

Check every feature you can access and use **right now**. Each unchecked box is value your subscription is hiding.

25 Features · Check every one you can access right now

✓	#	FEATURE	QUICK TEST — can you do this right now?	VALUE IF MISSING
<input type="checkbox"/>	1	Gemini in Gmail	Compose email — see 'Help me write' button?	\$3,500–6,000/yr
<input type="checkbox"/>	2	Gemini in Docs	Open Doc — Gemini sparkle icon in toolbar?	\$4,000–8,000/yr
<input type="checkbox"/>	3	Gemini in Sheets	Open Sheet — Gemini icon visible in toolbar?	\$2,500–5,000/yr
<input type="checkbox"/>	4	Smart Compose	Type an email — gray text auto-completes inline?	\$1,500–3,000/yr
<input type="checkbox"/>	5	Meet Recording	Meet call → 3 dots → 'Record meeting' present?	\$1,800–4,000/yr
<input type="checkbox"/>	6	Meet Transcription	Record a Meet — transcript auto-saves to Drive?	\$1,800–4,000/yr
<input type="checkbox"/>	7	Meet Breakout Rooms	In Meet → Activities → 'Breakout rooms' present?	\$800–1,500/yr
<input type="checkbox"/>	8	Calendar Appt. Scheduling	New event — 'Appointment schedule' option visible?	\$1,200–2,400/yr
<input type="checkbox"/>	9	AppSheet	Visit appsheet.com — can you create a new app?	\$5,000–12,000/yr
<input type="checkbox"/>	10	Forms Logic Branching	Forms → question menu → 'Go to section based on answer'?	\$1,000–2,500/yr
<input type="checkbox"/>	11	Apps Script	Sheet → Extensions → 'Apps Script' menu item?	\$3,000–8,000/yr
<input type="checkbox"/>	12	Google Chat Spaces	Google Chat — 'Spaces' section in left sidebar?	\$2,000–5,000/yr
<input type="checkbox"/>	13	Shared Drives	Drive — 'Shared drives' in left sidebar?	\$2,500–5,000/yr
<input type="checkbox"/>	14	Google Sites	Visit sites.google.com — can you create a site?	\$1,500–3,500/yr
<input type="checkbox"/>	15	Smart Canvas (@ chips)	In a Doc → type @ — dropdown with people/files appears?	\$1,000–2,500/yr
<input type="checkbox"/>	16	Drive Full-Text Search	Search Drive for a word inside a doc — finds it?	\$1,500–3,500/yr
<input type="checkbox"/>	17	Version History	File → Version history — available in Docs/Sheets?	\$1,000–2,000/yr
<input type="checkbox"/>	18	Google Groups	Visit groups.google.com — can you create a group?	\$800–1,500/yr
<input type="checkbox"/>	19	Google Keep	Visit keep.google.com — can you create a note?	\$500–1,000/yr
<input type="checkbox"/>	20	Google Tasks	Gmail — Tasks checkmark icon in right sidebar?	\$800–1,500/yr
<input type="checkbox"/>	21	Gmail Confidential Mode	Compose Gmail — lock icon at bottom of compose?	\$500–1,000/yr
<input type="checkbox"/>	22	Google Vault	Visit vault.google.com — admin console loads?	\$1,500–3,500/yr
<input type="checkbox"/>	23	Context-Aware Access	Admin Console → Security → Context-aware access present?	\$1,500–3,000/yr
<input type="checkbox"/>	24	Google Voice <small>■ verify license</small>	Visit voice.google.com — can you set up a number? ■	\$1,200–3,000/yr
<input type="checkbox"/>	25	Admin Reporting	Admin Console → Reports — usage analytics visible?	\$1,000–2,500/yr

GOOGLE WORKSPACE — Features Active:

