CHROMEBOOK AND HOTSPOT
QUICK START GUIDE

What is a Chromebook?

A Chromebook is a laptop that runs on the Google Chrome Operating System. Chromebooks primarily use Google's web browser and Google's wide variety of cloud based apps available through the Google Play store. Files and documents are saved via those apps in the cloud.

Turning on the Chromebook & hotspot

- For internet, turn on the hotspot by holding down the power button for 3 seconds. You will hear beeping.
- Turn on Chromebook by pressing the power key on the top right of the the keyboard.
- To sign in **Browse As Guest** if you do not have a Google account. If you already have a Google account, click **Add A Person.** See instructions for both options.
- To access a Wi-Fi connection click the menu on the lower right screen. On the pop up window, click the Wi-Fi icon.
- An available list of networks will appear. To choose the hotspot, click on the **Verizon-MiFi8800** option and type in the password **cdlhotspot.**

Sign in if you **DO** have a Google account.

- If you have a Google account (an email that ends in @gmail.com) sign in with your email and password using the **Add A Person** option.
- A window will appear asking "who would you like to add?" Click next and follow the steps to sign in to your existing account.
- Accept and continue. You are now signed in to your Google account.

Sign in if you **DO NOT** have a Google account.

- If you do not have a Google account, click **Browse As Guest.** This allows you to use the Chromebook as a Guest User. A**ny file downloaded to the Chromebook will be deleted when you log out.**
- If you would like to create a Google account while signed in as Guest, you may create one by going to gmail.com.

Turning off the Chromebook

- Log out of your Google account in the lower right hand corner box by clicking **Sign Out.** You can remove your account from the Chromebook by clicking the down arrow next your log in name, then click **Remove Account.**
- Press and hold power button on the top right of the keyboard.
- Select Power Off on the left hand side from the options.
- The Chromebook will be powered off.
- Your session will be cleared when you log off.