Know Your Chromebook

What is a Chromebook?

A Chromebook is a laptop that runs on Google's Chrome OS (instead of Windows or Mac). These machines are designed to be used primarily while connected to the internet, and come loaded with all of the Google Apps.

First, set up your Chromebook!

1. Take your Chromebook out of the box and press the power button to turn it on.
2. You will see a welcome screen.
3. Click on the "English (United States)" button to select your preferred language.

Welcome!
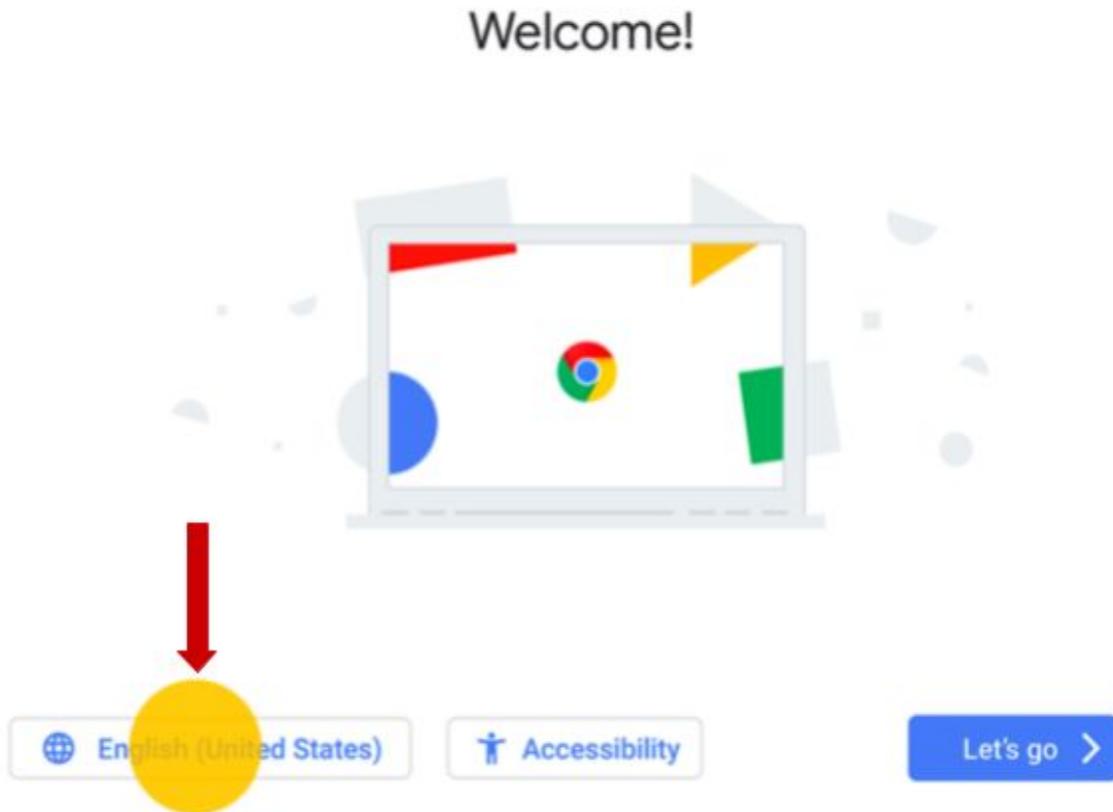
4. Select your prefered language by clicking on the drop down menu.
5. Then click on "OK".

Choose your language & keyboard

Language → English (United States) ▼

Keyboard US ▼

OK
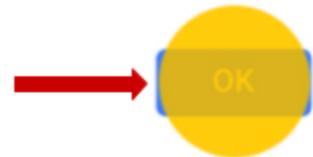
6. Optional: To turn on Chromebook accessibility features, select "Accessibility".

Welcome!

🌐 English (United States)   ♿ Accessibility   Let's go >
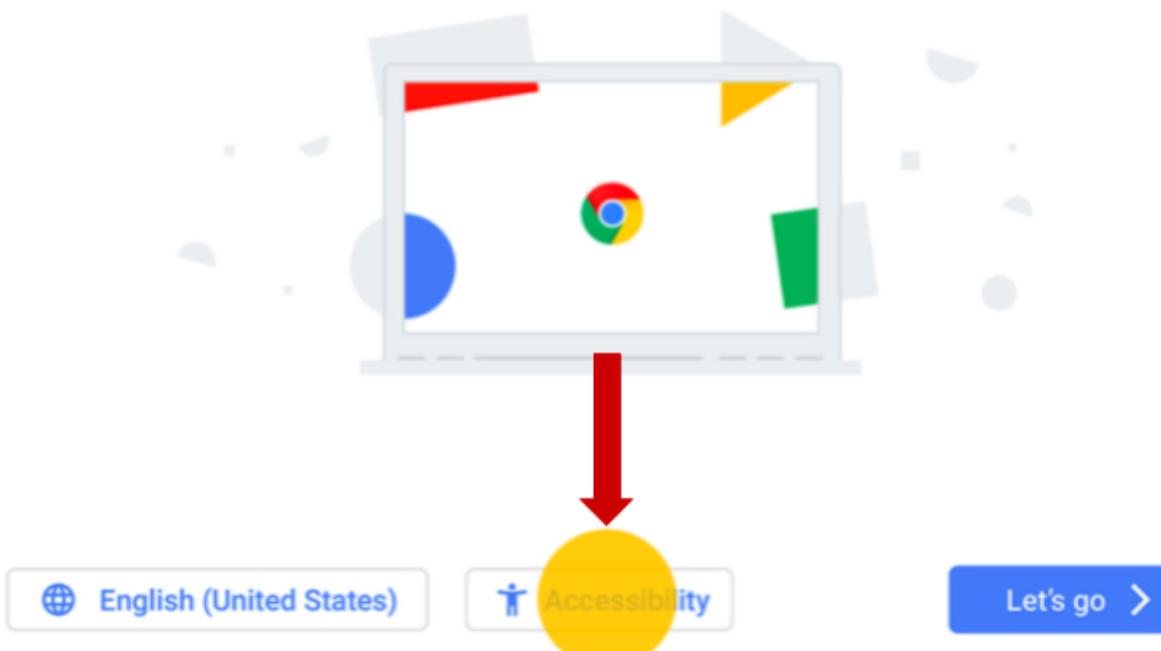
7. Choose the accessibility features you'd like to use. Then, select OK.

Accessibility Settings

You can customize this device to fit your needs. These accesibility features can be changed later in Settings.

ChromeVox (spoken feedback)
Off

Large mouse cursor
Normal

High contrast mode
Off

Screeb nagnifier
Off

Select to speak
Off

Click the buttons to turn any of these options on.

