
AI POWER HOUR • WEEK 3

Gemini at Work

The AI already inside your Google Workspace

What it does, what your team can do with it, and how to use it safely with patient data

Sampreeth Avvari • Hybridge • June 3, 2026

Weekly AI Series • ~30 min + Office Hours

“

The most capable AI at Hybridge is already inside your inbox.

1 click away — in Gmail, Docs, Sheets, Meet & Drive.

And because we have a Google BAA, it's the one AI cleared for patient data.

No extra license. No new app to learn. Today: what it does, and how your team uses it.

What we'll cover

Gemini in your apps	Gmail, Docs, Sheets, Slides, Meet, Drive
Gems	Reusable “AI experts” you build once
Connect your data	Gemini Apps & @-mentions across Google
Scheduled actions	Recurring briefings on autopilot
Workspace Studio	No-code automation (+ AppSheet)
Flow	AI video for marketing & design

Good news: with our Google BAA, Gemini in Workspace is the one AI cleared for patient data.

What Gemini is — and where you already have it

1

What it is

Google's AI assistant, built into Workspace at no extra cost. Same brand of model as the Gemini app — living inside the tools you use all day.

2

Where to find it

The side panel in Gmail, Docs, Sheets, Slides & Drive; “Help me write/create”; the Gemini app on web, mobile & Mac.

3

Why it's safe here

We've signed Google's BAA, so Gemini in Workspace is cleared for patient data. Look for the shield icon = enterprise-grade protection.

01

PART

Working Safely

The good news, and the few exceptions to remember

What's cleared for patient data — and what isn't

CLEARED — PHI is OK here

- ✓ Gemini in Workspace (Gmail, Docs, Sheets, Slides, Meet, Drive)
- ✓ The Gemini app — web & mobile
- ✓ Gemini Mac app
- ✓ All core apps: Gmail, Drive, Calendar, Chat, Meet, Keep, Tasks

NOT covered — no PHI here

- ✗ Gemini in Chrome (the browser sidebar) — carved out
- ✗ NotebookLM — not on the covered list
- ✗ Third-party Marketplace add-ons
- ✗ Gems — not explicitly named; off-limits for PHI until confirmed

Look for the shield icon in the Gemini app = enterprise-grade protection (no human review, no training). No shield = treat as consumer; no PHI.

02

PART

Feature by Feature

Six ways your team will actually use Gemini

Gemini inside your apps

PHI: CLEARED (covered surface)

WHAT IT IS

Gemini built right into Gmail, Docs, Sheets, Slides, Meet and Drive — a side panel plus “Help me write / organize / create.” This is where most of the value is, and it's cleared for patient data.

WHAT IT UNLOCKS

- Draft & summarize where work lives
- Build trackers/formulas from a sentence
- Auto meeting notes & summaries in Meet
- Summarize long docs, threads & folders

HOW TO USE IT

1. Open the Gemini side panel in any app
2. Or use “Help me write / organize / create”
3. Reference your own files for context
4. Refine tone, length & format inline

△ *Newest Docs/Sheets/Slides creation features (Mar 2026) started as beta gated to AI Ultra/Pro — may not be in every tier yet.*

Gems

PHI: NOT until confirmed

WHAT IT IS

A saved Gemini persona with fixed instructions + knowledge files. Build once, reuse forever — your brand-voice writer, contract reviewer, or SOP helper on demand.

WHAT IT UNLOCKS

- Lock in tone & house style
- Embed playbooks / templates as knowledge
- Share across a team like a Doc
- Stop re-typing the same long prompt

HOW TO USE IT

1. gemini.google.com → Explore Gems → New Gem
2. Write Persona + Task + Context + Format
3. Add knowledge files (upload or from Drive)
4. Test in preview, then Save & share

⚠ *Keep PHI out of Gems until confirmed. Don't confuse with Labs "Gems" (Opal) — experimental, personal accounts only. Work accounts: no Gems on mobile yet.*

Connect your data — Apps & @-mentions

PHI: CLEARED (covered surface)

WHAT IT IS

The Gemini app references and acts on your own Google data — Gmail, Drive, Docs, Calendar, Keep, Tasks — all from one prompt.