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✓	#	FEATURE	QUICK TEST — can you do this right now?	VALUE IF MISSING
<input type="checkbox"/>	1	Copilot in Word <small>■ verify license</small>	Open Word — Copilot icon in the Home ribbon? ■	\$4,000–8,000/yr
<input type="checkbox"/>	2	Copilot in Excel <small>■ verify license</small>	Open Excel — Copilot icon in Home ribbon? ■	\$3,000–6,000/yr
<input type="checkbox"/>	3	Copilot in PowerPoint <small>■ verify license</small>	Open PowerPoint — Copilot in the ribbon? ■	\$2,500–5,000/yr
<input type="checkbox"/>	4	Copilot in Outlook <small>■ verify license</small>	Open Outlook — Copilot in the compose toolbar? ■	\$3,500–7,000/yr
<input type="checkbox"/>	5	Copilot in Teams <small>■ verify license</small>	Teams meeting — Copilot in meeting controls? ■	\$2,500–5,000/yr
<input type="checkbox"/>	6	Power Automate — Cloud	Visit flow.microsoft.com — can you create a flow?	\$5,000–12,000/yr
<input type="checkbox"/>	7	Power Automate — Desktop <small>■ verify license</small>	Windows Start → search 'Power Automate' — installed? ■	\$3,000–8,000/yr
<input type="checkbox"/>	8	Power Apps <small>■ verify license</small>	Visit make.powerapps.com — can you create an app? ■	\$4,000–10,000/yr
<input type="checkbox"/>	9	Power BI	Visit app.powerbi.com — can you create a report?	\$4,000–9,000/yr
<input type="checkbox"/>	10	Teams Channels	Open Teams — named channels visible under your teams?	\$2,000–4,500/yr
<input type="checkbox"/>	11	Teams Meeting Recording	In a Teams meeting — 'Start recording' available?	\$1,800–4,000/yr
<input type="checkbox"/>	12	Teams Transcription	Teams meeting controls — 'Start transcription' option?	\$1,800–4,000/yr
<input type="checkbox"/>	13	SharePoint Libraries	Your SharePoint site — document libraries set up?	\$2,500–6,000/yr
<input type="checkbox"/>	14	Microsoft Bookings	Visit bookings.microsoft.com — can you create a page?	\$1,200–2,400/yr
<input type="checkbox"/>	15	Microsoft Planner	Visit tasks.office.com — can you create and assign tasks?	\$1,500–3,500/yr
<input type="checkbox"/>	16	Microsoft Forms	Visit forms.microsoft.com — can you create a form?	\$1,000–2,500/yr
<input type="checkbox"/>	17	Microsoft Loop	Teams compose bar — Loop icon (three rings) present?	\$1,500–3,500/yr
<input type="checkbox"/>	18	Microsoft Lists	Visit lists.microsoft.com — can you create a list?	\$1,000–2,500/yr
<input type="checkbox"/>	19	OneNote	Visit onenote.com — notebooks accessible and synced?	\$800–1,500/yr
<input type="checkbox"/>	20	Microsoft To Do	Visit todo.microsoft.com — synced with Outlook tasks?	\$700–1,200/yr
<input type="checkbox"/>	21	Microsoft Stream	Visit stream.microsoft.com — can you upload a video?	\$800–2,000/yr
<input type="checkbox"/>	22	Viva Engage	Visit engage.cloud.microsoft — accessible to your team?	\$1,000–2,500/yr
<input type="checkbox"/>	23	Sensitivity Labels (DLP)	Any Office app — 'Sensitivity' button in the ribbon?	\$1,500–4,000/yr
<input type="checkbox"/>	24	eDiscovery	Visit compliance.microsoft.com — eDiscovery loads?	\$2,000–5,000/yr
<input type="checkbox"/>	25	Conditional Access (Entra) <small>■ verify license</small>	Visit entra.microsoft.com — Conditional Access policies? ■	\$1,500–3,500/yr

MICROSOFT 365 — Features Active:

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■ Features marked ■ may require additional licensing beyond your base subscription. Value estimates are directional figures — opportunity cost based on recovered time and cancelled tools. Results depend on team size and current utilization.

Found 5+ missing features?

Book a free 15-minute discovery call to see your exact ROI — specific tools, specific dollar amounts, a 90-day roadmap.

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