Getting Started with Chromebook

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Wi-Fi Connection

- You'll need to connect to Wi-Fi before you can begin using the Chromebook.
  - Connect to your own personal Wi-Fi account
  - Connect to publicly available Wi-Fi hotspots for free where available
    - Any Milwaukee Public Library
    - McDonald's
    - Burger King
    - Starbucks
    - Dunkin' Donuts
      - This is a small sample of places that offer free Wi-Fi

Accessing a Wi-Fi Network

- In order to access a Wi-Fi Network you'll need to open the Network settings:
  - Locate the Wi-Fi icon on the Shelf and click to open
- Click on the Wi-Fi icon on the menu
  - A submenu opens with a list of available Networks
- Select the Network you want to access
  - You may need a password to gain access
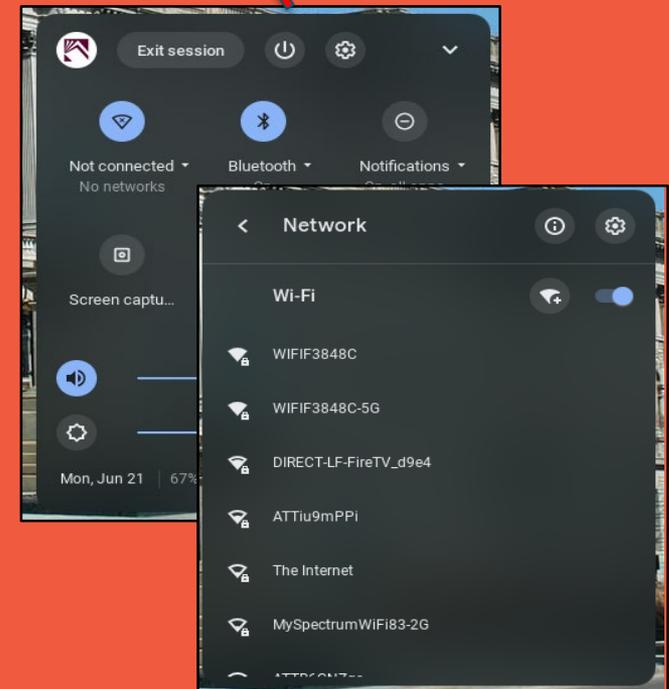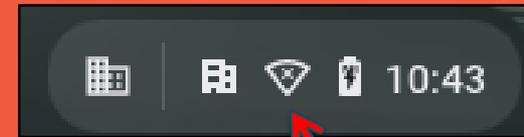
Google Account

- The MPL Chromebooks are meant to get you onto the Internet (via Google Chrome) or Zoom for meetings
- If you need to do work in the productivity area, you'll need to have a Google Account to access Google Apps
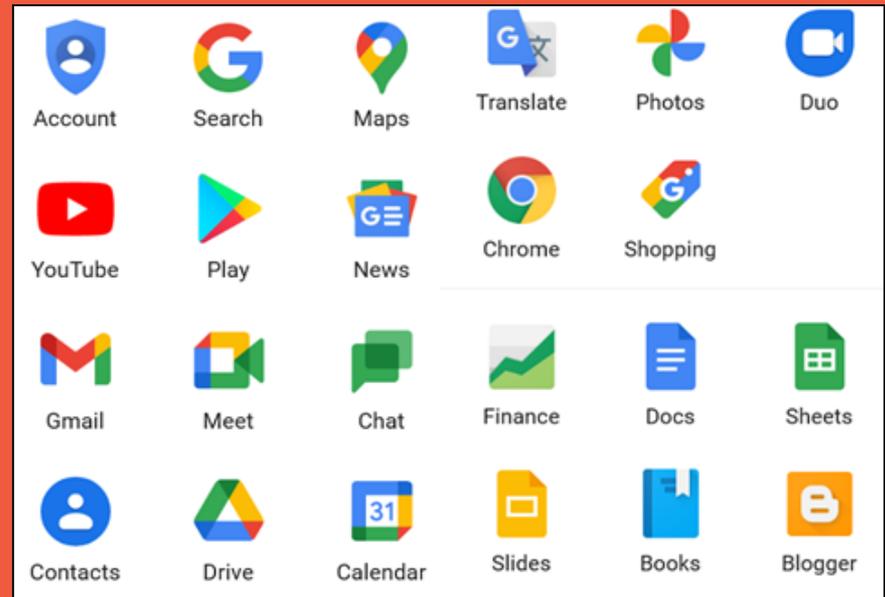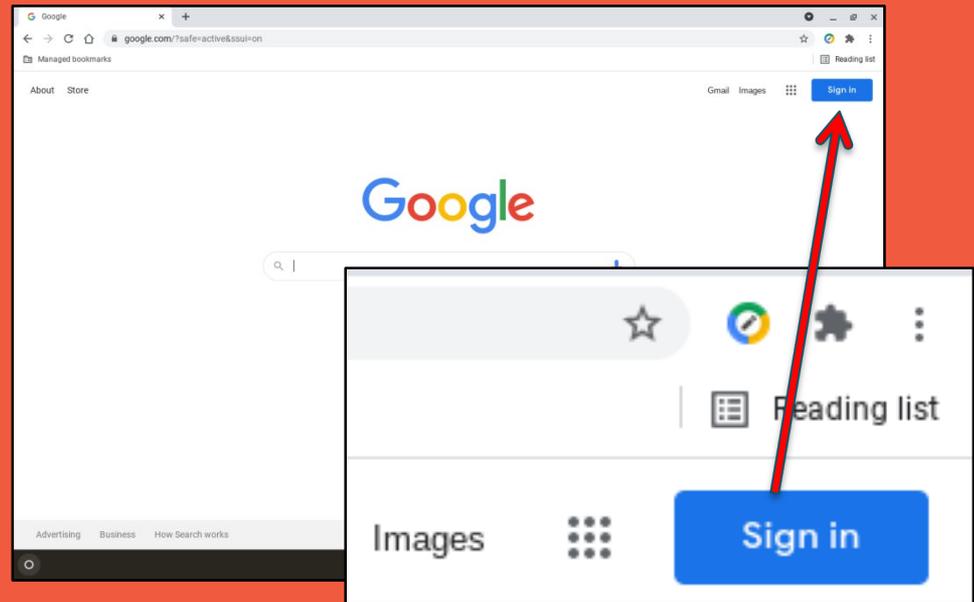