WHAT IT UNLOCKS

- Ask across your own inbox & files
- Find a doc and summarize it instantly
- Create / modify calendar events
- Add and update tasks by text

HOW TO USE IT

1. Enable Workspace apps in Gemini settings
2. Reference the data in your prompt
3. e.g. “Find the Q2 budget doc, top variances”
4. Admin controls access by group / OU

⚠ Gemini only sees what you already have access to. Verify the Apr-2026 “read across all my Workspace” default in Admin console before enabling org-wide.

Scheduled actions

PHI: CLEARED (covered surface)

WHAT IT IS

Tell Gemini to run a prompt on a schedule (daily / weekly / monthly) or once. It preps the result in the background and messages you.

WHAT IT UNLOCKS

- Morning calendar + email digest
- Weekly idea / trend generation
- Recurring status summaries
- Pulls your connected Google apps

HOW TO USE IT

1. In chat, ask Gemini to do it at a set time
2. Or convert an existing prompt to recurring
3. Manage on the Scheduled actions page
4. Requires “Keep Activity” ON

△ Max 10 active. Needs a qualifying Workspace / AI edition — confirm ours. Keep outputs internal.

Workspace Studio

PHI: CLEARED (covered surface)

WHAT IT IS

No-code agents that run multi-step work automatically across Gmail, Drive, Sheets and Chat. (Formerly “Workspace Flows.”) AppSheet goes further — build real no-code apps.

WHAT IT UNLOCKS

- Triage & auto-label email
- Scheduled reports posted to Chat
- Pre-meeting briefs, auto-created tasks
- AppSheet: real no-code business apps

HOW TO USE IT

1. studio.workspace.google.com
2. Describe the automation in plain language
3. Or start from a ready-made template
4. Test run, turn it on, share like a Doc

⚠ *External webhooks / 3rd-party connectors sit OUTSIDE the BAA — PHI agents must stay 100% inside Google. Usage limits still settling.*

Flow — AI video

PHI: external tool — no PHI

WHAT IT IS

Google's Veo-based AI filmmaking tool. A separate consumer Google AI product — outside Workspace and outside the BAA. A fun bonus for marketing & design.

WHAT IT UNLOCKS

- Promo / social video concepts
- B-roll and animated explainers
- Storyboard a campaign fast
- Best fit: Marketing + Design

HOW TO USE IT

1. labs.google/flow (consumer subscription)
2. Describe a scene or upload a reference
3. Generate and iterate on clips
4. Export for editing

⚠ *Not part of Workspace and not BAA-covered. Never use with patient footage or any PHI.*

03

PART

For Your Team

Real use cases and copy-paste prompts — Marketing, Finance, Operations, Design, Strategy

Marketing

USE CASES

- Brand-voice Gem for on-brand copy at scale
- Draft campaigns & newsletters in Gmail / Docs
- Gemini in Slides: build a pitch deck fast
- Generate hero images in the Gemini app
- Scheduled weekly dental-implant trend scan

COPY-PASTE PROMPTS

“Rewrite this in Hybridge's voice: friendly, expert, reassuring — for a patient newsletter.”

— Gemini Gem

“Draft a 400-word blog intro on the implant consultation process, 8th-grade reading level.”

— Gemini in Docs

“Draft a warm re-engagement email to patients who paused treatment.”

— Gemini in Gmail

“Every Monday, give me 5 content ideas on dental-implant trends.”

— Scheduled action

Finance

USE CASES

- Gemini in Sheets: build trackers & formulas
- Variance-explainer Gem with your format
- Summarize finance email deadlines & amounts
- Scheduled month-end checklist reminders
- “Help me organize” messy data into a table

COPY-PASTE PROMPTS

“Build a 12-month cash-flow tracker with formulas from these column headers.”

— Gemini in Sheets

“Explain the top 3 variances in this budget-vs-actuals tab.”

— Gemini in Sheets

“Summarize the deadlines and dollar amounts across my finance emails this week.”

— Gemini

“First business day each month, draft my month-end close checklist.”

— Scheduled action

Operations

USE CASES

- Gemini in Meet: auto-notes for staff meetings
- Workspace Studio: daily manager email digest
- SOP-assistant Gem grounded in process docs
- Gemini in Drive: summarize a policy folder
- Auto-create tasks from action-item emails

COPY-PASTE PROMPTS

“Take notes and list the action items and owners from this staff meeting.”

