Chromebook Setup & Instructions

1) Please keep all boxes, packaging, etc. in case we return this device in the future.
2) Unbox Chromebook and plug-in charger to outlet. The USB-C cord works in every port it can fit
3) Top-right button is **Power**. Press to turn on.
4) Click the blue **Let's Go** button on-screen
5) Connect to your wireless network
6) **Accept and continue** for the Google Chrome OS terms
7) **Sign-in using your own personal Gmail account.** Chromebooks use Google accounts to login and not PC credentials.
    a. If you do not have a Gmail, I recommend creating one via the **More options** button.
    b. Hopefully your Google account is already setup with 2-factor authentication, so you are now prompted to enter a 6-digit code off your Google Authenticator app. If you don't have that, please consider enabling it today. It's excellent security for your Google account as a person needs your device and not just your password to hack you. Google how to set this up and follow those directions at your leisure.
8) You should now be successfully logged in to the Chromebook
9) If prompted to Sync your Google settings, do so. This will bring over your Chrome Bookmarks and Chrome extensions from your other PCs
10) Please follow the Tour to learn where various other settings can be controlled.
    a. Bottom right corner controls many settings. Power off/reboot. Wireless. Sound. Etc.

How to Work with Various Applications

You can fully work and function on a Chromebook. It's important to understand some limitations/differences from a traditional computer running Windows 10.

❖ Chromebooks cannot install full desktop applications such as MobileConnect, Outlook (desktop), Adobe PDF (desktop), Word (desktop) or literally any installable program.
❖ Google Chrome browser will be used for all applications/tasks/access

Microsoft Office Suite – Outlook, Calendar, Word, Excel, Teams, PowerPoint, OneDrive

❖ Login to www.office.com and click the appropriate tile for your application. You can have multiple windows open.
❖ Microsoft OneDrive is where you store/access any documents & files.
❖ Please do not save corporate documents to your *Google* Drive if you can avoid it

Phones – MobileConnect off your cell phone

❖ Unfortunately, this will not work via your Chromebook so you'll use your cell phone
❖ On your cell phone, download the **Vonage Enterprise** app
❖ Username = your direct dial, no spaces

Zoom – works via Chromebook browser or cell phone app

❖ www.zoom.com and 'Join a meeting' – type your meeting ID

Getting Help and Support

❖ Contact your IT team for further support

Training Resources

Training Resources: Below are some useful online training guides for learning various platforms remotely

❖ Microsoft Outlook:
  o https://support.office.com/en-us/article/get-to-know-outlook-on-the-web-3f1a229b-0d60-438f-b515-dd7a28026bc1

❖ Microsoft Teams:
  o https://www.youtube.com/watch?v=5AUOnizqALQ&list=PLXPr7gfUMmKzR7_jXN5s886apYoHNC3Xk

❖ Microsoft SharePoint:

  o https://support.office.com/en-us/article/sharepoint-online-video-training-cb8ef501-84db-4427-ac77-ec2009fb8e23

❖ Zoom:

I. Mobile Device
  a. If you've been sent a Zoom meeting link, open that link from your mobile device. It will direct you to your App store.

  b. Install the free **Zoom Cloud Meetings** app

  c. Once installed, return to your original Zoom meeting link and click the link. You'll be joined to the Zoom meeting and video will automatically start

  d. Connect to the Meeting Audio
      i. **Use Internet Audio –** preferred choice will use the mic/speakers of mobile device. Please accept any prompts to allow Zoom to access your camera or microphone.
      ii. **Dial-in –** use this option if need to dial-in from a separate phone such as a land line

  e. Once joined to meeting, can tap screen to view meeting controls such as Start/Stop video or Mute/Unmute microphone.

II. Desktop Computer

    a. If you've been sent a Zoom meeting link, open that link from your computer. It will automatically direct you to Zoom.us and install the Zoom app

    b. Accept any prompts to install the Zoom application

    c. Once installed, it will automatically join you to the meeting and start your video. If for any reason it did not, return to your original Zoom meeting link and click it.
        i. Alternate approach: Browse to www.zoom.us and click **Join a Meeting**
        ii. Type in the 10-digit meeting ID found at the end of your Zoom meeting invitation link (ie. 1234567890)
        iii. This will also walk through installing the Zoom app and will connect you to the meeting

    d. Connect to the Meeting Audio
        i. Computer Audio – will use the mic/speakers/headset of your desktop computer. You must have a microphone or speakers for this option
        ii. **Dial-in –** uses any telephone to dial and not reliant on computer at all. Dial any of the 3 regional Zoom numbers listed, followed by the unique 10-digit Zoom Meeting ID and lastly Participant ID

    e. Once joined to meeting, please use the control bar to Mute/Unmute audio or Start/Stop video. You can also **Test Speaker and Microphone** to ensure your audio is working properly.
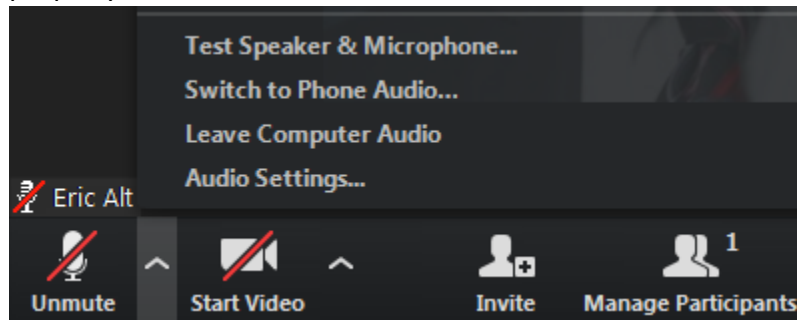
    f. Click **Manage Participants** to view if others have joined yet or not.

    g. When complete, click **End Meeting**