CHROMEBOOK INTRO & SETUP

A Chromebook is a simple laptop that runs on Google's Chrome operating system. These computers are designed to be used while connected to the internet. To set up your Chromebook you need an Internet connection. Before you get started, you will need to know the WiFi or Internet Network name and password that you want to connect to.

1. Turning on the Chromebook

Connect the power cord to charge your device and turn it on by pressing the power button.
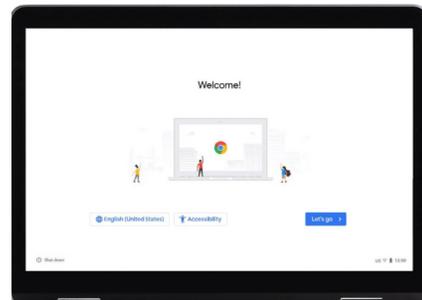

Power button in upper right-hand corner

2. Setting up your Chromebook

The first time you turn on your device, you will see the Chrome logo. When the Welcome window appears, click on the blue **Let's go** button.
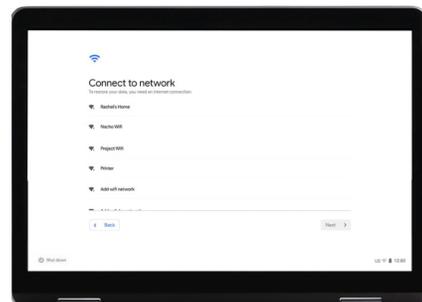
Start by selecting your language. You can also select the keyboard layout to match your default or preferred language. If needed, turn on accessibility settings by selecting the blue Accessibility button.

Click on the blue **Let's Go** button to continue

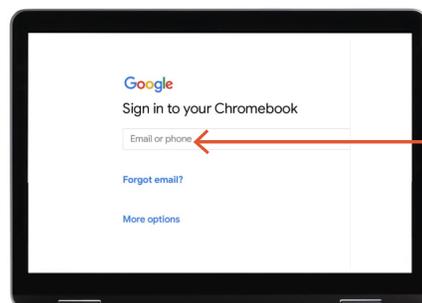## 3. Click on your desired network on the Connect to Network screen

Next, click on the **Open the Network** drop-down list and select the network name you want to connect to. Other network names you might see are nearby home or business networks in range—ignore these. A pop-up window will appear. Enter your Wi-Fi password and click Connect. Once your Chromebook has connected to the Internet, click on the **Continue** button at the bottom of the window.

4. Sign in to your Google Account

Sign in to your Chromebook with your primary Google account or create an account if you do not have one. Creating an account is easy, view instructions on the next page. (Note: This account will be set as the owner and is the only account that can change certain Chrome settings).

- Google accounts are gateways to using Chromebooks to its full potential. You might use guest mode from time to time, if someone is borrowing your laptop. Chromebooks are account driven and all Google services are tied to individual accounts, which makes it easier to share a computer because the information on each account is separate.

Sign in if you already have a Google or Gmail account

5. Creating a Google Account

First click on **More Options** and then provide the following basic information:

- Enter your name.

- Pick a username.

- Choose a strong password that is difficult to guess.

- Enter a random date if you prefer not to disclose your birthdate.

- Enter your phone number and alternate email in case you ever forget your password and need to reset it. This information can also be used to keep your account secure in case of unusual activity. *You are not required to enter this information.*

- Review the Terms of Service and Privacy Policy and check the box to accept.

6. Welcome!

After you create your account you will see the Google welcome page that explains the basics of your account.
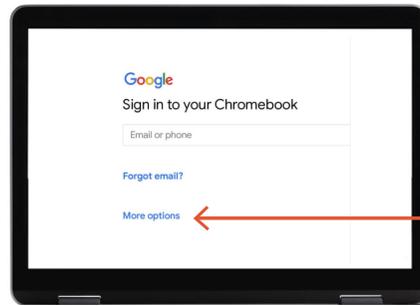
When you are logged in you will also be given the Google Play terms of services, where you can set permissions or preferences for your device. It will ask if you would like to disable Good Drive backups. Click on **More** and **Use Location** (where apps and services use your Chromebook's location). These are recommended by Google to utilize the full capacity. Tap **Accept** when you are finished.

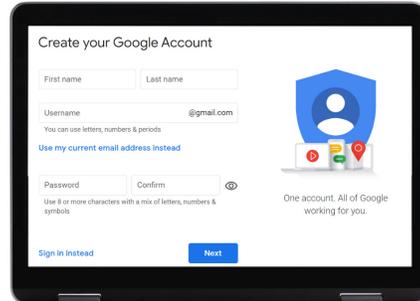Google services settings, which include location and backup options, click on blue **Accept** button to continue.

The initial system setup is finished, the last optional step is to choose to take a tour of your Chromebook. Follow the steps of the tour, it is very quick and informative. If you don't want to, then you can click on the X in the upper right-hand corner.

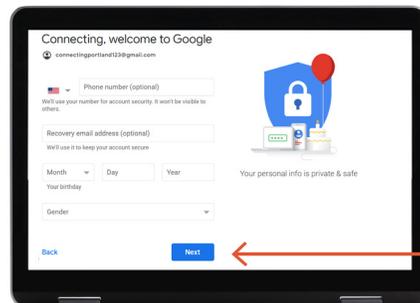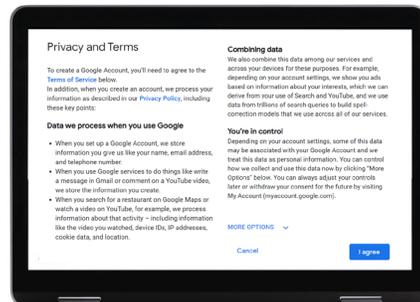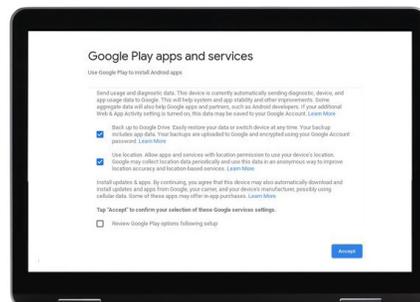Click **More options** to create a new account
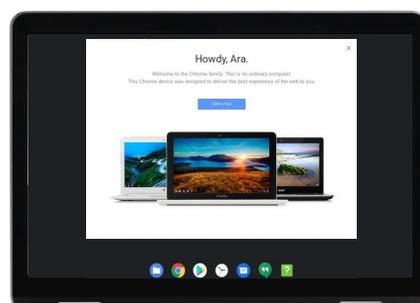
Enter name, desired email address, and password

Enter optional information and a date, then click **Next**

Click the blue **I agree** button to continue

Google services settings which include location and backup options, click on blue **Accept** button to continue

Click on blue **Take a Tour** button to learn about additional Chromebook features

Questions?

For further assistance, send an email to:
connectingportland@portlandoregon.gov