

Set up your Chromebook

To set up your Chromebook you'll need:

- Your Google Account username and password
- Access to a network

Step 1: Turn on your Chromebook

1. Press the power button located on the top right-hand corner of the keyboard.

Step 2: Follow the onscreen instructions

1. To choose your language and keyboard settings, select the language that appears on the screen. English is set by default, so if this is correct, no change is necessary.
2. Optional: To turn on accessibility features, select Accessibility.
3. Click "Let's go >" to continue with setup.
4. Choose and connect to your wireless network. If you are using your Alcatel wireless hotspot, please see the Alcatel hotspot directions below.
5. Accept the terms of service.
6. Updates may be downloaded and a restart necessary before you are allowed to continue.

Step 3: Sign in with your Google Account

To choose your Chromebook owner, enter your Google Account email or phone number and password.

- If you don't have a Google Account to add, create one.
- To use your Chromebook without an account, select Browse as Guest.
- If you've already turned on Google 2-Step Verification, you'll be sent a code to your selected device.
- Click through the additional prompts to continue.
- Choose whether you would like to install additional apps from other Google devices.
- Click through the remaining prompts to setup additional services to complete Chromebook setup.

Once setup is complete, your bookmarks, extensions, and apps will appear automatically.

Using your Alcatel hotspot

1. Power on the hotspot by locating the power button along the top edge of the device. Press and hold the power button for several seconds until the lights on the front of the device turn blue.
2. Once the network and wireless symbols are solid blue on the front of the device, it is ready for other devices to join
3. The Wi-Fi network name and password for this hotspot can be found on a white label on the back of the device. Each Alcatel network name will begin with "Alcatel LINKZONE" followed by your specific ID number which is located on the back under Wi-Fi name.

Set up your printer


You can print from your Chromebook using most printers that connect to Wi-Fi or a wired network.

Tip: You can also use a USB cable to connect your printer to your Chromebook. When you use a cable, you'll see a notification. Follow any onscreen instructions. Your printer won't need to be connected to Wi-Fi if it is directly connected to your Chromebook.

Step 1: Connect to the internet

1. Turn on your printer.
2. Connect your printer to a network. If you need help, follow your printer manufacturer's instructions.
3. If you haven't yet, turn on your Chromebook and sign in.
4. Connect your Chromebook to the same network as your printer.

Step 2: Print a page

1. To print the page, image or document you're viewing, press Ctrl + p.
2. Next to "Destination," select the Down arrow .
3. Select See more...
4. Choose your printer. Tip: Some printers will automatically show up on this list. If you don't see your printer on the list, you can select Manage.
5. Select Print.




Use your Chromebook offline

Even if you're not connected to the Internet, you can still do lots of things with your Chromebook.

Note: Some offline apps and services won't work in Incognito or guest mode.

Take notes

You can take notes offline using Google Keep. First, if you've already taken notes, you'll need to save them so you can read and edit offline:

1. Make sure your Chromebook is connected to the Internet.
2. In the corner of your screen, click the Launcher  > Up arrow .
3. Open the Google Keep app .
4. Wait for a few minutes. Your Chromebook will automatically save your notes so you can see them offline.

After your Chromebook saves your notes, you can edit them or write new notes offline. Any changes you make will show up in Google Keep the next time you're online.

How to install and run Microsoft Office on a Chromebook

Navigate to the Chrome Web Store at <https://chrome.google.com/webstore/> to install online web extensions of Microsoft Office or you can install the Office mobile apps through the Google Play Store.

Notes:

You can't install the Windows or Mac desktop versions of Office 365 or Office 2016 on a Chromebook.

How to install Office apps on a Chromebook:

1. Open the Google Play Store and search for the apps you want to install. Available apps are Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, OneNote, Office Lens, or Skype for Business.
2. Click Install.
3. Once your app(s) are installed, click the Launcher on your Chromebook and click on the app to open it.
4. Sign in with your MTSU Microsoft Office 365 Account.