OK

8. Select "Let's go".
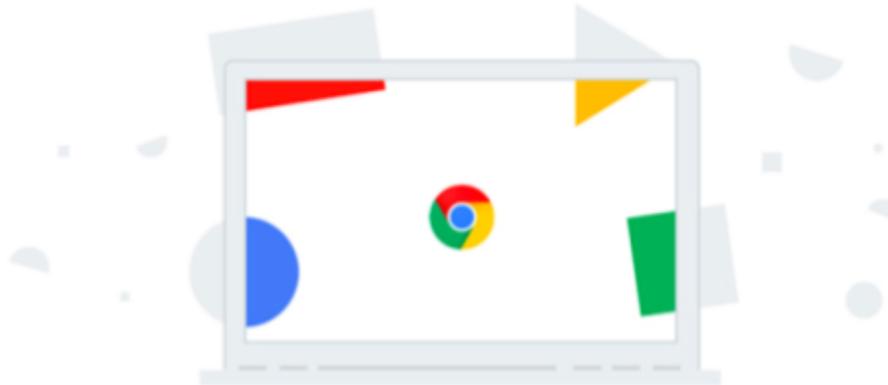
🌐 English (United States)   ✝ Accessibility   Let's go ›
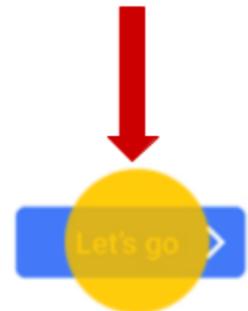
9. Choose your wifi network, type your password and select Next.

Connect to network

To restore your data, you need an internet connection

▼ HOME

▼ GUEST

‹ Back   Next

10. Review the Google Chrome OS terms. Then, select "Accept and continue".

Google Chrome OS terms

Google Chrome OS Terms

BY USING THIS DEVICE, YOU AGREE TO BE BOUND BY THE FOLLOWING TERMS.

The Chrome OS device provided to you includes Chrome OS softwarem such as the operating system executable code, embedded software, firmware, fonts, and other data, including any updates (referred to xollectively as the "Software"). These Terms apply to the Software and your use of the Software with your Chrome OS device. Most source code for Google Chrome is available free of charge under an open-source software license agreement at http://www.chromium.org.

1. Your relationship with Google

System security setting

⬤▶ Optional: Help make Chrome OS better by automatically sending diagnostic and usage data to Google. Learn more

‹ Back   Accept and continue

11. Enter your Google Account email address and select Next.

Google

Sign in to your Chromebook

Email or phone
drewbrunsman@gmail.com

Forgot email?

More options

Next

12. Enter your password and select "Next".

Google

Welcome

drewbrunsman@gmail.com

Email or phone
• • • • • • • •

Forgot password?

Next

13. To sync your Chrome settings select "Accept and continue".
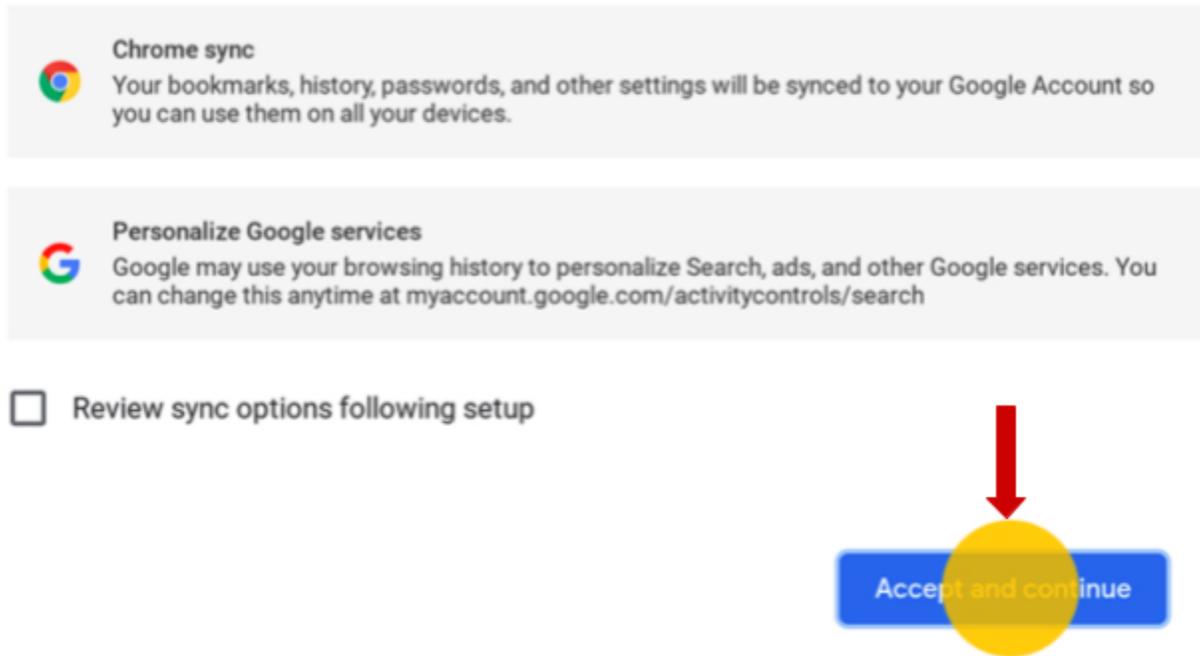
14. Your Chromebook is set up and logged in with your email address. Bookmarks, extensions, and apps connected to your Google Account will appear automatically.
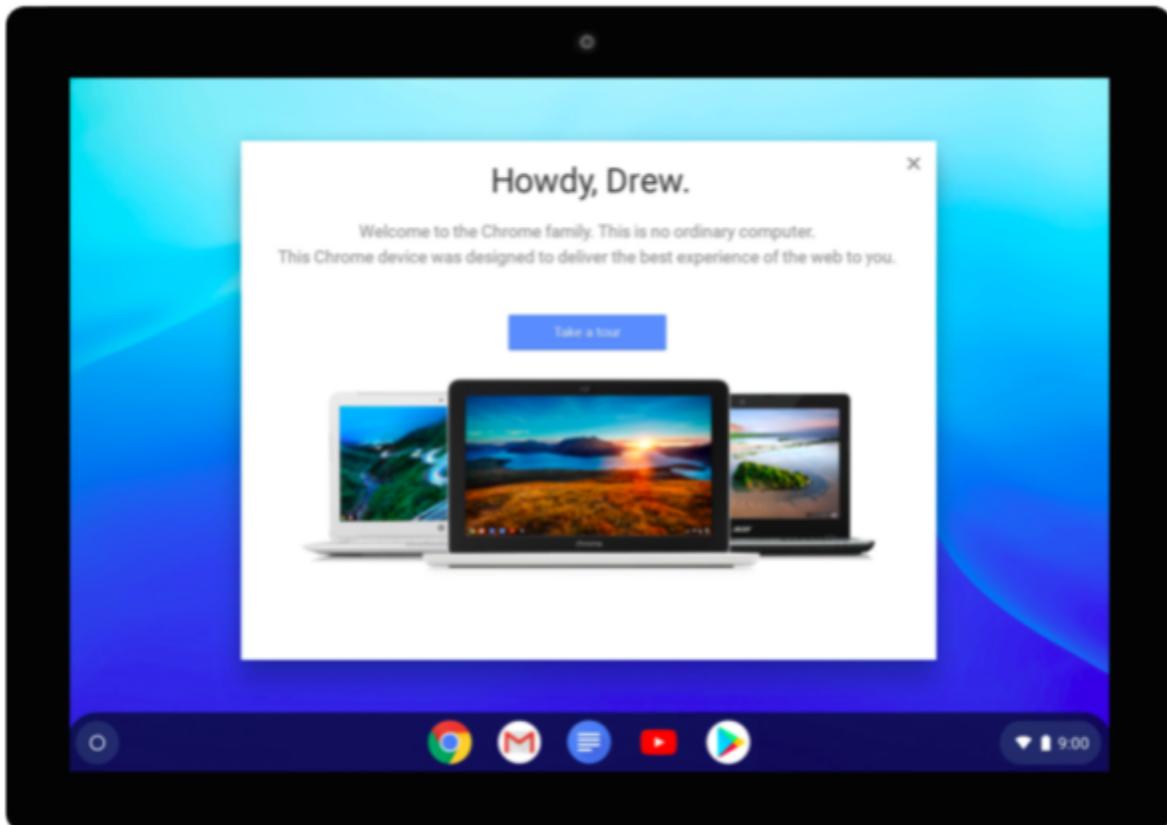
## Next, let's look at some settings!