Top Google Apps

Google Account/Gmail

Google Account users can make use of the productivity and entertainment Apps that are available

- Go to Google.com and sign in using the email or phone number and password associated with your account
  - If you have a **Gmail** *email* account you have a **Google Account**
  - A phone number is not required to access or create a **Google Account**

Google Account/Gmail continued

- If you don't have a **Gmail/Google Account** you can create one by filling out a short form

- You can use an email address from providers other than Google to create a Google Account
  - Ex. Yahoo, Outlook

If you aren't interested in creating a Google Account you are able to: download/open/edit/ convert Microsoft Office files to work with your Chromebook

- Open the Google Chrome web browser

- Click on the Office Editing icon in the top right corner of the window

- Select the type of file you want to open

  - Files can be saved as the original file type or converted to a Google file
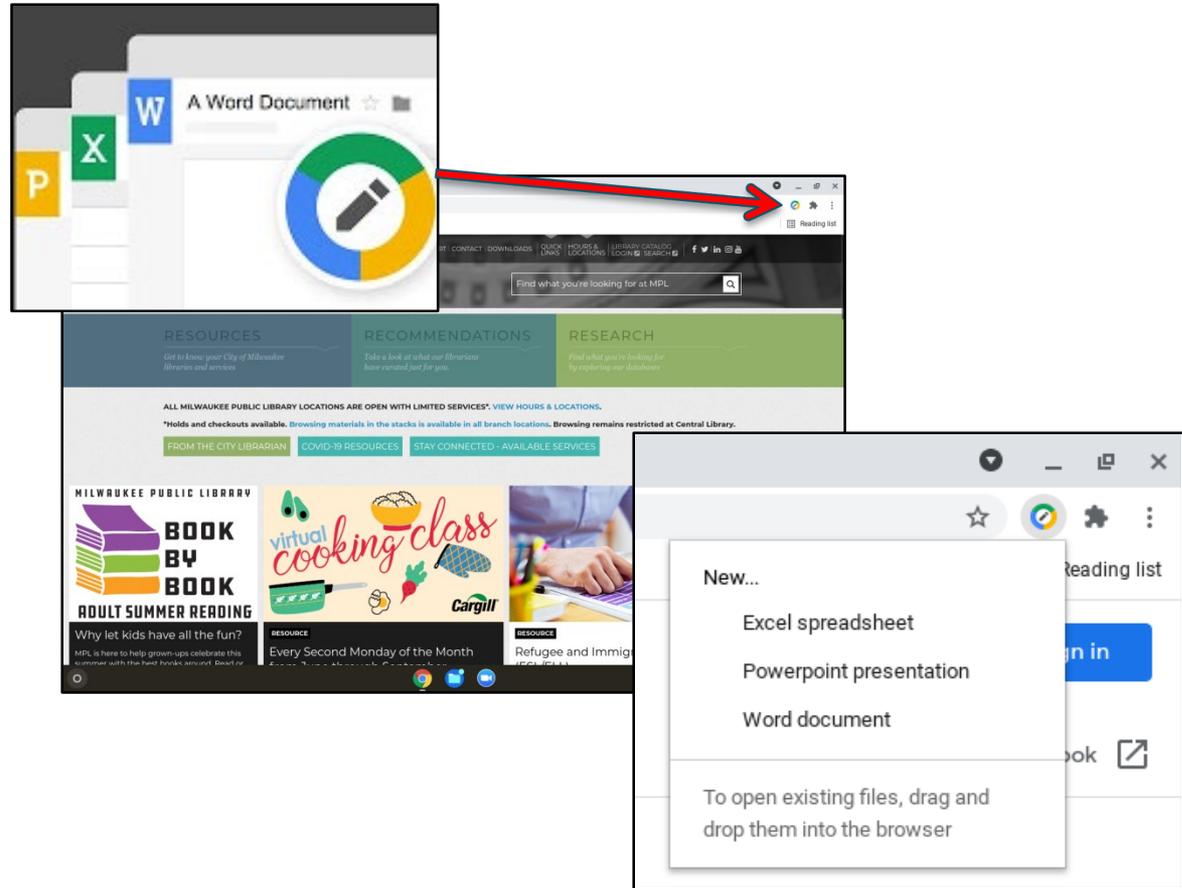
Open/Edit Office Files w/Chromebook

