



Canadian Mental
Health Association
Halifax-Dartmouth

GETTING THROUGH THE DIGITAL DOOR

Chromebook Basics

The **Getting Through the Digital Door** program has been made possible by the following funders

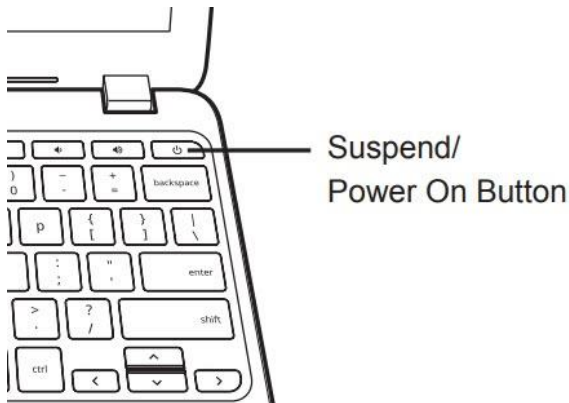
Mental & Health
Foundation
of Nova Scotia


NOVA SCOTIA

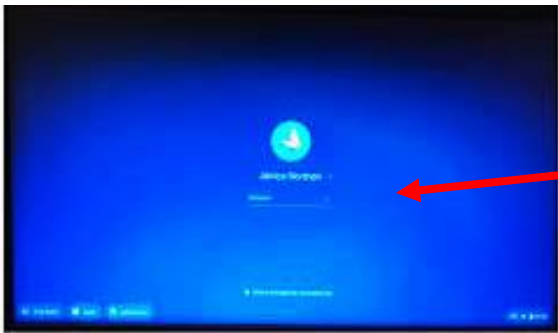
Building Vibrant Communities Program
Nova Scotia Department of Communities,
Culture, Tourism and Heritage

CHROMEBOOK BASICS

Turning on Chromebook

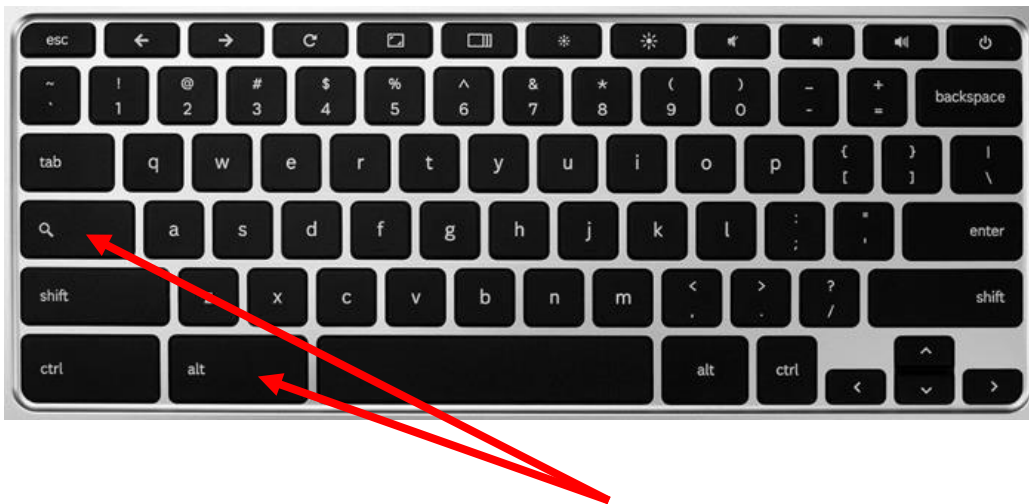


Signing In With Gmail Password



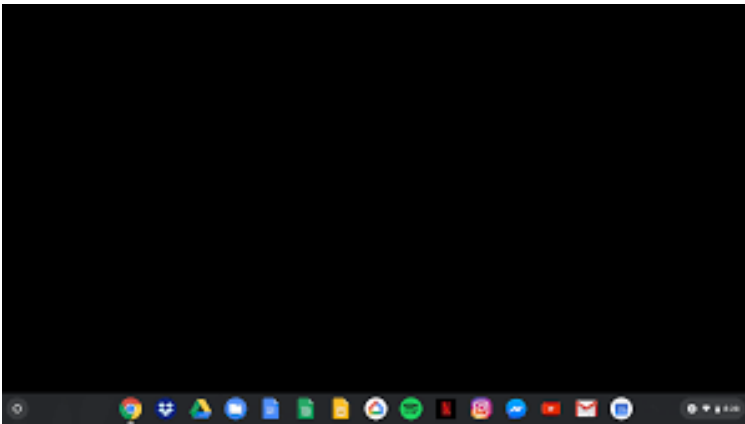
When you turn on your Chromebook this page will appear. Sign into your Chromebook using your Gmail password. Write down your password and keep it in a safe place in case you forget it.