1. The settings panel is hidden. Click on the clock at the bottom right hand corner of the screen to make it pop up.
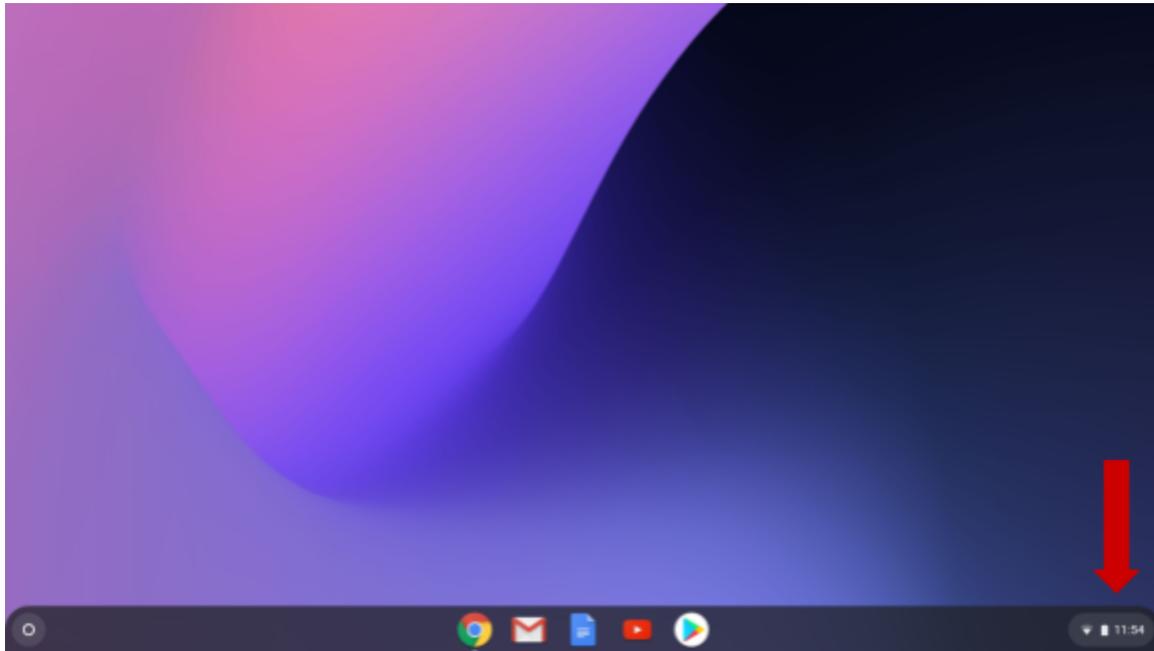

2. From the settings panel you can quickly adjust some of your settings. Click on the icon to turn the setting on or off.
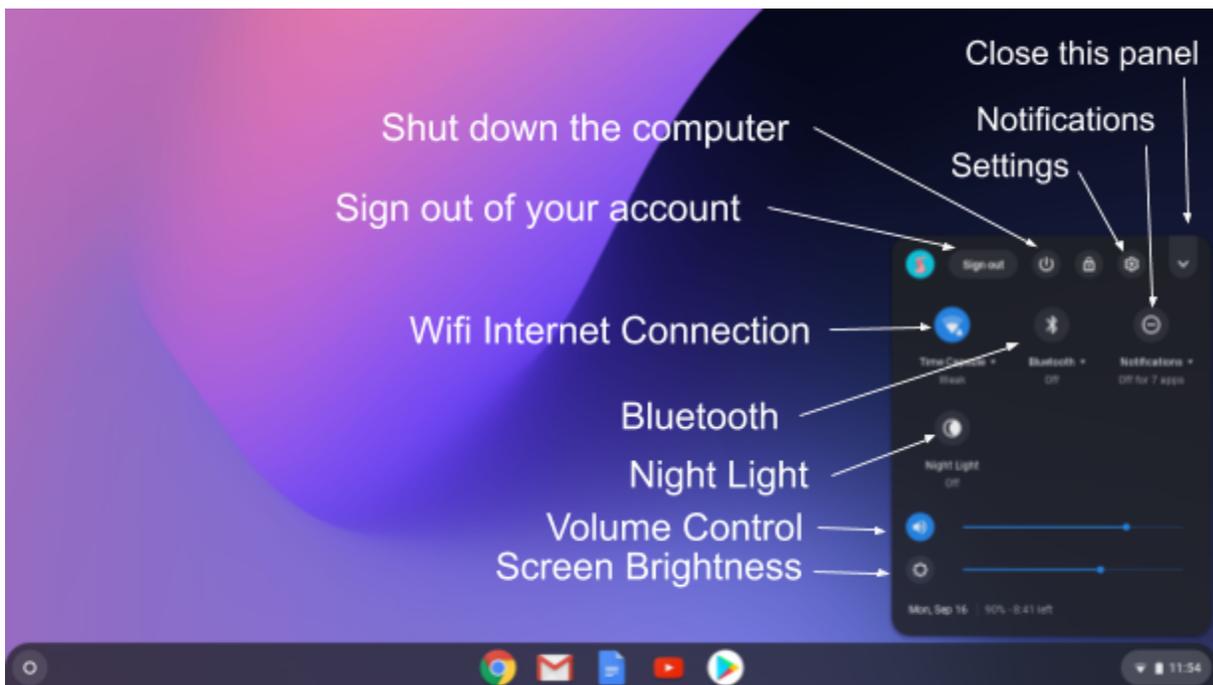
3. To adjust more settings and options on your Chromebook click on the settings icon. Let's change your wallpaper (background). Click on the settings button.
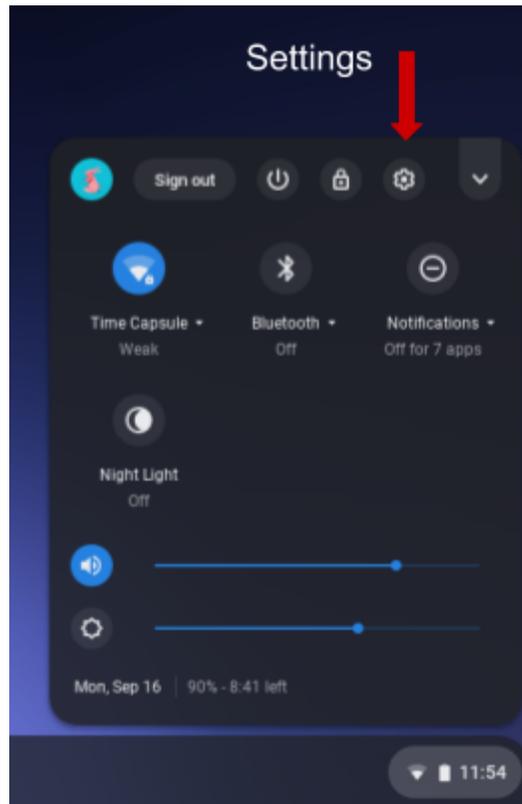