Using Zoom on your Chromebook

Installing Zoom

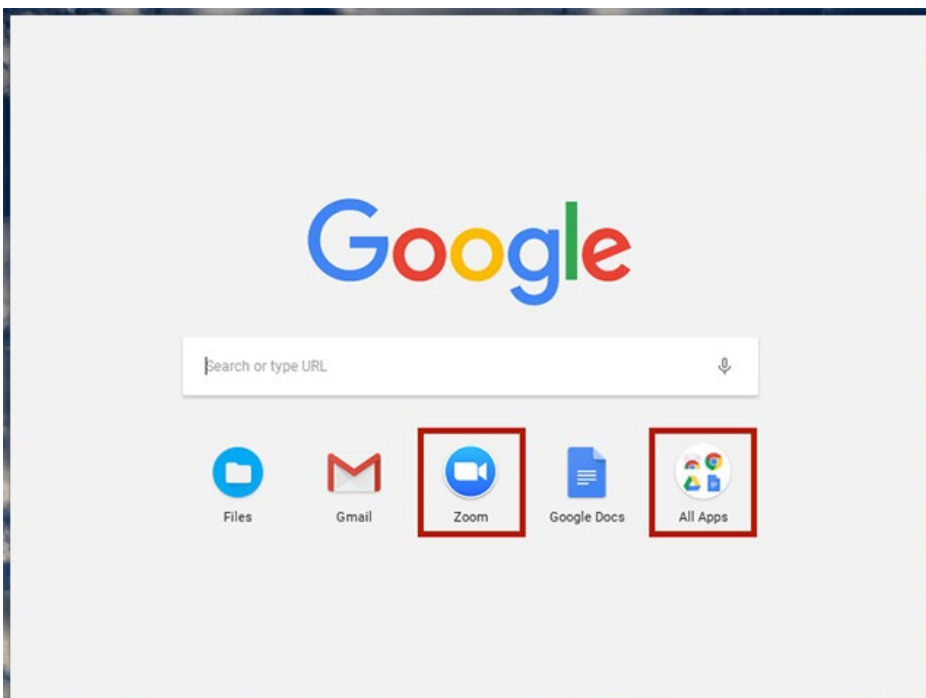
1. The Zoom application for Chrome OS can be downloaded from the Chrome Web Store at <https://chrome.google.com/webstore/>
2. Search the store for Zoom
3. Locate the Zoom application under the Apps section
4. Click "Add to Chrome"

