Chromebook Start Up Guide

To set up your Chromebook you will need ***access to a network*** and ***a Google Account***.

Step 1: Turn on your Chromebook and get started

1. Turn on your Chromebook pressing the power button.
2. From the 'Welcome' screen:
   - Choose your language -it is advised to keep it in English in case you are in need of Technical Help in the future.
   - Turn on the Accessibility features if you need them.
   - Select **Let's go** to continue

Step 2: Connect to your Network

1. Choose your network and enter your network's password.
2. Accept the terms of service.

Step 3: Sign in to you Chromebook

Sign in with a Google Account

1. If you have an existing google account, sign in with your Google Account:
   - Enter your Google email address.
   - Enter your Google Account password.
   - If you've already turned on 2-Step Verification, you'll be sent a code to your selected device.
   - Finish setup:
     o You will be notified of the sync options and personalized Google Services. If you want to review the syncing options following the setup, check the box. Select **Accept and continue.**
     o Google Play Terms of Services will show. Check the options that you have. Select **More** or scroll down to see the rest of the options and select **Accept**.
     o Select **Continue.** You have the option of setting up the Assistant with Voice Match or select **No, thanks** (you can set the Assistant in the 'Search and Assistant' settings later). Select **Done**.
   - You are all set! You can choose to enable/disable the sign up to get Chromebook tips, offers, and updates, and share feedback. Select **Get started.**
2. If you don't have a Google Account, you can select **More options** > **Create account**. Follow the onscreen instructions. After that refer to the steps above.

Sign in as Guest

To use your Chromebook without an account, select **Browse as Guest** at the bottom of the screen. Note that only a few apps, such as Google Chrome, will be available in Guest mode. Guests can download files and adjust some settings. Any changes to the system will be undone when you log out. Chrome will also delete all browser activity when the guest session ends. To exit Guest mode, select the clock in the bottom-right corner of the screen and select **Exit guest.**

Step 4: Update Apps and Chrome OS

If a notification shows regarding Apps' updates, update them following the instructions. You should also keep your Chrome OS updated. To do so, go to support.google.com/chromebook, search Update your Chromebook's Operating System, and follow the instructions. It's Ok to restart your Chromebook if necessary. Simply sign back in with your password.
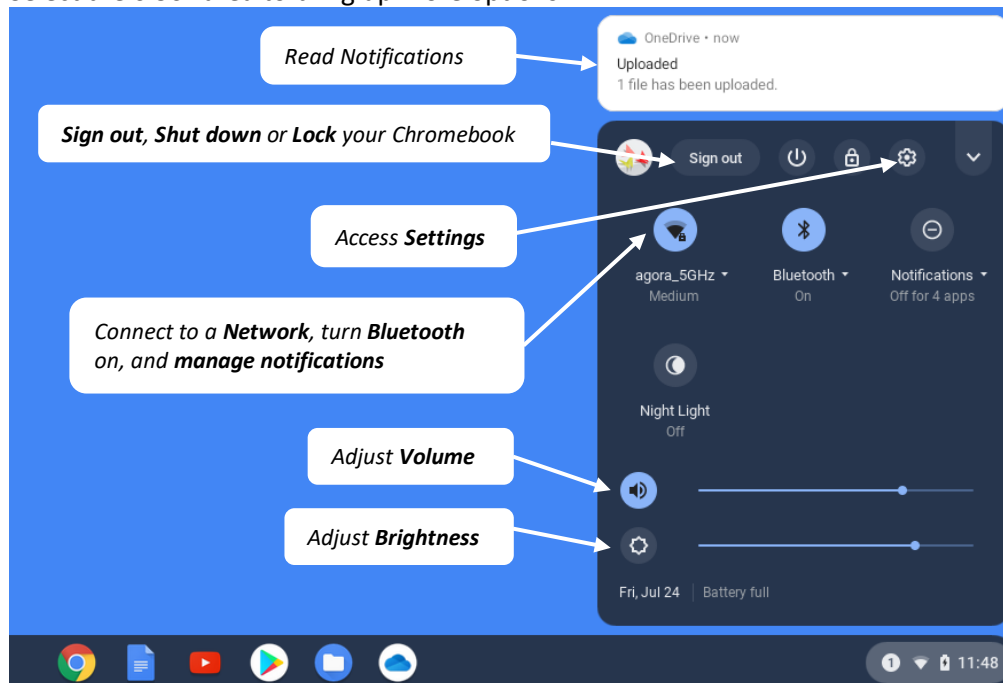
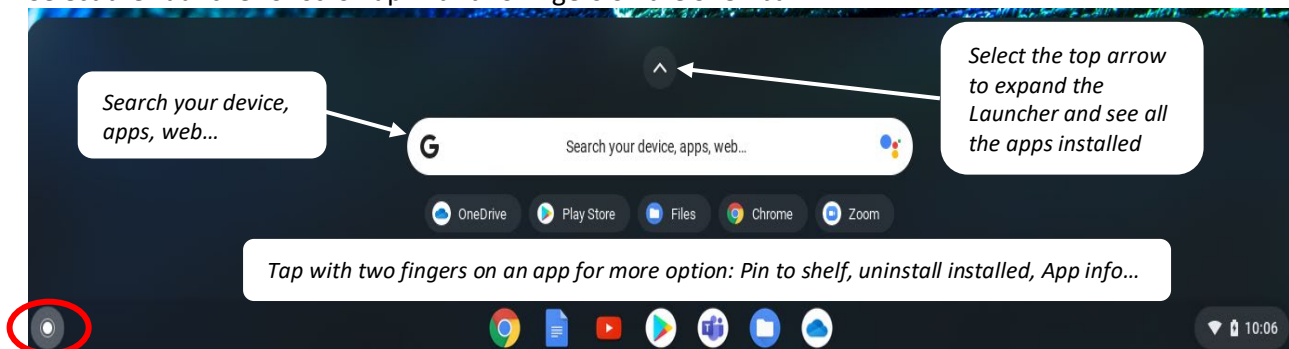## Step 5: Get to know the Chromebook

