

## Summary

Google Add-Ons are tools (apps) offered by companies other than Google (called “third-party” vendors) that add functionality that Google doesn’t already provide. Many different Add-on tools are available for use with Google Docs, Sheets, and Forms. For example, there is an add-on that makes more fonts available for Google sheets and there is another add-on that can remove duplicates from your Google sheet. Most add-on apps are free but some are not. Some add-on apps might introduce advertising as well.

## Support and Privacy when choosing to install and use an Add-On ...

Add-on apps are not supported by Google or Williams College and thus are not covered by our Google Apps for Education terms of service. Williams College Core Apps (Gmail, Calendar, Contacts, Drive, Search, Sites, Groups) are governed by a contract between Williams College and Google that provides security and privacy restrictions. Data stored within our core Google Apps will be protected under that contract, meaning that Google will adhere to Williams College’s compliance practices with FERPA and DMCA laws, will not advertise to users, and will scan user data for maintaining the Google Apps for Williams service, but will not scan for advertising purpose. By contrast, Add-on apps maintain a separate terms of service agreement between the user and the company offering the Add-on. Google posts the following Terms of Service for add-on apps: <https://www.google.com/enterprise/marketplace/tos?pli=1>

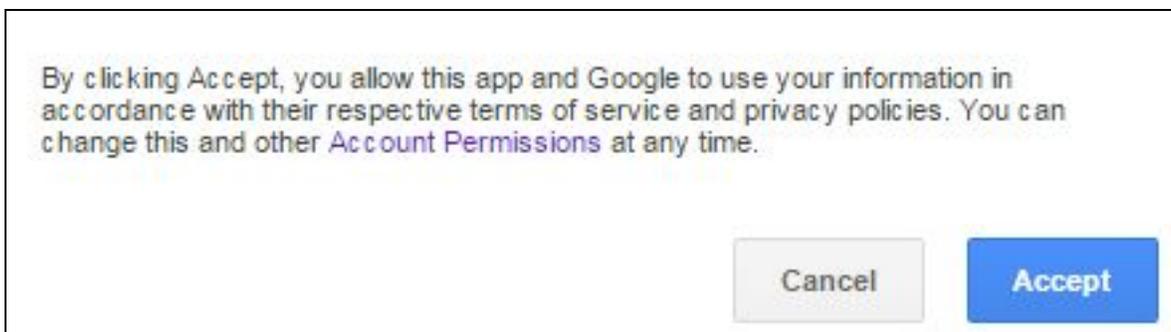
The Google Apps Marketplace Terms of Services states:

*2.1 You agree that Google may stop (permanently or temporarily) providing the Market (or any features within the Market) to you or to users generally at Google’s sole discretion, without prior notice to you.*

*2.3 Support for the use and operation of the Market (including how to find, download, and remove Products) is provided by Google in the user interface of the Market application. Google does not provide customer support for Products distributed by third party developers on the Market. Each developer is responsible for determining the level of customer support the developer provides and you should contact the developer directly.*

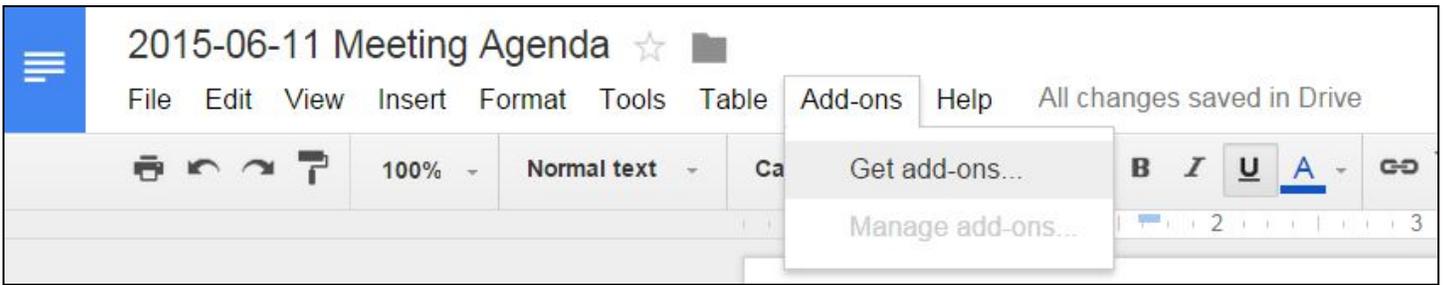
*2.4 From time to time, Google may discover a Product on the Market that violates the Google Apps Marketplace Developer Distribution Agreement or other legal agreements, laws, regulations or policies. You agree that in such an instance Google retains the right to remotely remove such a Product from the Market or Google Apps at its sole discretion.*