— Gemini in Meet

“Every weekday 7am, summarize my unread email + today's calendar into a Chat message.”

— Workspace Studio

“Summarize the Buffalo onboarding folder into a one-page checklist.”

— Gemini in Drive

“Summarize this patient-communication thread and list the 3 follow-ups owed.”

— Gemini

Design

USE CASES

- Design-system Gem (brand colors, fonts, do/don'ts)
- Gemini in Slides: generate layouts & imagery
- Generate concept art in the Gemini app
- Flow: animated brand / explainer video
- Summarize feedback threads into changes

COPY-PASTE PROMPTS

“Turn these 5 bullet points into a clean title + 3-column layout.”

— Gemini in Slides

“Check this brief against our design system and flag anything off-brand.”

— Gemini Gem

“Generate 4 hero-image concepts for a modern dental-implant clinic, clean and warm.”

— Gemini app

“Storyboard a 15-second promo for same-day dental implants.”

— Flow

Strategy

USE CASES

- Gemini Deep Research: market & landscape briefs
- Board-memo formatter Gem (your exec structure)
- “Help me create”: pull Drive/Gmail into a memo
- Scheduled daily industry headline brief
- Summarize across multiple Drive docs

COPY-PASTE PROMPTS

“Profile the U.S. dental-implant market: size, growth, key players, 3 trends. Cite sources.”

— **Gemini Deep Research**

“Draft a strategy memo from these 4 Drive docs; structure: situation, options, recommendation.”

— **Gemini in Docs**

“Run a SWOT on expanding our implant service to a new metro; 3 points each.”

— **Gemini**

“Every weekday, summarize industry headlines relevant to dental DSOs.”

— **Scheduled action**

04

PART

Doing It Right

Principles, which feature when, and what to confirm

The 6 Hybridge AI principles

1

Privacy by default

If it's PHI or financially sensitive: keep it in covered Gemini surfaces, never elsewhere.

3

Humans sign, AI helps

Decisions are still ours. AI accelerates the work, not the judgment.

5

Question the output

Verify before forwarding. AI can be confidently wrong.

2

Cite or it didn't happen

Every AI-assisted insight needs a source we can point to.

4

Share what works

Found a great prompt or Gem? Post it. The team gets smarter together.

6

Right tool, right job

Gemini in Workspace for daily work; the right surface for each task.

Which Gemini feature, when

I WANT TO...	USE	PHI?
Draft or summarize in a doc / email	Gemini side panel / Help me write	✓
A reusable expert or brand voice	A Gem	~
Ask across your own Google data	Gemini Apps / @-mentions	✓
A recurring daily / weekly briefing	Scheduled actions	✓
Automate a multi-step workflow	Workspace Studio (+ AppSheet)	✓
Deep web research → a report	Gemini Deep Research	✓
Marketing / brand video	Flow (consumer, non-PHI)	✗

✓ cleared for PHI ~ confirm first (Gems) ✗ no PHI

Before we go all-in — 4 things to confirm

1**Scheduled-actions eligibility**

Confirm our Workspace edition includes Gemini scheduled actions.

2**Gems + PHI**

Get a definitive answer from Google / admin. Treat as not-allowed until then.

3**Shield-icon + blocked features**

Confirm enterprise protection is on, and which Gemini features the BAA disables.

4**Workspace Studio guardrails**

Lock down external connectors / webhooks before any PHI-adjacent automation.

05

PART

Path Forward

Try one thing this week — then we build together

This week + what's next

THIS WEEK

Open the Gemini side panel in Gmail or Docs once, and build one Gem for a task you repeat.

30 days

Everyone has used Gemini in Gmail/Docs for real work. One shared Gem per team.

60 days

Each team runs one scheduled briefing. Best prompts posted to a shared doc.

90 days

One Workspace Studio automation live in Ops. Gemini is a daily habit.

Next sessions: hands-on examples & tutorials — we build the Gems, briefings and automations together, live.



Questions?

Stay for office hours — bring a real task and we'll build it in Gemini together.

It's already in your inbox. Open the side panel and start.