



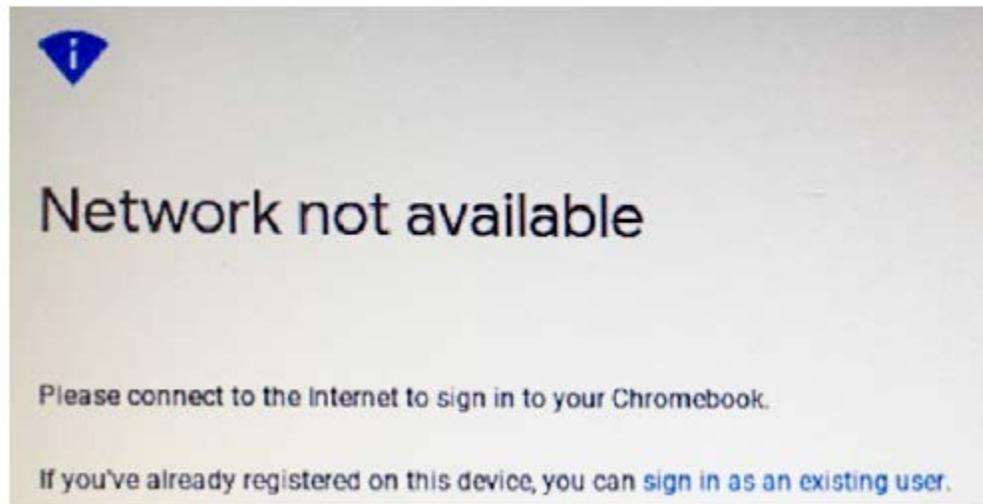
Chromebooks Home Use

Signing-in to your Chromebook

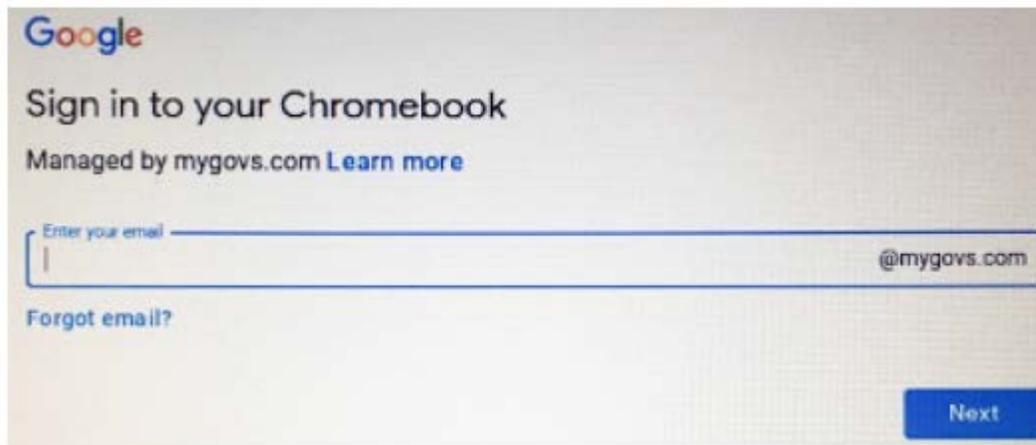
1. Connect the Chromebook to power. Plug the AC adapter into the wall and into your Chromebook. Be very careful attaching the cable to the Chromebook. You do not need to stay plugged into the AC adapter if your Chromebook is charged.
2. Turn on the Chromebook. It may automatically start when you open the lid. If it does not turn on, the power button is located at the top right on the keyboard (above the backspace key).
3. If you have wifi, make sure you are connected to the Internet.
 - You will see a network not available screen. Click on Add Other Wifi. Find your home or public network in the list and select it.
4. Enter any information you need to connect it to your wifi.

The screenshot shows the "Join Wi-Fi network" interface. At the top, the title "Join Wi-Fi network" is displayed. Below it, there are three input fields: "SSID" (with a yellow highlight), "Security" (set to "PSK (WPA or RSN)"), and "Password" (with a cursor). To the right of the password field is an eye icon. At the bottom, there is a toggle switch for "Allow other users of this device to use this network" which is currently turned on. Two buttons, "Cancel" and "Connect", are located at the bottom right of the screen.

5. If you do not have wifi, click on sign in as an existing user. You will be working **OFFLINE**.



6. You are now ready to sign-in with your @oxac.org account. In the sign-in box that appears, enter your username up to the @. The @oxac.org is automatically filled in.