4. Here you will see a list of setting on the left-hand menu. To change the wallpaper click on "Appearance".
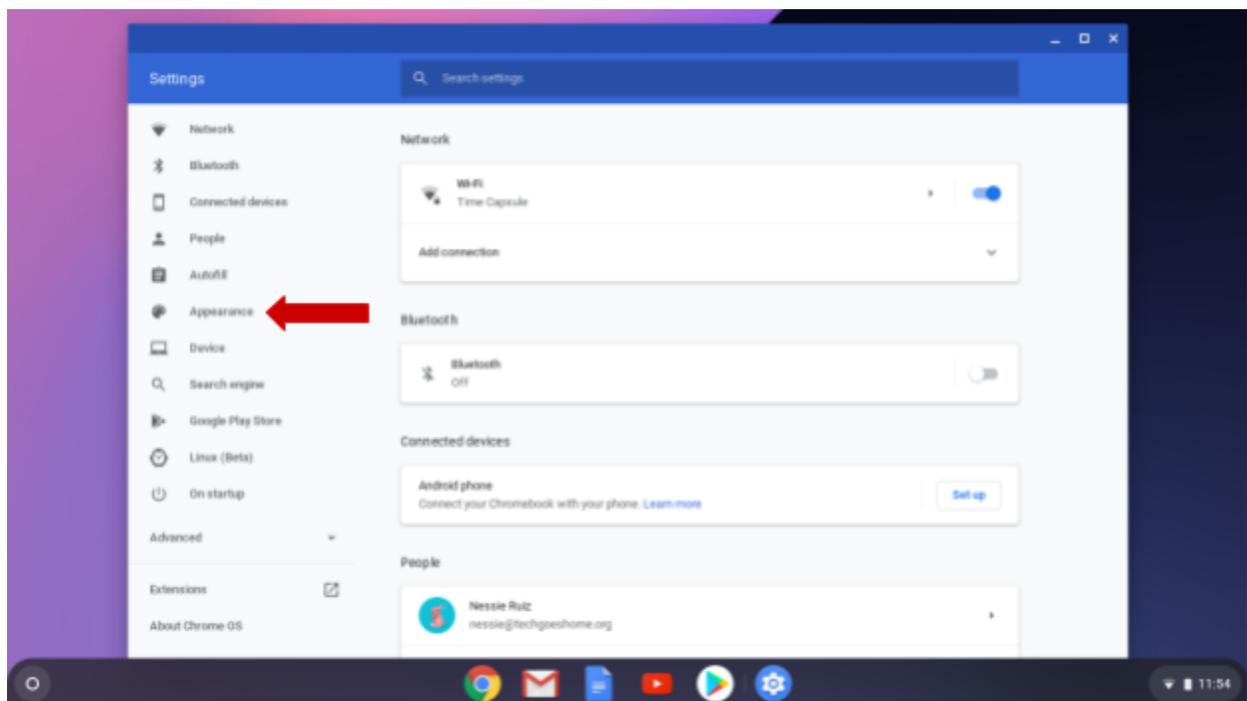
5. Click on "Wallpaper"
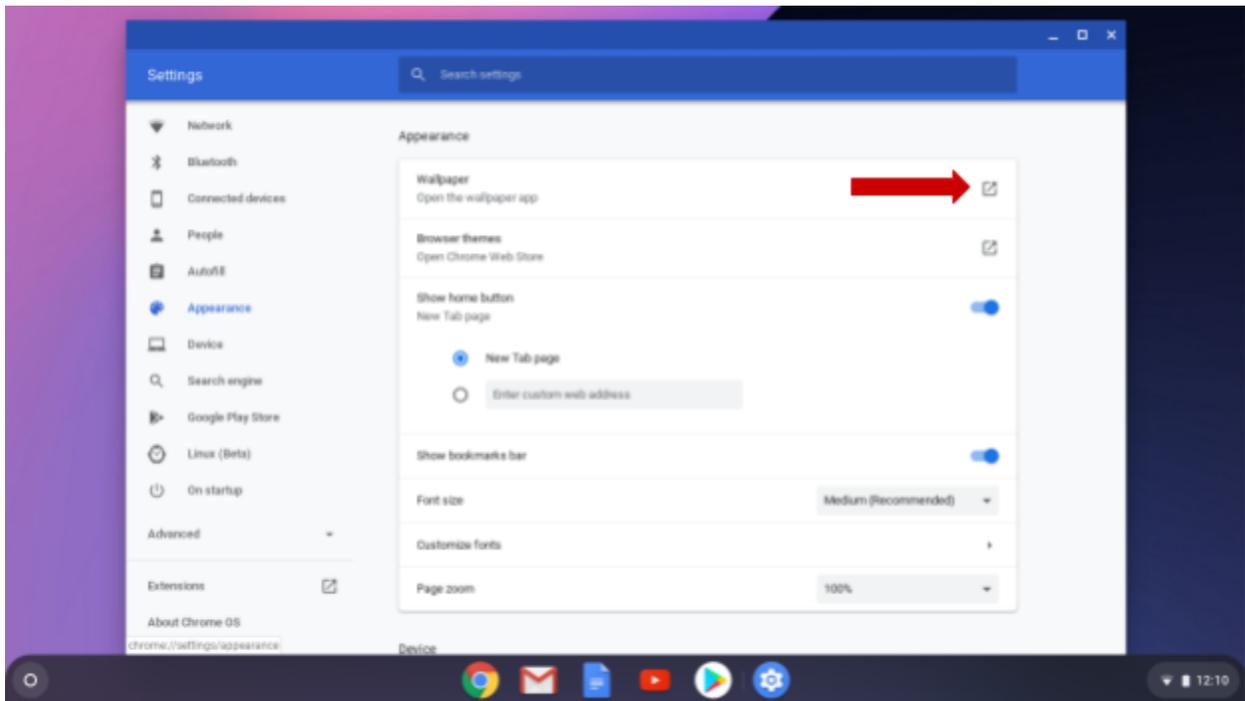
6. Look through the images in each category.
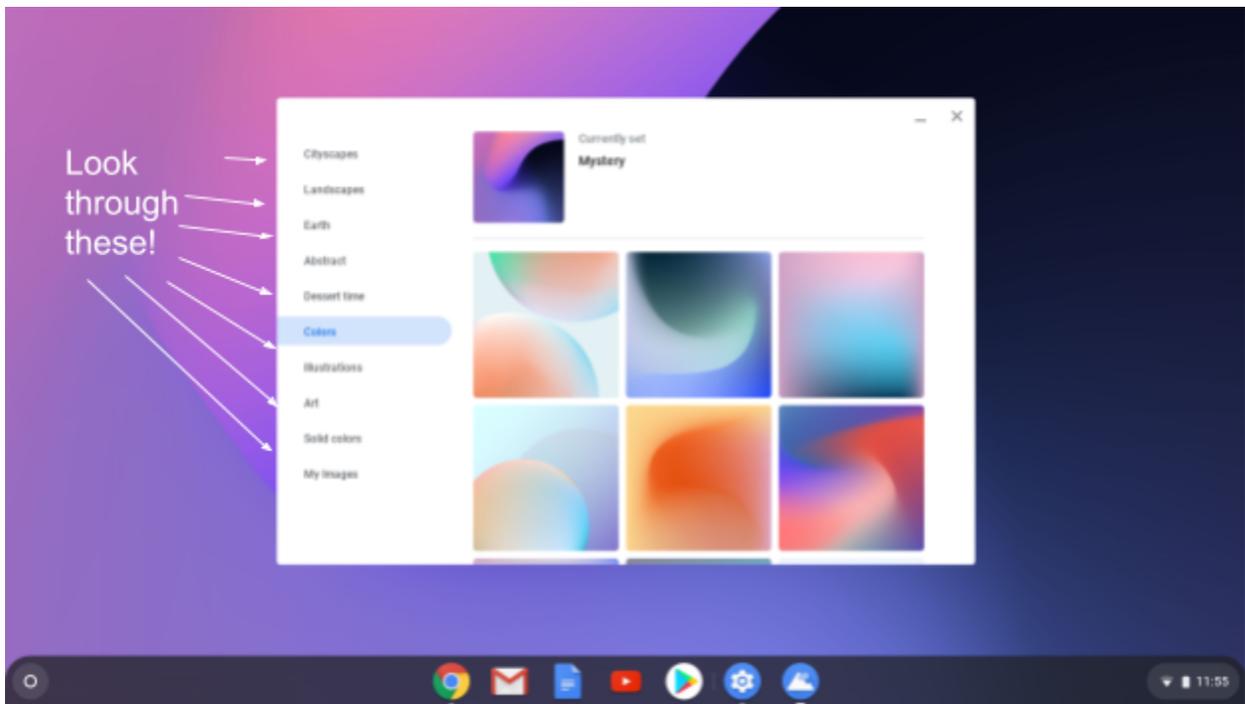
7. Now select an image you want to use by clicking on it. The wall paper will change right away. Try as many as you like!