Chromebook Keyboard

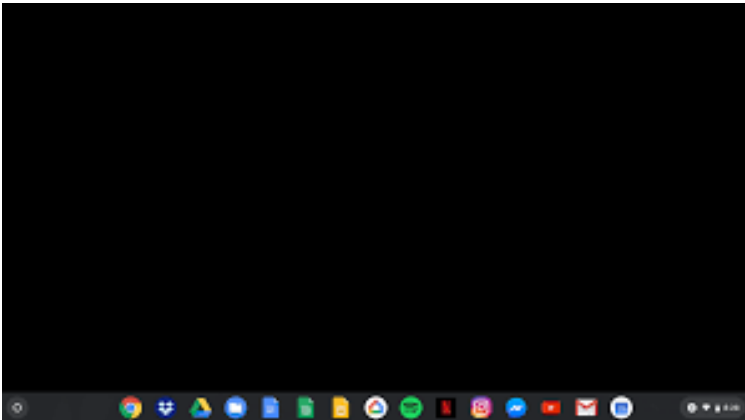


To set the CAPS on the Chromebook press the **search** button and the **alt** button at the same time. To turn off the CAPS press the **search** button and the **alt** button again.

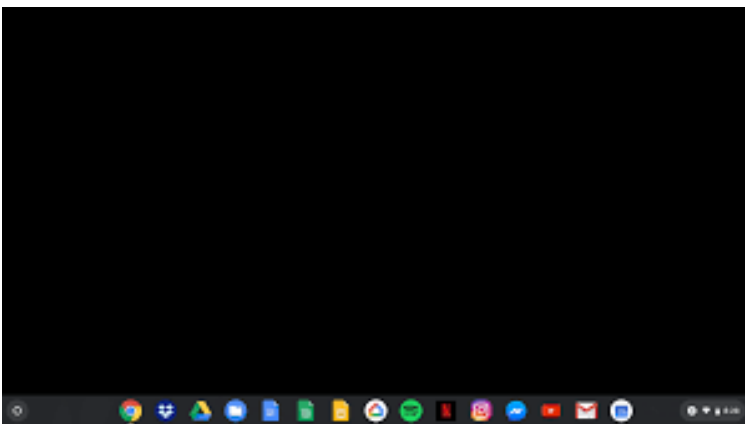
Chromebook Screen



Launcher Button to search for apps

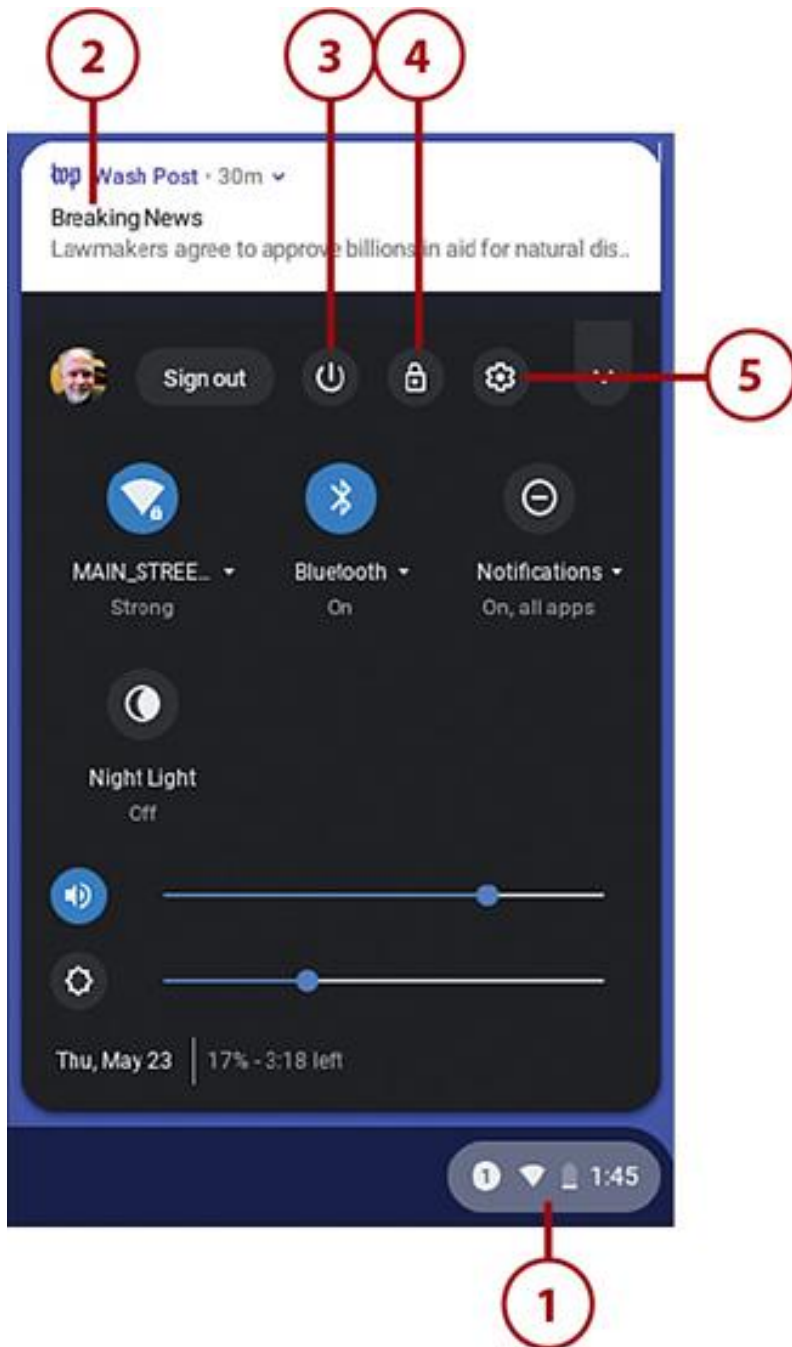


Apps on the shelf

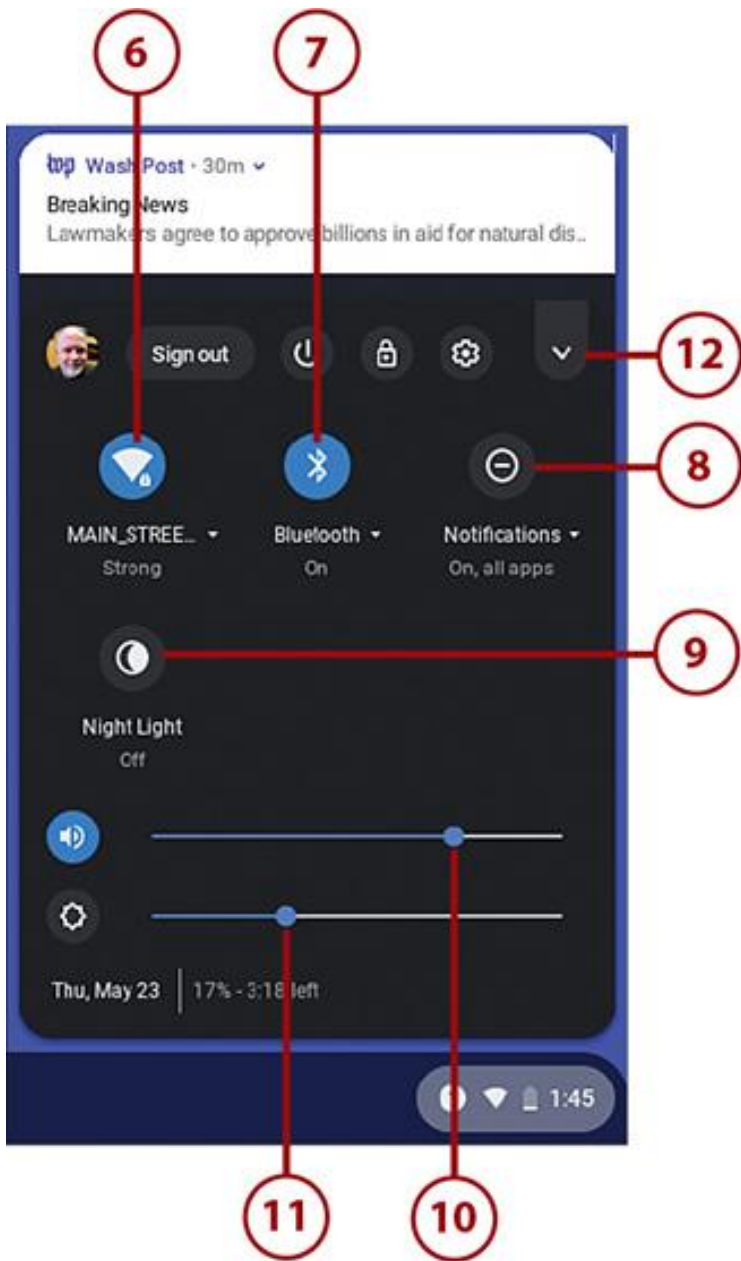


Chromebook Quick Settings Panel

Chromebook Quick Settings Panel



1. Click anywhere on the System Tray to display the Quick Settings panel.