Joining A Meeting

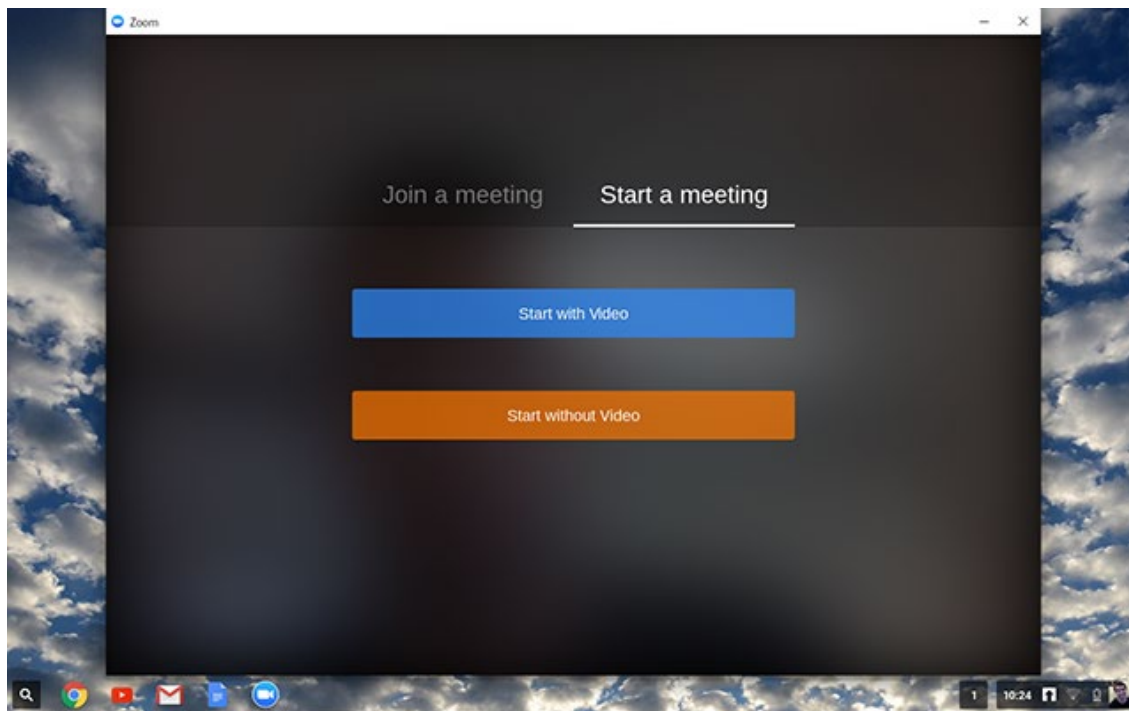
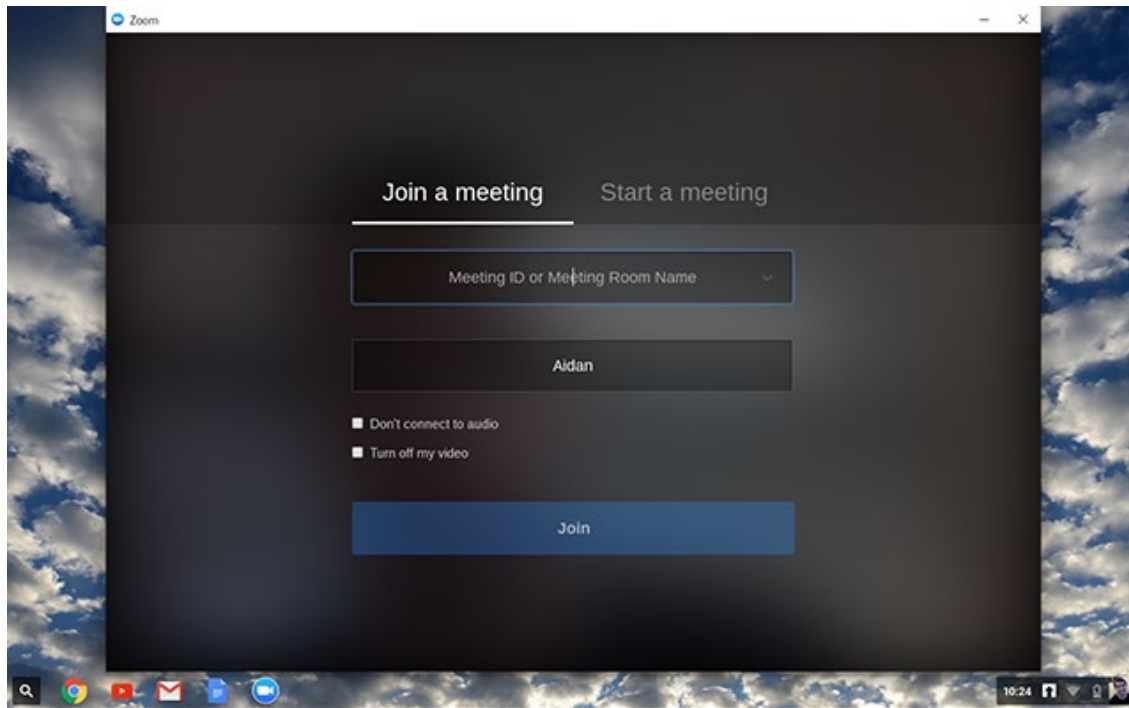
1. Either join or start the meeting from the Chrome web browser or select Launcher



2. Open the Zoom Application. The application will either appear directly, or can be found under *All Apps*



3. Once selected, you can either join the meeting or start a meeting



4. After joining or starting, you will be in the Zoom meeting where you can join audio and video, invite others, share content, manage/view participants, and use in-meeting chat