These are some features available from your Chromebook's desktop:
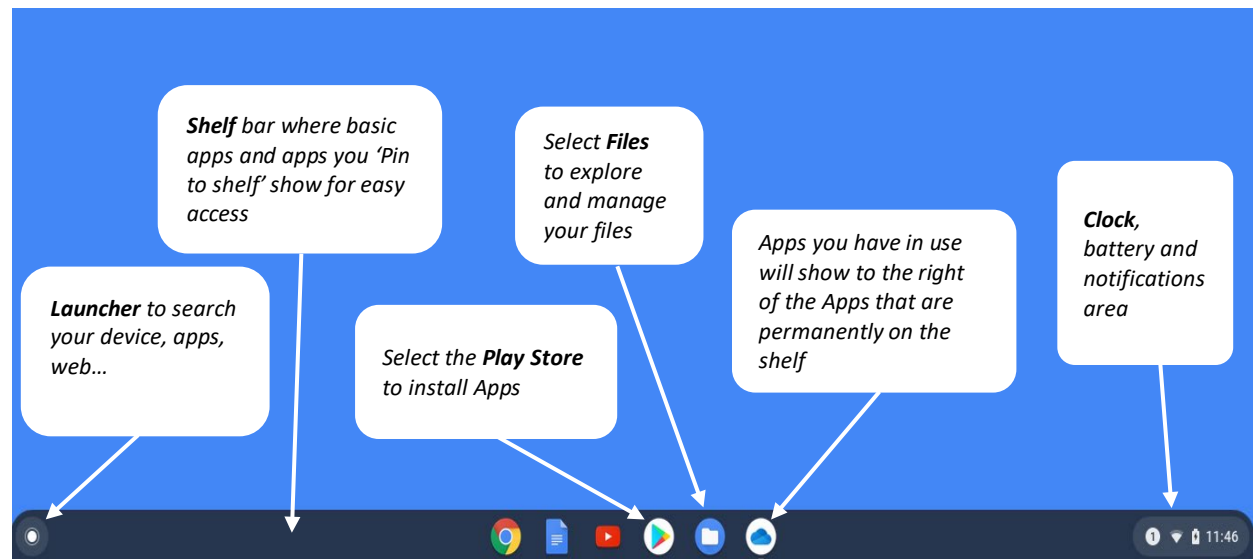
Select the **clock** area to bring up more options:

Select the Launcher or scroll up with two fingers on the Shelf bar:

Some tips:

- Under Settings > People > Manage Other People, it's a good idea to enable "Restrict sign-in to the following users" that way others cannot login to your school's Chromebook. It will also prevent others from administrating the device and resetting or "Powerwashing" the Chromebook.
- If you can't sign in to your Chromebook account, try signing in as a guest to perform troubleshooting.
- If needed you can reset or "Powerwash" your device (press and hold Ctrl + Alt + Shift + r). Make sure to back up your files before you do that. Your Chromebook will be restored to the factory settings and you will need to set up the Chromebook again. If you don't want your Google email address to be visible when returning your Suffolk Chromebook, Powerwash the device before returning it.
- Continually save your files by uploading them to your OneDrive (Office 365 cloud storage) or saving them to a USB thumb drive. That way you will always have a backup of your work.

Step 6: Install Apps

Install the Apps you need for your classes at Suffolk. To install Apps:

1. Go to the Play Store on the Shelf
2. Search for the App you want to install
3. Select Install

Suggested Apps for SUNY Suffolk

Microsoft Outlook, Microsoft OneDrive, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Teams, Zoom, Adobe Reader, Foxit PDF Reader.

Other Apps

Meet, Kahoot, GeoGebra, GeoGebra Graphing Calculator, GeoGebra Geometry, Graphing Calculator Plus 84 Graph Emulator, Graphical Analysis (Logger Pro).

Step 7: Access the College Website, Suffolk Login Portal, Brightspace, Office 365 and more

Use the Google Chrome browser to access the sites you need in order to complete your academic work at Suffolk. Here is a list of useful sites:

- Suffolk's Home Page: sunysuffolk.edu
- Suffolk Login Portal: sunysuffolk.edu/login
  From the Suffolk Login Portal you can access the technology systems you need: Brightspace, MySCCC, Office 365 (including email and OneDrive), and more.
- Office 365: You can also access the O365 Apps through the Desktop Apps you install. Log in with your full Suffolk email address (username@sunysuffolk.edu) and password. Some of the O365 apps that you will most frequently use are:
  - **Outlook** to access your Suffolk email
  - **OneDrive** to save your files and access them from any location
  - **Word**, **Excel** and **PowerPoint** to compose written work, work with data, or create presentations
  - **Teams** to meet and chat within the Suffolk groups you belong to
- Academic Computing Centers Homepage: sunysuffolk.edu/acc -Online TechChat is available from this site. For answers to FAQs visit the FAQs section in the Michael J Grant Campus site.

Tip: For easy access to these or other sites, add them to your Google Chrome's Bookmark bar. Go to the site, click on the star at the end of the address bar, and give the bookmark a name.

Chromebook Technical Support

Visit the Chromebook Support Center at support.google.com/chromebook