Cloud Storage

- Cloud storage is a service model in which data is maintained, managed, backed up remotely and made available to users over a network (typically the Internet) by a third party

- Cloud storage is a good option for storing files that you'll need at a later date without the use of a flash drive or physical copy

- As long as you have access to the internet and your username and password, you can access the same file from anywhere

Saving your Work

If you need to save work that you've created with one of the Google Productivity Apps you have several options:

- Google Drive
- Save Files to a USB (Download)
- Share Files
- Email Files

You may save files temporarily to the Chromebook by pinning files to the Shelf or saving them in a folder
  - When you close your session all saved files will be lost

Saving Your Work

Save to-Google Drive

- All Google Accounts receive 15 GB of free cloud based storage
- Any files created while working online are automatically saved to your account

Sharing Files

- Click on the File menu and select Share
- You can add any Google Account Member, or any Groups you've created containing Google Account holders
  - You can also get a link to the file that can be shared with anyone you choose
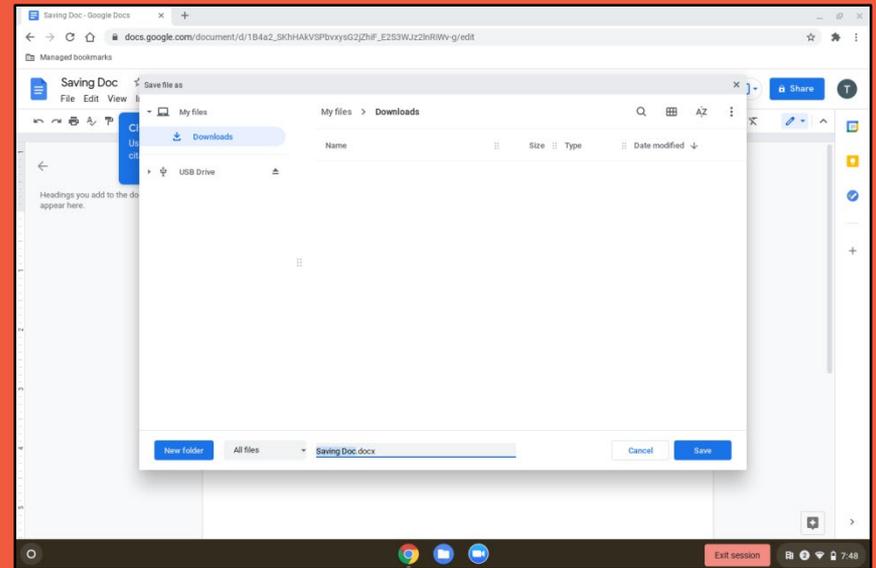
Saving Your Work

Save directly to USB (Download)

- Click on the File menu and select Download
  - You can choose which type of file to save your work as: pdf, plain txt, Word/Excel/PPT file
- The File Explorer window opens
- Assign a name to the file
- Select the USB Drive Folder
- Click Save

Saving Your Work

Save (Download)-Move to USB

- Click on the File menu and select Download
- Choose the Save As file type
- Assign a name to the file
- Click Save
- The file will be saved in the Downloads folder
- Click on the File icon on the shelf

Move to-USB continued

- Select the Downloads Folder
- Select the file(s) you want to save to the USB
  - You can Copy/Paste the files onto the USB Drive or drag and drop the files there
- You can also use this method to save images that you want to keep

Saving Your Work

Email Files

- Click on the File menu and select Email

- Type in the email address(es) of the people you want to send the file to
  - You can add a message
  - You can also choose which file type to send the attachment as

Email Files continued

Email this file

☐ Send yourself a copy

To

Subject
Saving Doc

Message

☐ Don't attach. Include content in the email.

PDF ▾

Cancel   Send

Google Chromebook Help

FOR MORE HELP GO TO THE CHROMEBOOK HELP WEBSITE:

SUPPORT.GOOGLE.COM/CHROMEBOOK