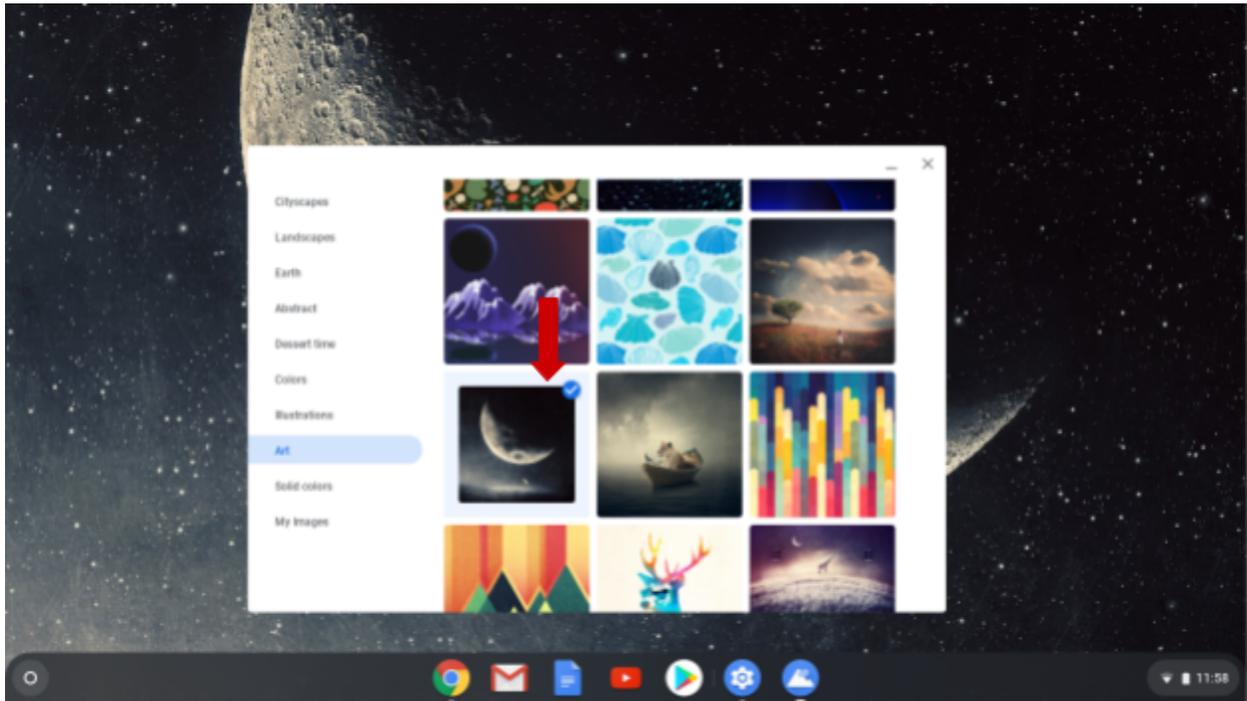
8. Now click on the X on the top right corner to close the wallpaper options. Note: the X at the top right corner of any window will close the window.
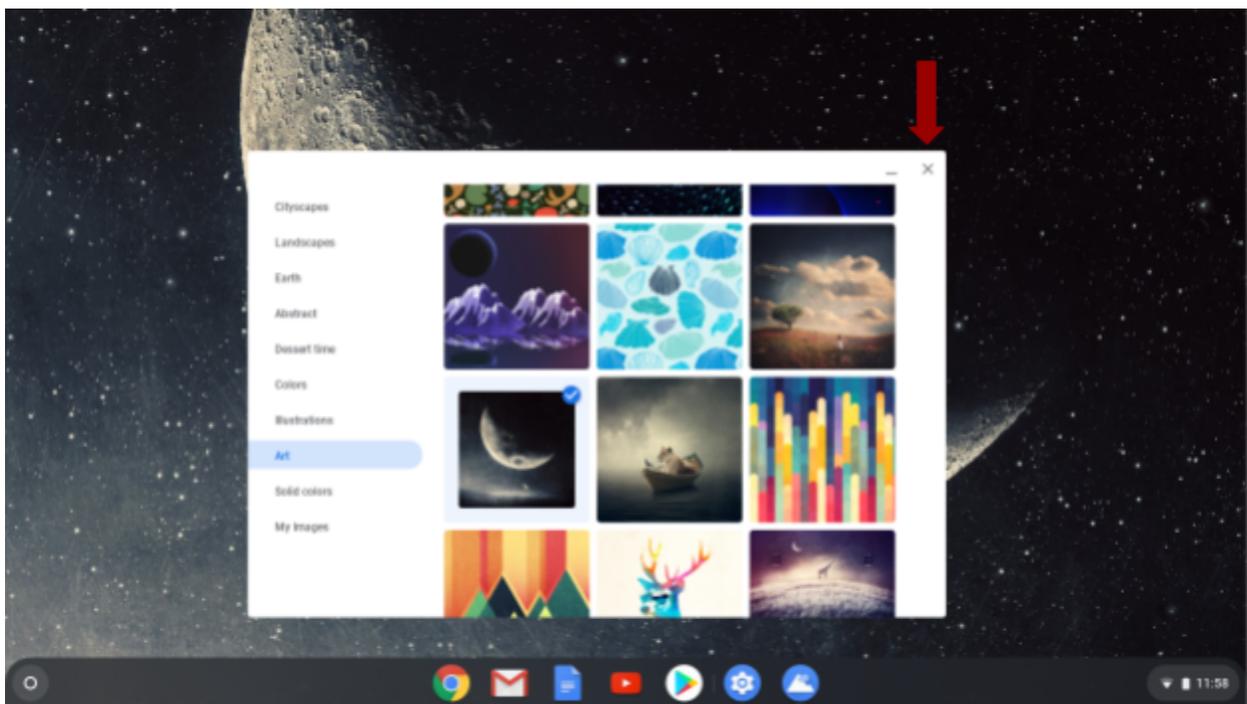
9. You'll be brought back to the settings menu where you can explore other options. Click on the different categories to see what options are available. Remember to press the X to close the settings window when you are done.