7. Once you hit the blue Next button, the Chromebook will prompt you for your password.

8. You are now ready to go!

Other Chromebook Things to Know

Main Screen Icons

- Bottom Middle: These are your 4 main apps. In order from left to right, they are

1. GMAIL (to check your GOVS email **daily**),
2. DOCS (to get to your Google docs, where you can type papers to send to your teacher), GOOGLE DRIVE (the main storage area), and

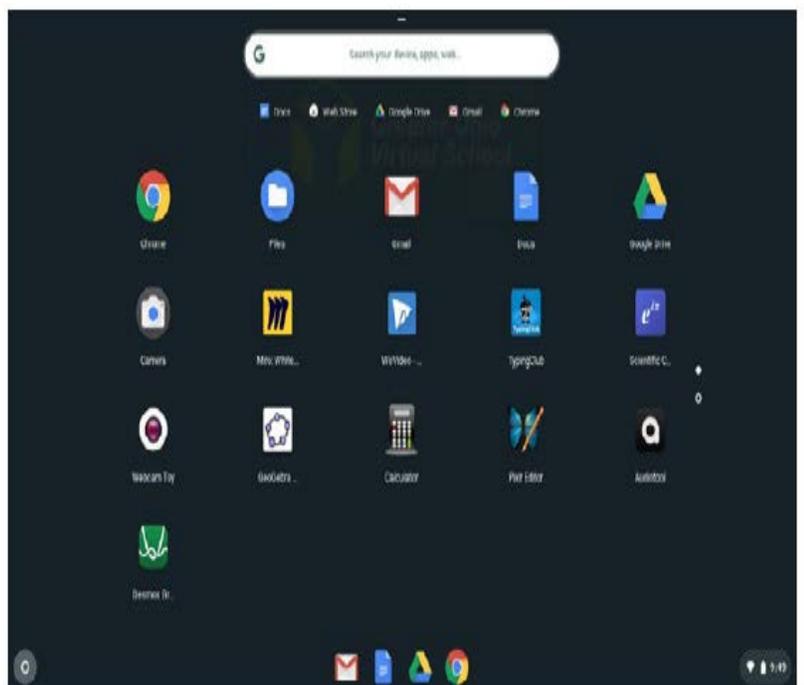
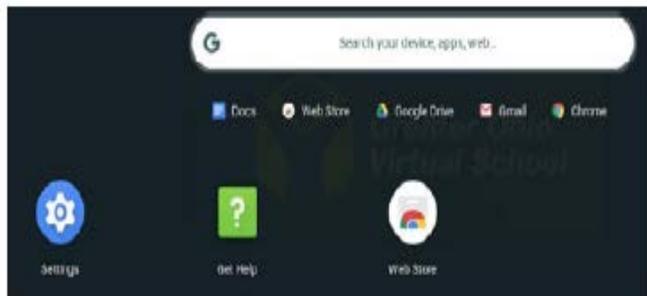
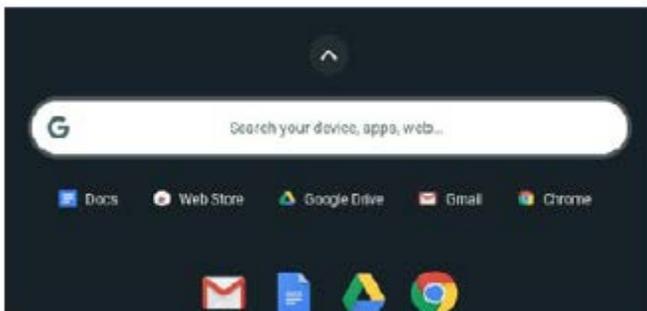