2. Notifications are displayed at the top of the Quick Settings panel. Click or (on a touchscreen display) swipe a notification to move to the next one.
3. Click Power to turn off your Chromebook.
4. Click Lock to lock your Chromebook.
5. Click Settings to display the Settings window, which lets you arrange more system settings.



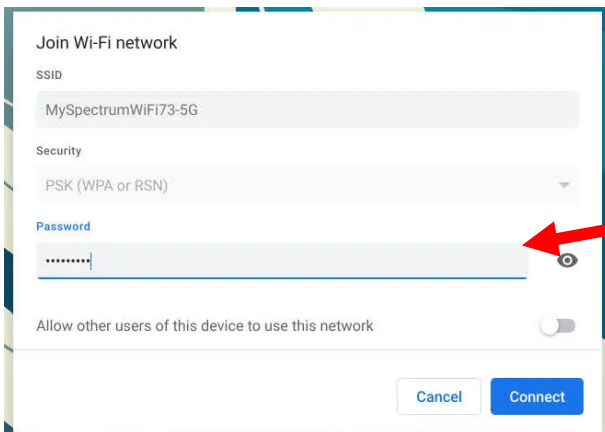
6. Click Wi-Fi to view and switch to other Wi-Fi networks.
7. Click Bluetooth to turn Bluetooth wireless connectivity on or off.
8. Click Notifications to arrange notification settings.
9. Click Night Light to turn on or off Night Light mode.