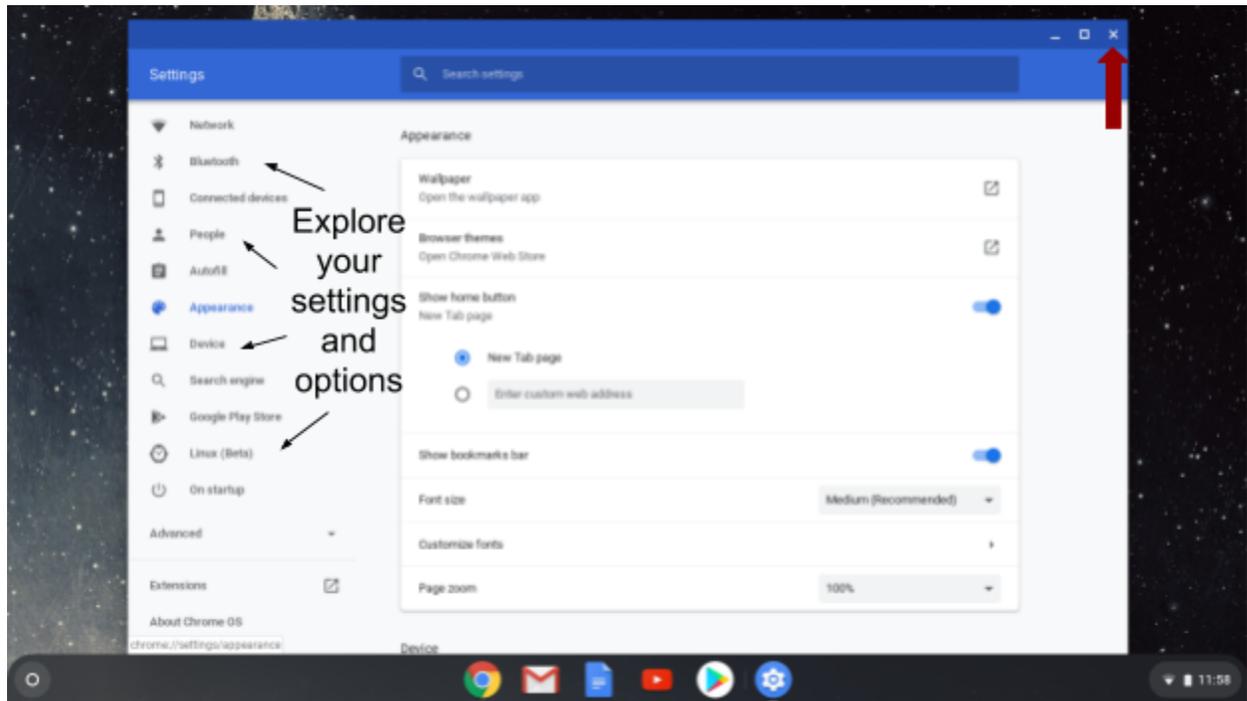
10. Now let's look at your apps! Click on the Launcher at the bottom left corner of your screen.
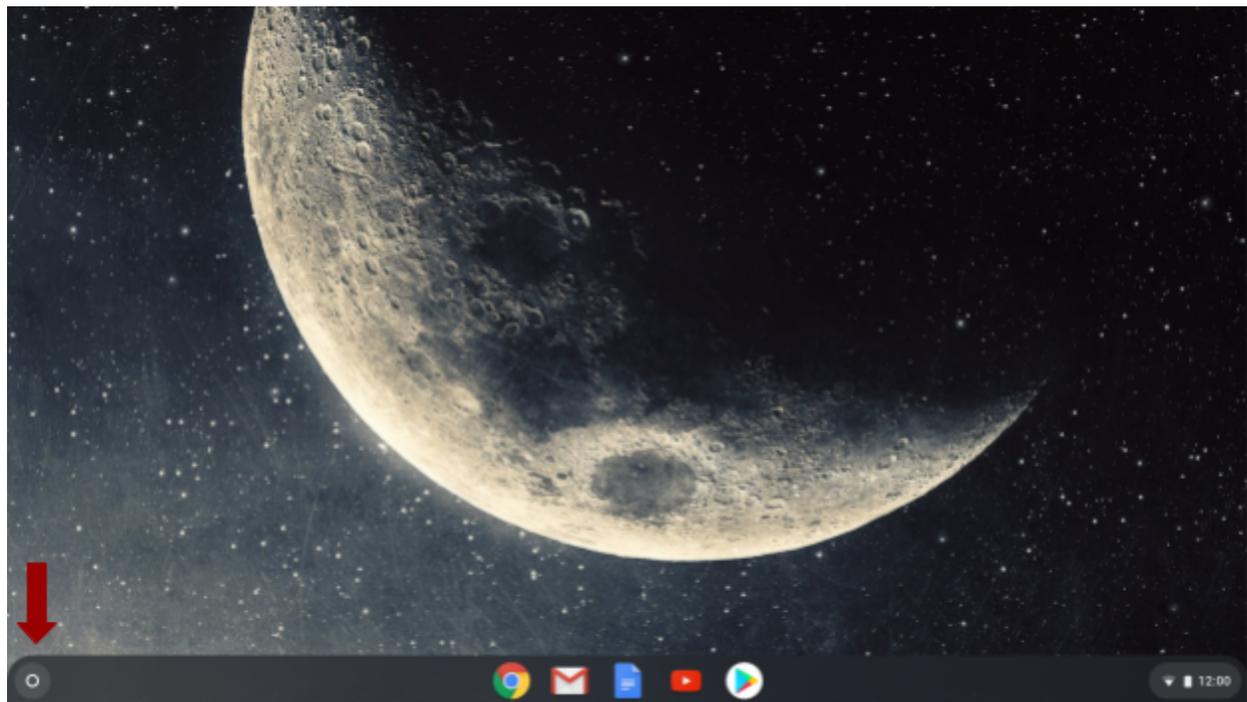
11. The Launcher will now show you a search bar that you can use to search for anything on your computer or the internet. It will also show you your most recently used apps. To see all of your apps click on the up arrow.
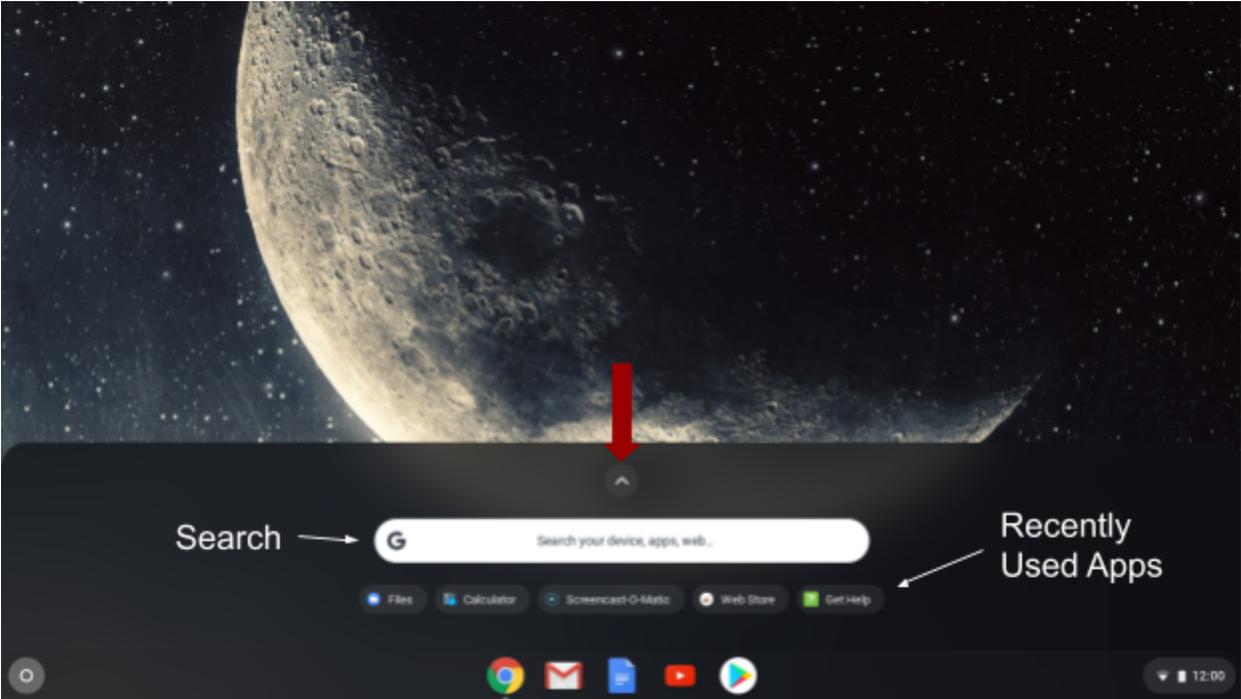