Below is a typical terms of service acceptance you might see when installing a new add-on app.

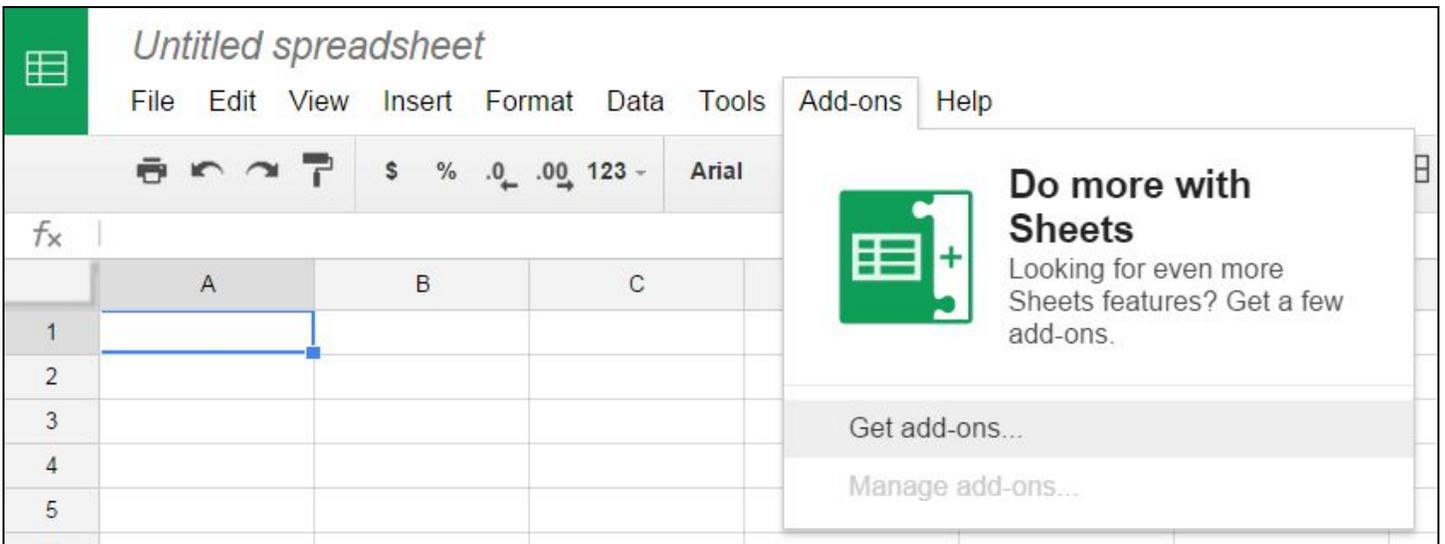


In other words, you use at your own risk with the knowledge that the app that you installed may possibly even stop working at some point.

