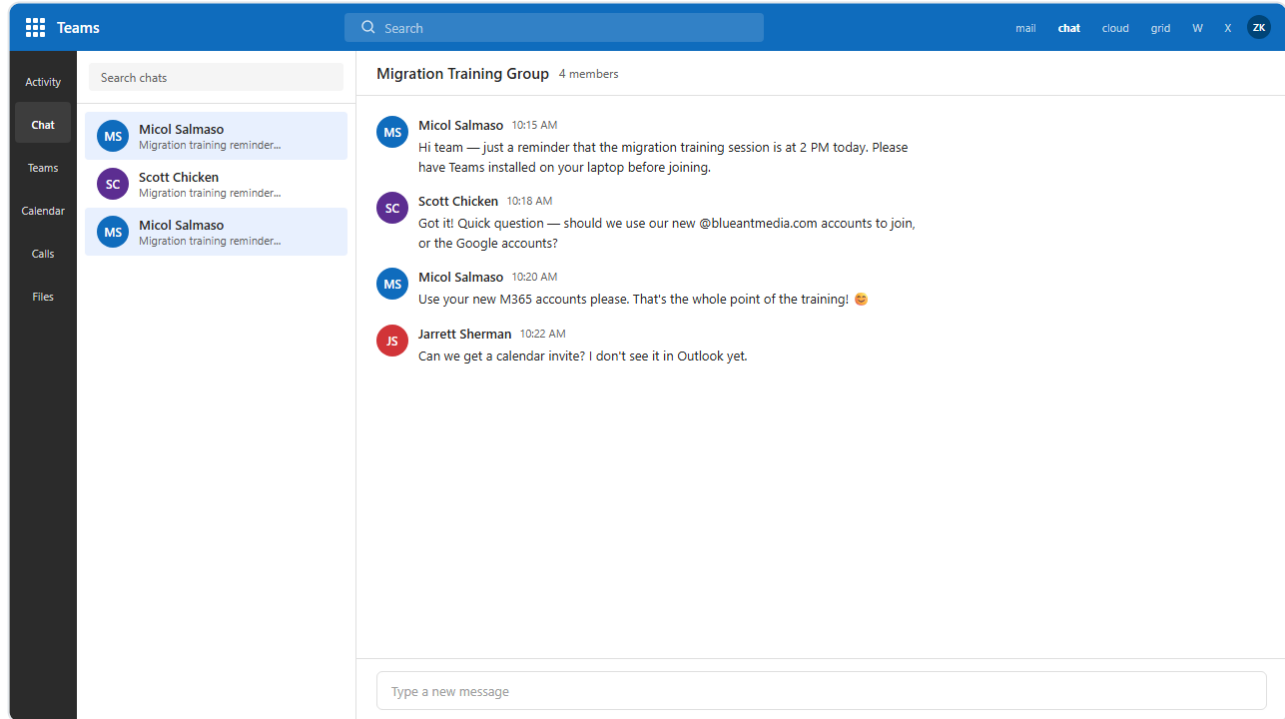
PowerPoint Designer is an AI feature that suggests professional layouts for your slides:

- Add content to a slide (text, image, or data)
- The **Designer** panel opens automatically on the right with layout suggestions
- Click any suggestion to apply it
- If Designer doesn't appear: Home tab → Designer

5.4 Conversion Notes

- Slide layouts are mostly preserved. Check spacing and alignment for complex slides.
- Custom fonts may fall back to system fonts — verify your presentations after migration.
- Linked Google Sheets charts become static images. Re-link to Excel data if you need live charts.
- Google Slides add-ons are not transferred.

Section 6: Google Meet to Microsoft Teams



Microsoft Teams — chat, meetings, and collaboration

6.1 What Changes?

Google Meet becomes **Microsoft Teams**. But Teams is much more than just meetings — it's also your chat, channels, and file-sharing hub.

6.2 Feature Comparison

FEATURE	GOOGLE MEET/CHAT	MICROSOFT TEAMS
Video meetings	Google Meet	Teams Meetings
Chat	Google Chat	Teams Chat
Channels	Chat Rooms	Teams Channels
Screen sharing	Present now	Share → Screen/Window
Recording	Saved to Drive	Saved to OneDrive/SharePoint

Breakout rooms	Yes	Yes
Captions	Live captions	Live captions + transcription
File sharing	Attach in Chat	Share in Chat + Files tab per channel
Phone calls	Google Voice (if enabled)	Teams Phone (if enabled)

6.3 Scheduling Meetings

1. Open **Teams** → Calendar → "+ New meeting"
2. Or create a meeting in **Outlook** and toggle "Teams meeting" on
3. Add attendees, date/time, and agenda
4. A Teams meeting link is automatically included

6.4 Joining a Meeting

- **Calendar:** Click the meeting → "Join" button
- **Link:** Click the Teams meeting link in email or chat
- **Notification:** Accept the join prompt when the meeting starts
- **Browser:** If Teams app isn't installed, click "Join on the web" for browser access

6.5 During a Meeting

ACTION	HOW TO	SHORTCUT
Mute/unmute	Click mic icon	Ctrl+Shift+M
Camera on/off	Click camera icon	Ctrl+Shift+O
Share screen	Share icon → Screen/Window	
Raise hand	Click Raise Hand icon	Ctrl+Shift+K
Start recording	"..." → Start recording	
Live captions	"..." → Turn on live captions	
Meeting chat	Click Chat icon in toolbar	

6.6 Teams Chat

Teams Chat replaces Google Chat for instant messaging.

- **1:1:** Click Chat → New chat → type person's name

- **Group:** Start new chat → add multiple people
- **Format:** Bold, italic, lists, code blocks available in the compose box
- **Files:** Drag-and-drop files into chat, or click the attachment icon

6.7 Channels

Channels are persistent conversation spaces within a Team — like Google Chat Rooms but with file storage and app integration.

- Click **Teams** in the sidebar to see your teams and channels
- Each channel has **Posts** (conversations), **Files** (shared documents), and optional tabs (OneNote, Planner, etc.)
- Use @mentions to notify specific people or the entire channel

Appendix: Support Resources

RESOURCE	LOCATION
Quick Reference Cards	SharePoint → M365 Migration → Training Collateral
Migration support email	m365support@blueantmedia.com
M365 Help Teams channel	Microsoft Teams → M365 Help
Department Champions	See your department's champion (listed on SharePoint)
Microsoft Learn	learn.microsoft.com
Password reset	passwordreset.microsoftonline.com

YOU'VE GOT THIS

The transition from Google Workspace to Microsoft 365 is a significant change, but most concepts are familiar. The tools look different, but they do the same things. Give yourself a few days to adjust, use the Quick Reference Cards, and don't hesitate to reach out for help.