12. Now you can see more apps. Click on the dots on the left to see even more apps.

13. To see your files click on the Files icon.
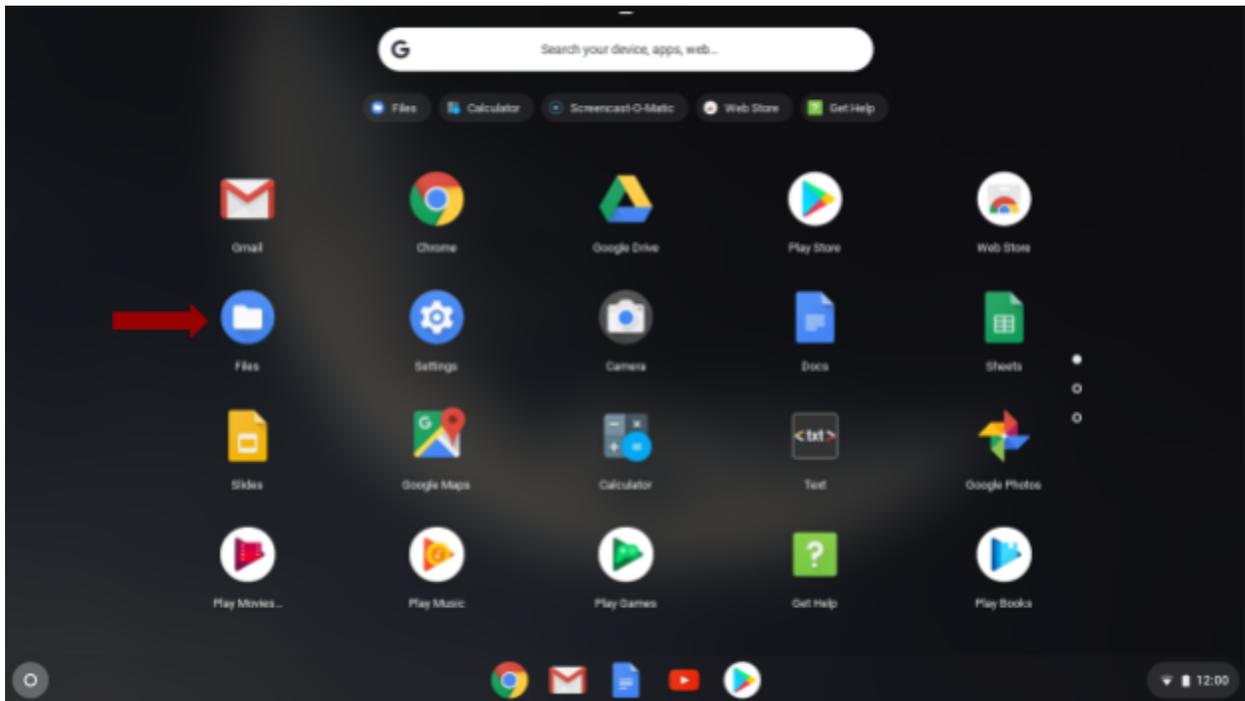
14. Click on "My Files" to see files saved on your chromebook. Click on Google Drive to see the files saved there. Double-click or tap the file or folder you'd like to open.
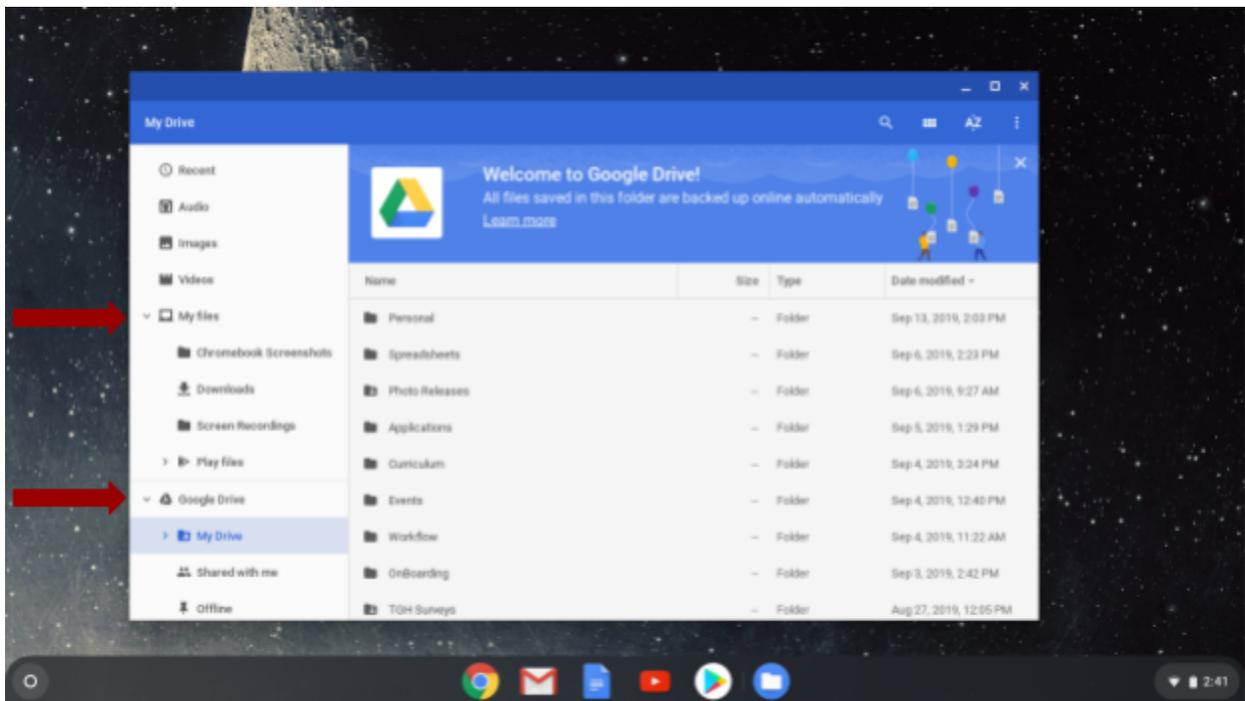
15. Remember to sign out of your account if you are sharing the chromebook with other users! When you sign out others will not be able to access your files and email.