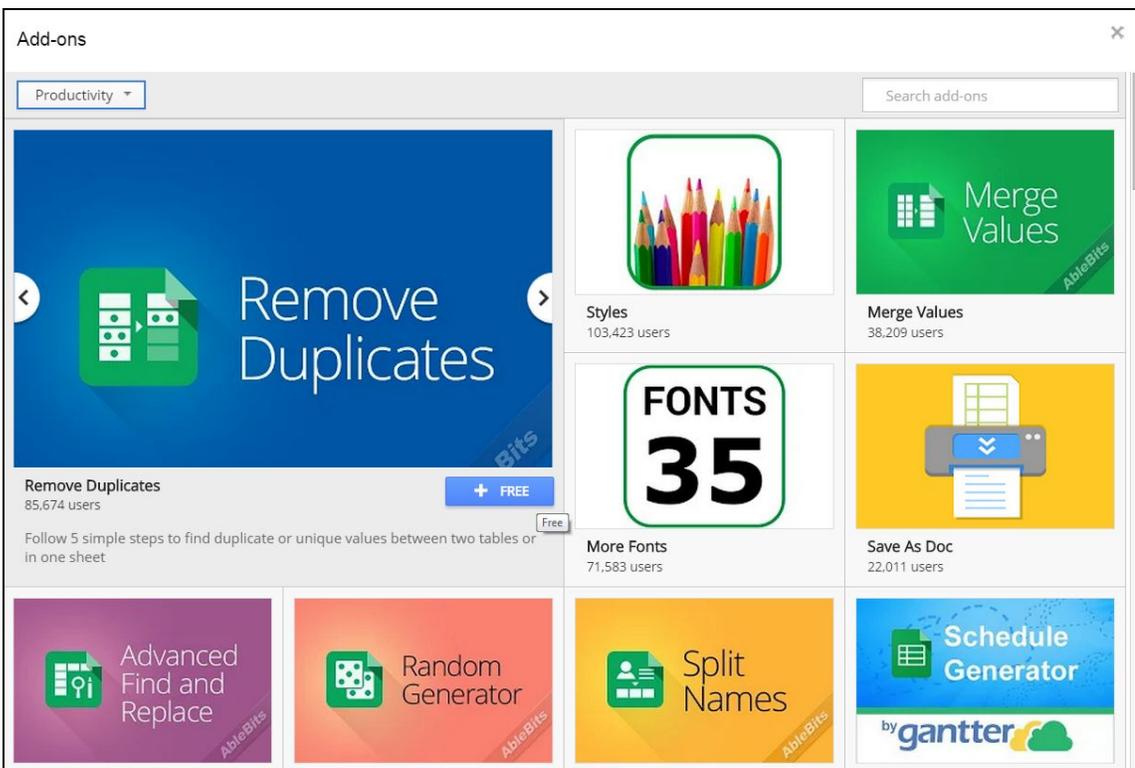
## Where to find Add-ons in Google Docs ...



## Where to find Add-ons in Google Sheets ...

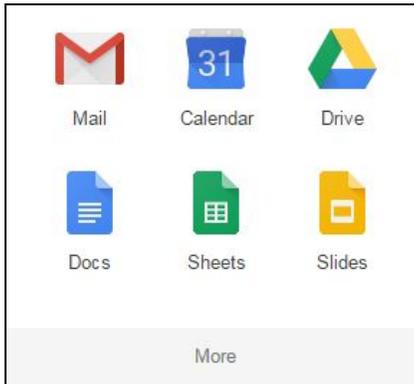


Below is what you see after you click on "Get add-ons". You can find add-ons by searching, by scrolling down, or by clicking the "Productivity" drop-down and perusing the various categories of add-ons.

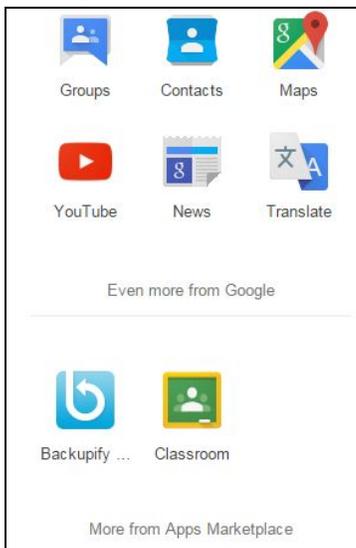


Apart from the menus in Google Docs and Google Sheets, another place where Apps can be found is in the

**Google Apps Marketplace** which can be accessed from Mail, Calendar, and Drive via the  icon in the upper right of your window while in those applications. Clicking that icon will reveal ...



Clicking the **“More”** button above takes you to ...



Clicking the **“More from Apps Marketplace”** button above will yield the following window where you can search for apps by scrolling, by search, or by category (like Business Tools selected below)

