

Chromebook Quick Guide

Use as a Guest:

Using the Chromebook as a Guest is the quickest way to access the internet, however, no activity or progress will be stored when you sign out.

1. Turn on Chromebook
2. Connect to the internet (refer to *Hotspot Quick Guide*)
3. Click *Browse as Guest*

Use with Google Account:

Signing in with a Google account may take a couple minutes. Signing in allows your account, bookmarks, files, etc to sync. Please remember to remove your account from the Chromebook the before returning it to the library.

1. Turn on Chromebook
2. Connect to the internet (refer to *Hotspot Quick Guide*)
3. Enter your phone number or email, click *Next*
4. Enter your password, click *Next*
5. Go through the set up prompts

Create a Google Account:

You can create a Google account if you don't have one through the Guest account, navigate to <https://accounts.google.com>

Removing your Google Account & Returning Chromebook:

1. From the login screen, click the dropdown arrow next to your username
2. Click *Remove account*
3. Click *Remove account* again
4. Return Chromebook to the Circulation Desk staff - Do NOT use bookdrop

Chromebook Support:

<https://support.google.com/chromebook>