3. CHROME (main browser).

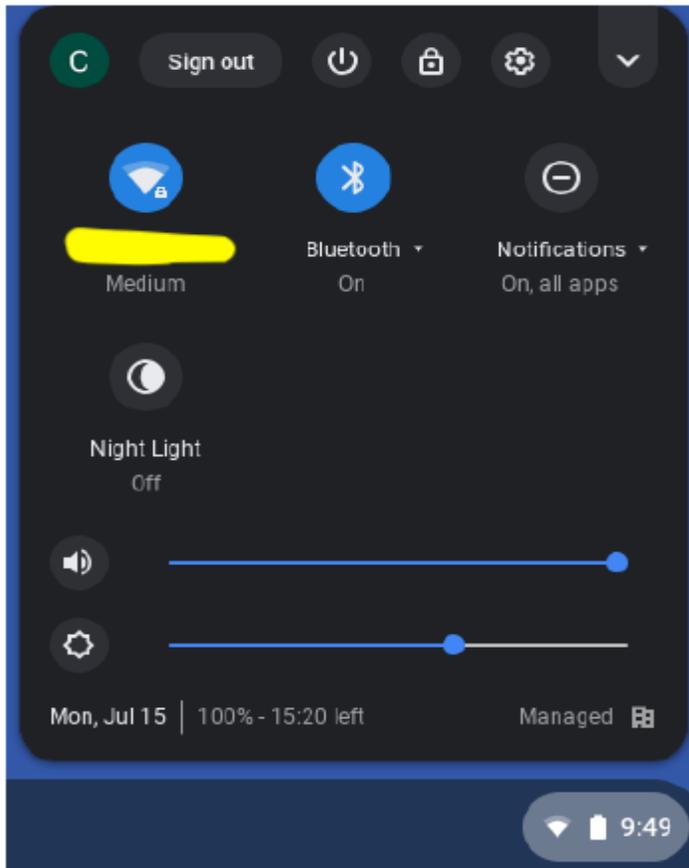
- Bottom Left: LAUNCHER.



This is like the start button on a Windows PC. It brings up a search bar automatically, but you are most interested in the ^ icon that is located above the search bar. Click there, and it will bring up all the other APPS installed on your Chromebook. You can hit the arrows on the keyboard to go through this list.



- Bottom Right: System Status Area



This shows your WiFi signal strength, battery power, and time. Clicking anywhere on the status area will bring up a window with other options. You should only have to worry about the Sign out/power off buttons on the top. However, you can also change your WiFi network, turn off notifications, and change your volume or screen brightness.

- Trackpad general movements

1. Using 1 finger on the trackpad will move the cursor around the screen.
2. Using 2 fingers will move the page/window up and down (swipe 2 fingers up to move up on the page, swipe 2 fingers down to move down on the page).
3. Tapping 1 finger is the same as clicking on a mouse. This is how you click on a link on a webpage.
4. Tapping 2 fingers is the same as a “right-click” on a mouse.

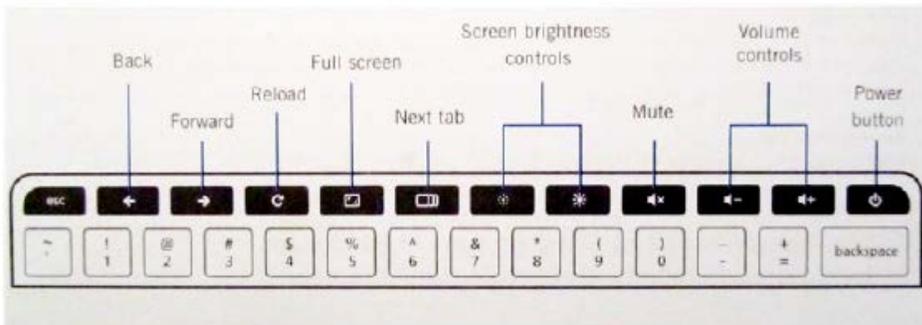
- Where are your files?

1. Since this is a Google Chromebook, when you create a document or spreadsheet or any other type of file, those live in Google Drive.
2. IF YOU ARE NOT ON WIFI AND ARE WORKING OFFLINE: Click on the LAUNCHER button (remember, bottom left), then find the Files app. All downloaded files live here, along with Screenshots you take.

What do you do when you are finished working?

- Log-out of all programs (if necessary).
- Close out of all browser windows.
- Shut down the Chromebook.
- To conserve your battery (if you are not plugged into the electrical outlet), you should always power off. You can do this by either holding down the power button (top right of keyboard) and selecting Power off, or go to the System Status Area (bottom right) and hit the same button.
- Close the lid, and you are good to go.

Quick Keyboard Overview



Search your apps and the web
To turn Caps Lock on or off, press Alt + Search

If you need further assistance, please contact us!

Oxford Academy and Central School Technology

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If no one is available, leave a message and someone will return your call. Calls made after 3:00 PM will be returned the following business day.