10. Drag the Volume slider to raise or lower your Chromebook's volume level.
11. Drag the Brightness slider to increase or decrease screen brightness.
12. Click the down arrow to hide the Quick Settings panel.

Connecting to the WI-FI



When you open the **WI-FI SETTING** you will turn on the **WI-FI SWITCH**.

This will then show you the different **WI-FI** you are looking for.

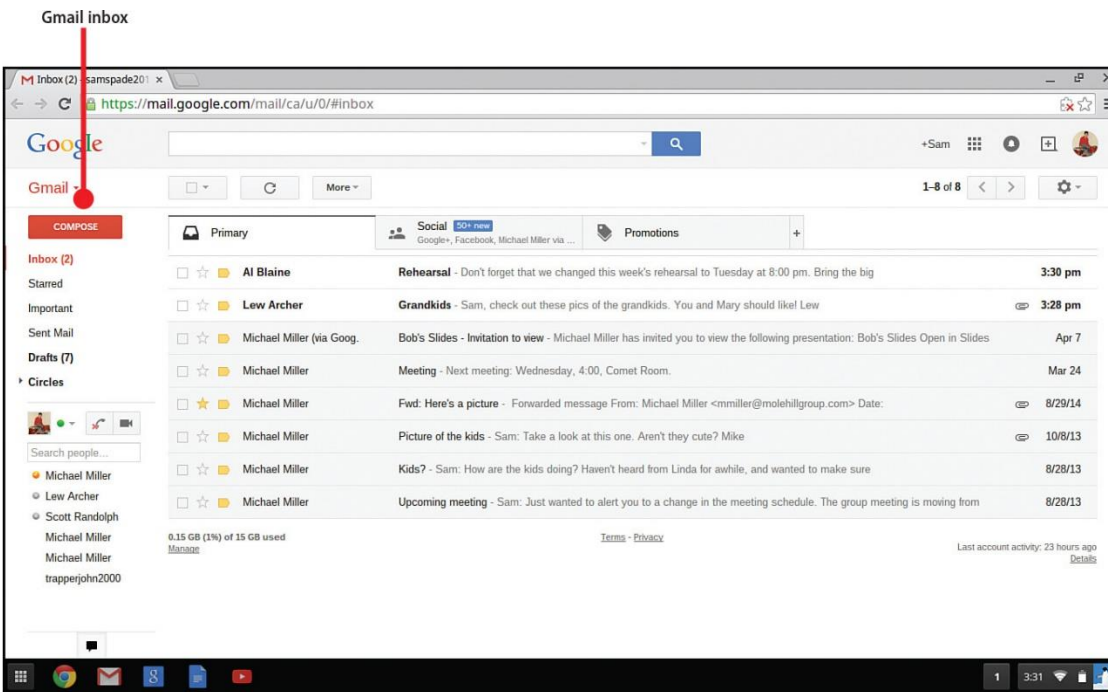


Some public **WI-FI**, like in the libraries do not need a password to get on the internet. There are other **WI-FI** that need a password. If you know the password, you can type it on the line where it says password.

