

LIBRARY CHROMEBOOK QUICK START GUIDE

Chromebook Lending Program



About Chromebooks

Chromebooks are a little different from other laptops you might have used — they run on the **Chrome Operating System**, as opposed to the Windows or Mac systems you might be familiar with. Chromebooks are designed for users to do most of their **work online**, using the internet and **cloud productivity** software from Google like Docs, Sheets and Slides.

Logging into the Chromebook

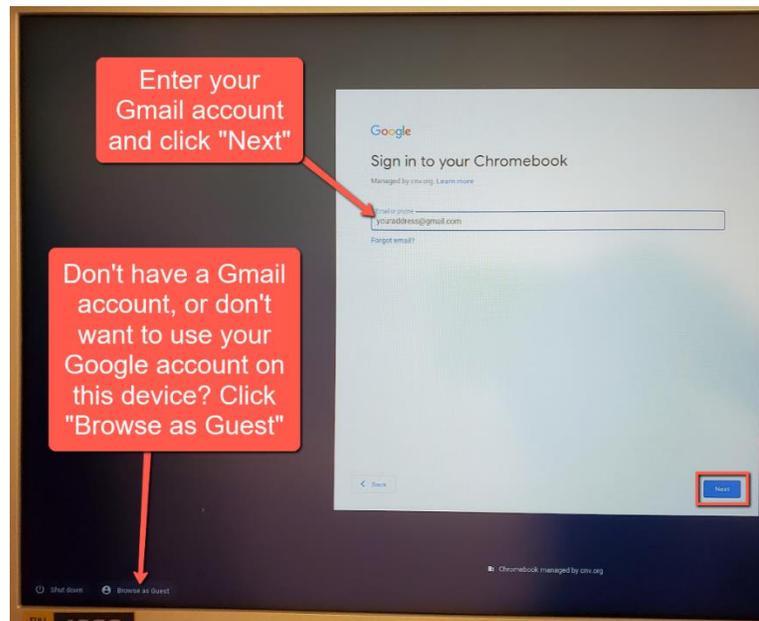
With a Gmail account

In order to use a Chromebook to its full potential **you will need a Google (Gmail) account**. If you do not have a Google account, you can get one ahead of time from a library computer by going to <https://accounts.google.com>, or use the **"Getting a Gmail Account" instructions below**. If you don't want to use a Gmail account, you can use the Chromebook as a **"Guest."**

1. Turn on the Chromebook. You will see a **"Welcome!"** Screen. Click **"Let's Go"**
2. Connect to a **Wi-Fi network**
3. Accept the Google terms of service, then ignore the Enterprise enrollment screen
4. **Sign in with a Gmail account**. If you don't have a Gmail account, or don't want to use one, click **"Browse as Guest"**. See below for more information on *Getting a Gmail Account*, and *Browsing as a Guest*

5. If you are using a Gmail account, you'll be prompted to **enter your password**
6. Next, you'll see a **"You're Signed in!"** message — click **"Accept and Continue"**
7. When the Google Play apps and services message appears, click **More**, and then **Accept**

8. Choose whether to use the **Google Assistant**. We recommend choosing **"No Thanks"**
9. That's it! Click, **"Get Started"**



If there are multiple people using this Chromebook, you can **Sign in and out of your Google Account** at any time from the control panel and log in with another google account or have other users browse as a guest (see below).

Logging in as a Guest

If you **do not want to use a Google account** on the Chromebook, or you don't have a Google account yet but want to get one, you can "Browse as Guest". However, you will be limited to the Chrome browser only. You will be able to use the internet browser as normal, but you will not be able to install apps/extensions.

Getting a Gmail account

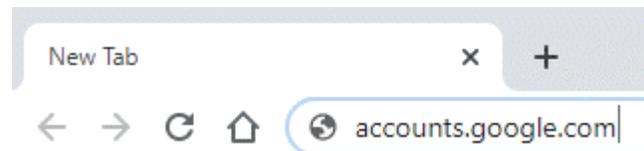
1. Creating an Account

If you want to get a Gmail account, start by **signing into the Chromebook as a guest**.



