Chromebook Quick Start Guide

1. **Start up your Chromebook** - To turn it on, simply open the lid and press the power button on the upper-right side of the keyboard.

2. **Connect to the internet** - Select your home or the Library's Wi-Fi network from the network menu.
   - Click on the Quick Settings Panel at the bottom right of your screen.
   - Click on "no-network."
   - Select your Wi-Fi Network.
   - Pick one and enter the password if it calls for one.

3. **Sign in with your Google account** - Sign in with your Google account to create and share documents, edit photos, listen to music and much more using Chrome apps. In the sign-in box, enter your Google Account username and password and click Sign in. If you don't have a Google Account, click Create a Google Account in the sign-in box to set one up. If you just want to browse the internet, you can select the Browse as Guest option.

4. **Start browsing** - Once you sign in, you're instantly on the Web and automatically signed in to the Google services you use, with access to your Chrome bookmarks, settings, apps and extensions. To get started, type a website or a search query.

5. **Get to know your Chromebook** - For more information on how to master the Chromebook essentials, visit these resources:
   - Tour of your Chromebook (google.com/chromebook/knowyourchromebook)
   - Chromebook website (https://www.google.com/chromebook/)
   - GCFLearnfree.org Chromebook Lessons and Tutorials (https://edu.gcfglobal.org/en/chromebookbasics/)

6. **Log out** - When you're ready to shut down, **hold down the power key for a few seconds to log out.** The Chromebook is ready for the next user. Once you log out, none of your personal data can be accessed by other users.

7. **Return your device** - the Chromebook **must be dropped off at the Kenai Community Library**. Drop off the Chromebook at the service desk or via curbside pickup. Do not place the device into the drop box. Overdue Chromebooks will be remotely disabled.

Things to Try

1. **Use the Web, don't worry about software** - Listen to music. Watch a movie. Edit photos. Every Chromebook runs thousands of Web apps. When you're signed in, just open a new tab and go to the Chrome Web Store to find the latest Web apps: https://chrome.google.com/webstore/
2. **Get work done, anywhere** - Create documents, spreadsheets, presentations and even drawings using available apps.
   a. **Google Drive** - Word processing, spreadsheets, presentations, file storage, and more
   b. **OneDrive** - If you have an Office 365 subscription, you may access your files by logging into your account.
3. **Learn and Discover** -
   a. Go to https://www.kenai.city/library for access to library resources
      i. Search our catalog and place holds
      ii. The Alaska Digital Library has eBooks, eAudiobooks and magazines
      iii. Learn a new language with Mango Languages
   b. Subscribe to any streaming services? Log in to your account and binge-watch your favorite show or listen to your favorite music.
   c. Find free resources on SLED (Statewide Library Electronic Doorway).
4. **Stay in touch** - With a built-in webcam and microphone, call or chat on video:
   a. **Zoom** - for more information on how to use Zoom on a Chromebook, go to https://blog.zoom.us/how-to-use-zoom-on-a-chromebook/
   b. **Skype**
   c. **Facebook**
5. **Saving Your Work** - Any files saved on the Chromebook will be lost once the computer is turned off. Upload your files to a free cloud service like **Google Drive** or **Dropbox** or use a USB/flash drive to save your data.

Kit Contents & Replacement Costs

Item	Description	Lenovo S330	Lenovo Ideapad
Bundle	Chromebook Kit	$350	$270
Object	Chromebook	$280	$200
Object	Chromebook power cord	$20	$20
Object	Computer bag	$20	$20
Object	License	$50	$50
Paper	Quick Start Guide	N/A	N/A

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