Checking Gmail



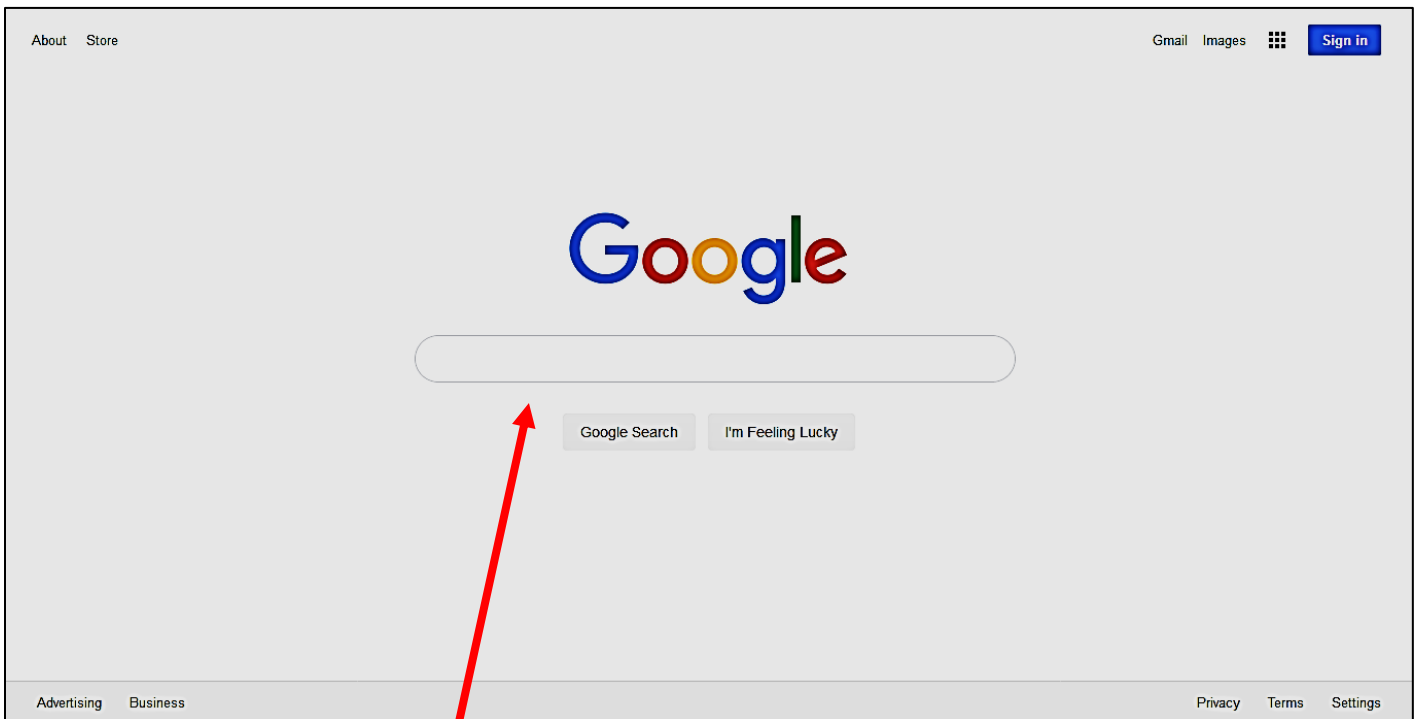
Click on the icon to open your email gmail



Search the Internet



To do a search on the Internet click on the Google icon.