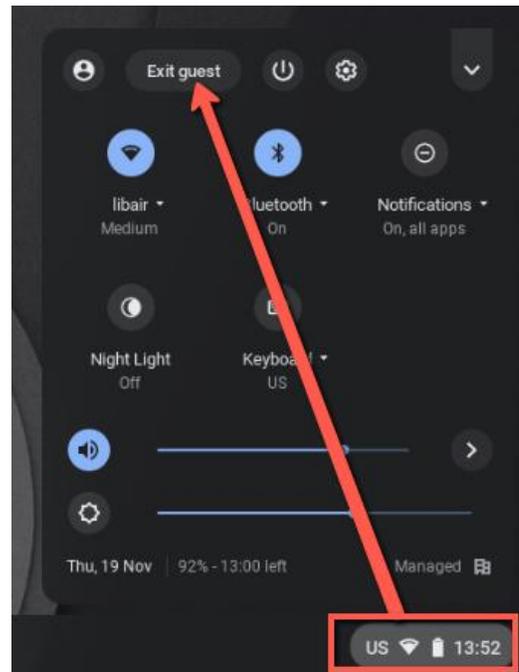
Once the Chromebook has booted up, open the **Google Chrome browser**:

Then, **type accounts.google.com in the address bar** and click **Enter**.



Click "**Create account**", and choose "**For myself**." Then fill in the form to set up a **username** (e.g. your name) and a **password** for your new account. Then click **Next**. Note that the username must be unique to the whole Gmail system, so it may take a few tries to find a username that hasn't been taken, particularly if you're trying to use your name. Try adding some meaningful numbers to it, or use a combination of initials and full names if you're having trouble.

On the next screen, enter a phone number (one that can receive text messages!) and a recovery email address (if you have another non-Gmail address). These are technically optional, but critical to have at least one of them filled in in case you ever forget your Gmail password!



2. Logging into the Chromebook

Once you have finished creating your Gmail account, click anywhere on the clock menu at the bottom right, to open the control panel, and choose **Exit Guest**. You will then be able to **log into the Chromebook with your new Gmail address and password**.

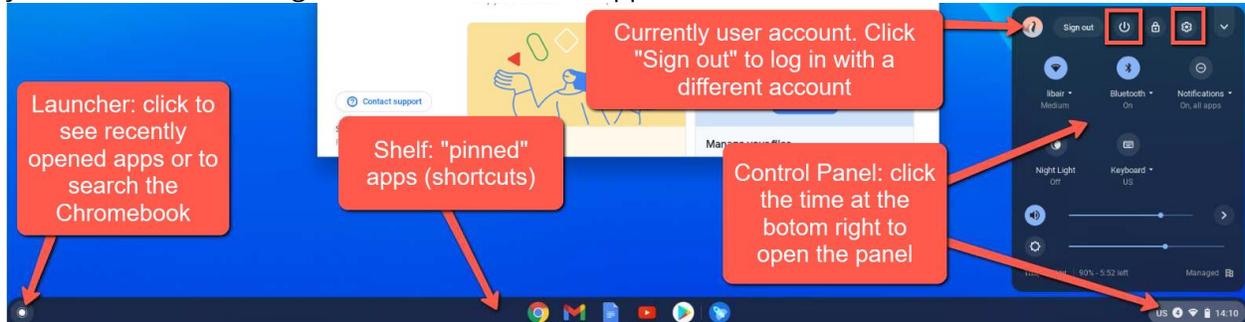
Getting online

To get started on the Internet, click the **Chrome** button in the shelf at the bottom. This will launch the Chrome internet browser, and you can get going right away!



Layout & navigation

The Chromebook desktop layout has many familiar elements from Windows and Mac, including the **Shelf** where you'll find shortcuts to apps and tools, and the **Control Panel** on the far right, where you'll find tools to change the behaviour and/or appearance of the Chromebook:



In the **Control Panel**, you can **sign out** of your account, use the **Power** button to turn off the device, and the **Settings** button to access the device settings. There are also quick links in the control panel to control the **volume**, **brightness** and connect to devices like **Wi-Fi** or Bluetooth.

Installing apps & finding your favourite tools

Chromebooks come with several Google apps already installed, including the **Google G Suite** for Productivity (Docs, Sheets, etc.), but you can install additional apps and extensions via the **Chrome Web Store**, and the **Google Play Store** (for popular Android apps). Additionally, many of your favourite tools are available online, accessible via the Chrome browser. For example:

Microsoft Office

If you have an Office 365 subscription, you can install the Office apps from the **Google Play Store**. If you do not have a subscription, there is a **free version available online**:

1. Open the Chrome Browser and navigate to <https://www.microsoft.com/en-ca/microsoft-365/free-office-online-for-the-web>
2. Click **Sign in**. Note that you will need a free Microsoft account (e.g. @outlook.com, @hotmail.com, or @live.com) to use Microsoft Office online.
3. If you don't have a Microsoft account, click **Create One!**



Zoom

Install Zoom from the **Chrome Web Store**. You will need to create an account using your Gmail address at <https://zoom.us> before logging in for the first time.