16. When you sign out you will be on the main log in page. From this page another person can use your chromebook as a guest. They will not have access to your files.
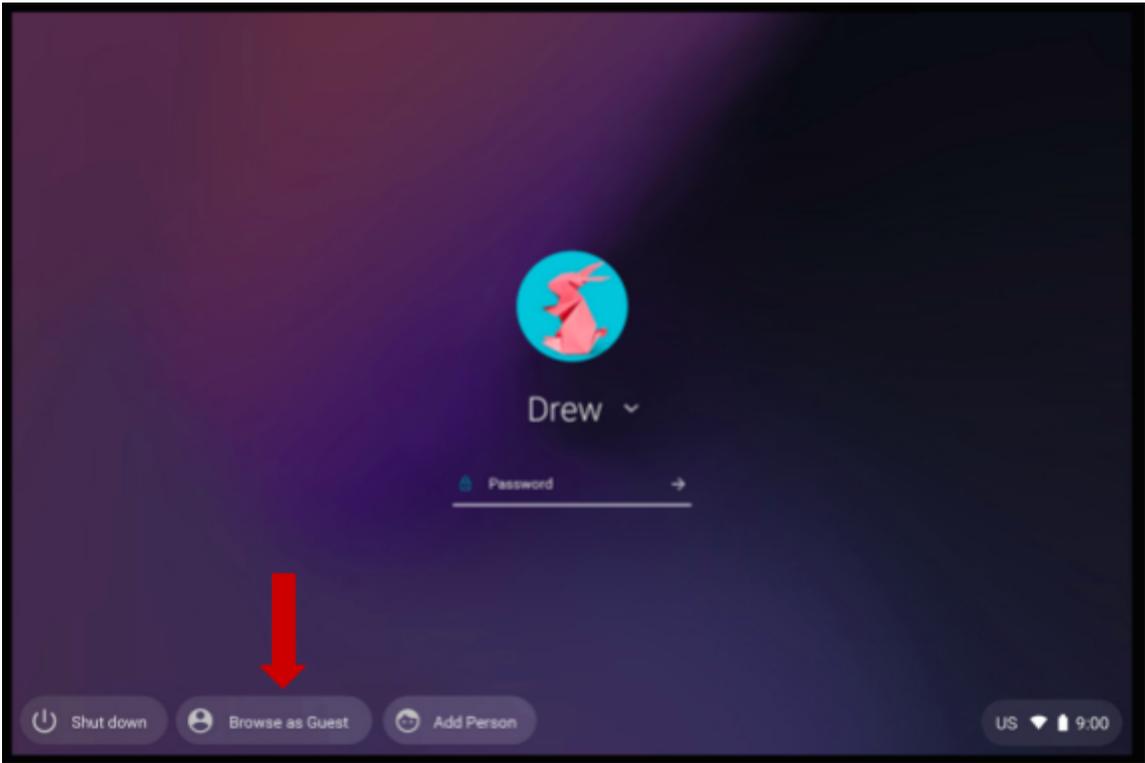
17. If you are sharing your chromebook you can also add a user by clicking on "Add Person". They will be asked to log in with their gmail address. You can add multiple people and each person will only have access to their files and emails.
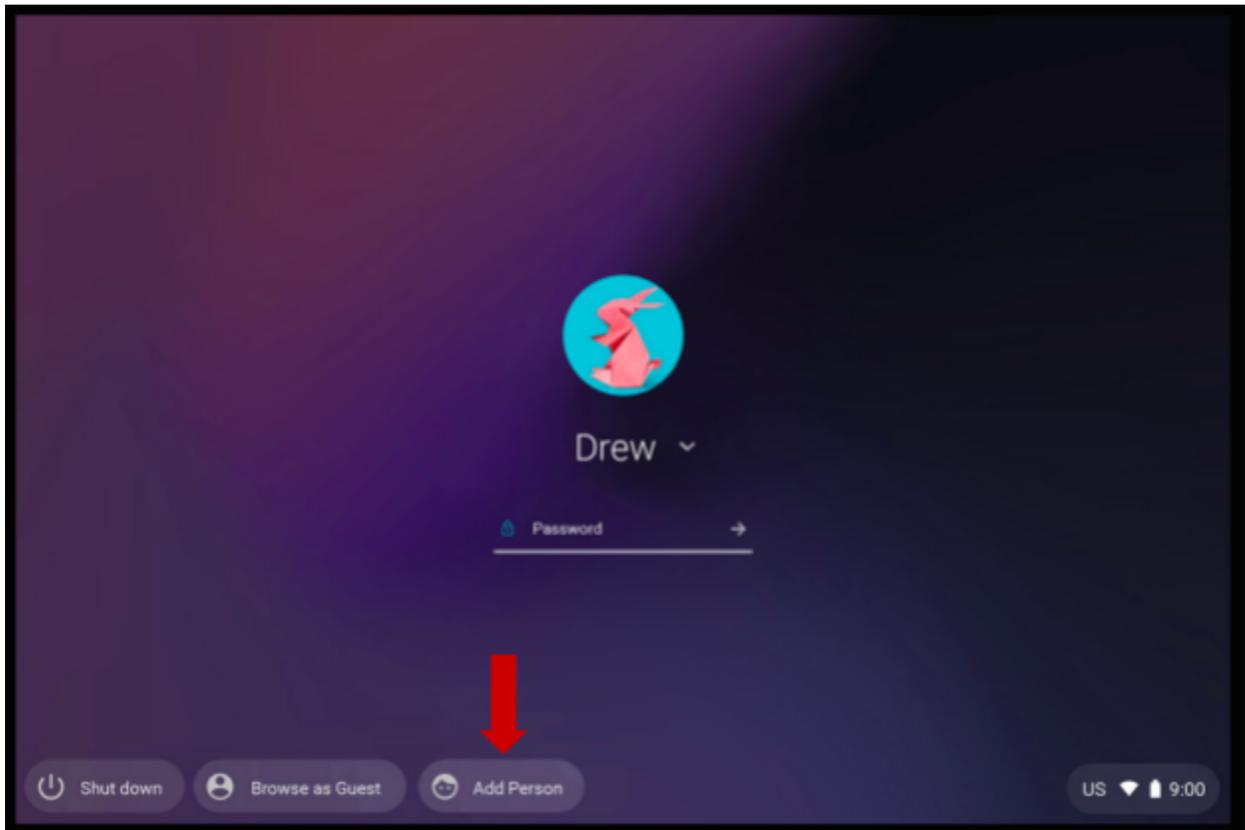
18. If you have more questions about using your computer you can visit
19. [Google's Chromebook Simulator by clicking on this link](https://partnerdash.google.com/apps/simulator/chromebook) or type https://partnerdash.google.com/apps/simulator/chromebook into your search bar.

Congratulations on being all set up on your new chromebook!