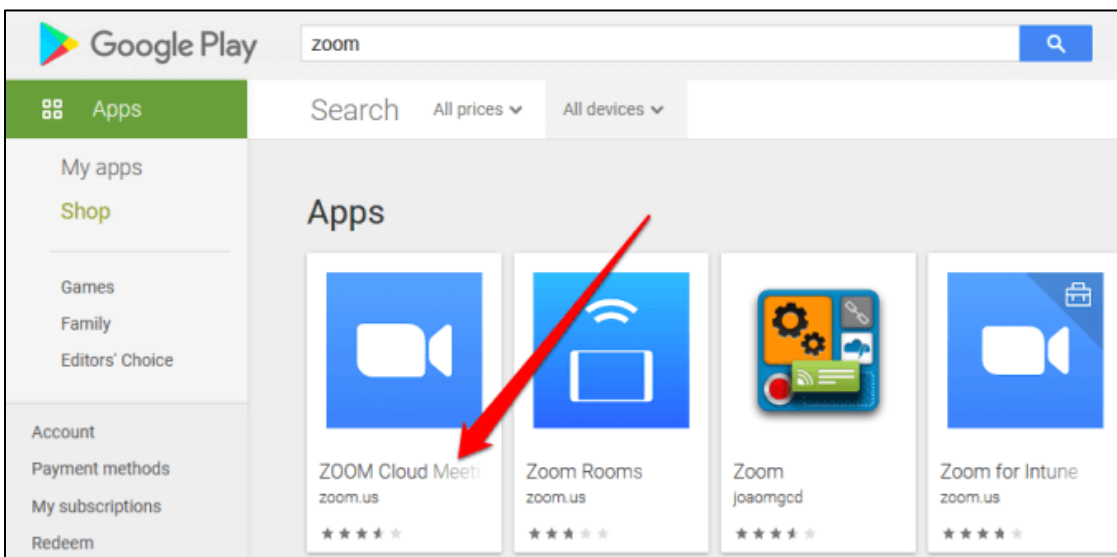


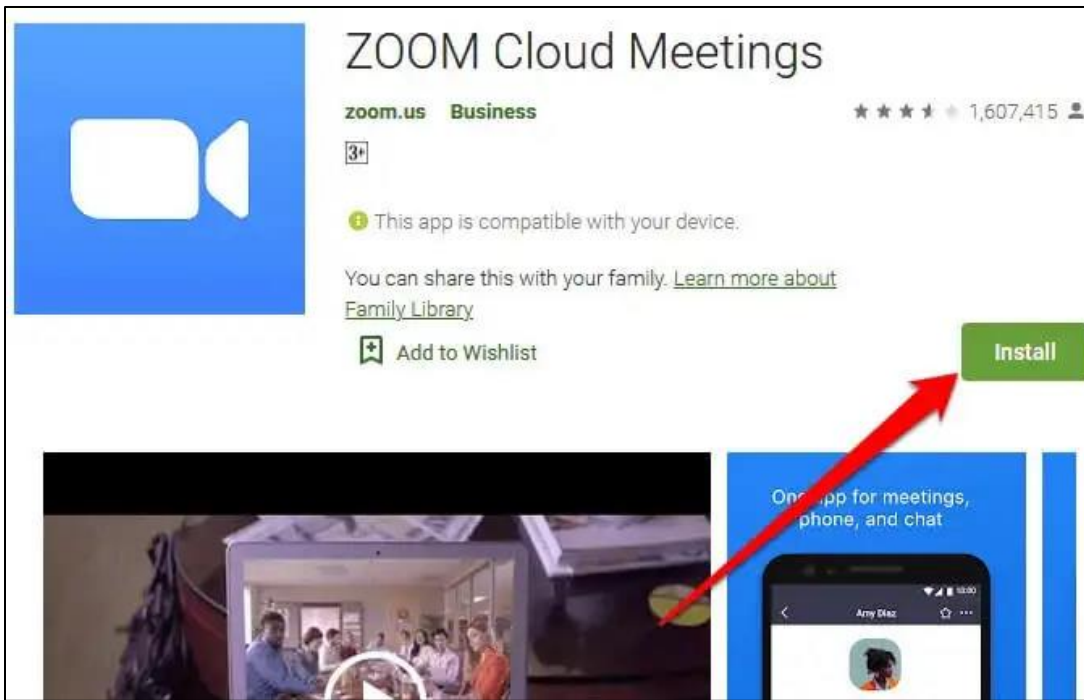
To do a search on google type in the box the topic you are looking for.

Loading Apps on Chromebook



To get and load an app like Zoom on the chromebook click on the Play Store icon.





Charging your Chromebook



DO NOT let the battery lose its full charge. Charge the battery in your Chromebook when it gets to 20%. When charging your laptop computer fully charge it to 100%.