

Getting Started: NotebookLM + Gemini Collaborative Groups

<https://gemini.google.com/share/31e2bfb7e2c7>

This guide provides a step-by-step framework for establishing multi-user collaborations using NotebookLM and Gemini.

Phase 1: Knowledge Base Construction (NotebookLM)

The first step is establishing your "Source of Truth." This is where the team centralizes all project intelligence.

1. **Create and Name your Notebook:** Navigate to [NotebookLM](#) and create a new notebook. Use a naming convention like [Project Name] - Internal Knowledge Base.
2. **Curate High-Quality Sources:**
 - * **Documents:** Upload PDFs, Google Docs (resyncable), and text files.
 - o **Web Links:** Paste URLs for documentation or industry news.
 - o **Multi-Modal:** Upload YouTube links for meeting recordings; NotebookLM will automatically generate a transcript.
3. **Establish Team Access:**
 - o Click **Share** in the top-right corner.
 - o **For General Projects:** Add teammate emails. Grant **Editor** access so they can add their own research or notes.
 - o **For Pro/Enterprise Users:** Share with a **Google Group** (e.g., marketing-team@company.edu) to automatically manage permissions for your entire organization.

Phase 2: Group Interaction & Real-Time Sync

Once the sources are live, use the workspace for active collaboration.

- **Real-Time Collaborative Notes:** Use the "Studio" panel to create notes. If two editors have the same notebook open, edits to notes are reflected in **real-time**, allowing for live brainstorming sessions.
- **Source Citations:** When the AI answers a question, it provides citations. Group members should use these to verify facts directly in the source text, ensuring the project stays "grounded."
- **The Shared Summary:** Use the **Audio or Video Overview** feature to generate a "mini-podcast" or video summary of the project's progress to onboard new members quickly.

Phase 3: The Reasoning Bridge (Gemini Integration)

To move beyond just "studying" and start "executing," link your notebook to the Gemini app.

1. **Attach the Notebook:** In the Gemini prompt box, click the "+" (plus) or **Attachment** icon.
2. **Select NotebookLM:** Choose the specific notebook you built in Phase 1.
3. **Run Hybrid Queries:** Ask Gemini to perform actions based on the notebook content.
 - *Example:* "Based on our project timeline in this notebook, write a formal status update email for the stakeholders and include a table of upcoming deadlines."
4. **Cross-Notebook Search (Pro Feature):** If you are working on multiple related projects, attach **multiple notebooks** to a single Gemini thread to find themes or contradictions across them.

Phase 4: Best Practices for Success

- **"Garbage In, Garbage Out":** Clean your sources. Remove outdated versions of documents to prevent the AI from giving conflicting answers.
- **Pin Important Insights:** If the AI generates a perfect strategy or summary, **Pin** it to the "Studio" panel. Pinned notes are saved for the whole team to reference later.
- **Use Chat-Only Mode (Pro/Enterprise):** If sharing with external clients, use the **Chat-Only** permission. They can ask questions to "talk to your data" without seeing the raw internal documents or your personal notes.

Would you like me to generate a "Prompt Library" tailored to your specific project type to help your team get the best results from the AI?

[Mastering NotebookLM in 2026](#)

This video provides a comprehensive three-step framework for mastering the tool's collaborative features and layout customizations.