

Chromebook User Guide

Set Up Your Chromebook

Step 1: Turn on your Chromebook

1. If the battery is detached, install the battery. Press the power button.

Step 2: Follow the onscreen instructions

1. To choose your language and keyboard settings, select the language that appears on the screen.
2. Choose your network (internet connection).
3. Accept the terms of service.

Step 3: Sign in with your Google Account

1. To choose your Chromebook owner, enter your Google Account email or phone number and password.
 - If you have already turned on 2-Step Verification, you'll be sent a code to your selected device.
 - If you do not have a Google Account to add, create one by going to accounts.google.com
 - To use your Chromebook without an account, select "Browse as Guest."
 - If you are having trouble signing in with your Google Account, use the sign-in troubleshooter.

Step 4: Once you sign in, your Google account bookmarks, extensions, and apps will appear automatically.

Connect to Wi-Fi

Step 1: Click on the **Quick Settings Panel** at the bottom right of your screen.

Step 2: Click on "no-network."

Step 3: Select your **Wi-Fi Network** and **enter the Network Password** if it calls for one.

Use Email Offline (While not Connected to Wi-Fi)

Step 1: Make sure you are connected to the internet to enable offline mode for Gmail.

Step 2: Open your Gmail app in the **Launcher** and go to your inbox.

Step 3: Click the **Settings** icon at the top right of the Gmail window.

Step 4: Select the **Offline** tab.

Step 5: Check "Enable offline mail".

First Time User Links:

Video Introduction – <https://www.youtube.com/watch?v=TVqe8ieqz10>

Video Guided Tour – <https://www.youtube.com/watch?v=ntLPcVAyNPE>

Video Set-Up and Getting Started Tutorial ENGLISH

https://www.youtube.com/watch?v=yKXXj_dguz0 ENGLISH

Video Set-Up and Getting Started Tutorial SPANISH

<https://www.youtube.com/watch?v=jf5q1untzt4>

Full User How-To Page: <https://www.google.com/chromebook/howto/>