More help with apps, extensions & tools

See the "Installing New Apps" and "Where to Find your Popular Apps & Tools" sections of the **Chromebook Basics handout** for help on how to install new apps, and where to find your favourite tools and software: <https://www.nvcl.ca/using-the-library/techconnect/computer-classes>

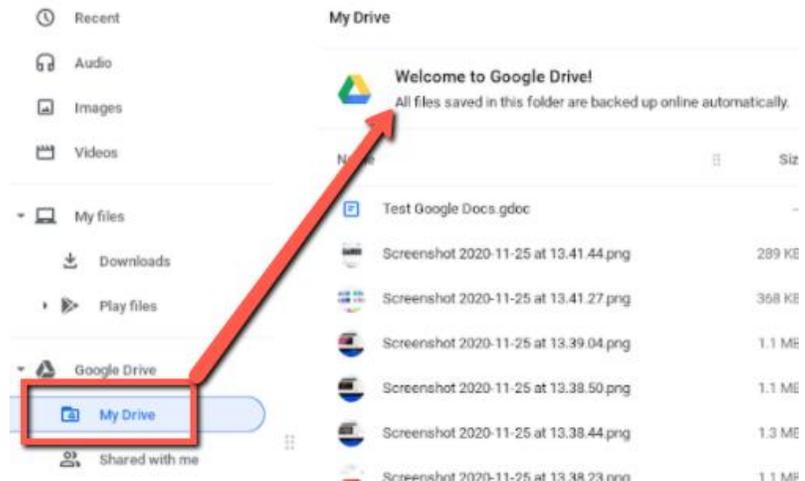
Returning a library Chromebook

Backing up your files to access them from other computers

When you are ready to return a library Chromebook, make sure that you are **connected to the internet, so that all files you created are backed up.**

You can double-check that files created using Google Suite products (e.g. Docs) are backed up by going to the **Files App**, and checking the **My Drive** section. If you had offline files you may need to wait a minute for them to sync to My Drive.

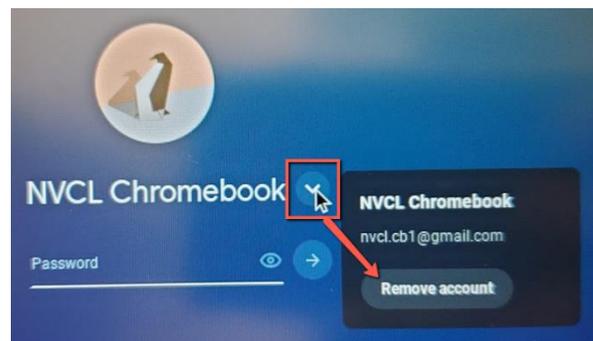
When your documents are showing in My Drive, it means that you can access them from any computer by going to the <https://drive.google.com> logging in with your Google account.



Removing your account from the Chromebook

If you have borrowed a Chromebook from the Library and are ready to return it, you should **remove your user profile** from the device first:

1. Click on the **Time** at the bottom right to open the **Control Panel**, and click **Sign out**
2. On the sign-in screen, **click the arrow next to your account** and choose **Remove Account**.
3. Confirm that you want to **Remove Account**. This wipes your profile and personal data from the device.



Resetting the Chromebook to factory defaults

If you wish to completely remove all information from the Chromebook you can do a full **“Powerwash”** of the device, which sets it back to factory defaults. The Library will do this once you return it, but you are welcome to do this yourself as well. To powerwash the Chromebook, sign out as above. When you are back on the login page, **click Ctrl + Alt + Shift + R**. You will see the “Reset this Chrome device” menu — click the **blue Powerwash button** at the bottom right to wipe the Chromebook back to factory.

Need help?

Contact us at 604-998-3450 or techconnect@cnv.org. Or check out our Chromebook Basics and other computer classes at nvcl.ca/using-the-library/techconnect/computer-classes.