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AEA Coffee Break Webinar

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## Using Google Wave for Improved Communication with Colleagues and Stakeholders

### What can Google Wave do?

1. Embed URLs into your email. Imagine working within a Google Doc spreadsheet on your evaluation data from inside an email.
2. Eliminate the long series of email exchanges and document merges when several colleagues provide input on a draft evaluation report. Multiple people can work within a document simultaneously. You can even see others type.
3. Connect you to your report from any computer with internet access. No more forgetting key documents on the flash drive in your office.
4. Collaboratively draft a meeting agenda with stakeholders and collaboratively update the meeting minutes.
5. Insert a poll, map, or calendar in your email to make team management easier. You can even make a conference call with a client from right within your email.

### How do I sign up?

Like the olden days of Gmail, Google Wave is currently only available by invitation. But invitations are everywhere! Just ask around. New account holders automatically receive invitations to pass out. Susan Kistler and I have started an invitation exchange in the Comments section of the AEA 365 blog I wrote on Wave. Check it out: <http://aea365.org/blog/?p=171> and leave a comment asking for an invite or letting people know you have some to share.

### Where can I get more information?

Of course, you can “google” Google Wave to find out a lot more. I also follow the Liferhacker blog at [www.liferhacker.com](http://www.liferhacker.com). They are on the cutting edge of Wave’s uses and they frequently post about updated aspects of Wave. Some of the blog’s editors have even released a Wave guide, available in PDF or hard copy.