How to set up your new Chromebook.

Before you begin the setup process make sure that you have access to Wi-Fi and have the login information available.

→ Remove your Chromebook from the box and take it out of the plastic sleeve.
→ Plugin the charger to the computer (#5) and the other end to the outlet.
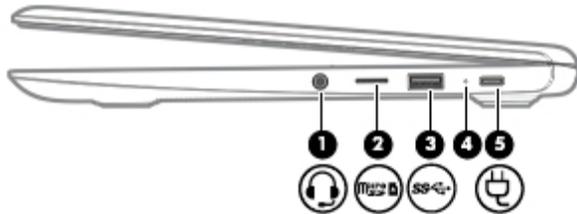
→ Open the lid of your Chromebook and press the power button if the device does not power on automatically.
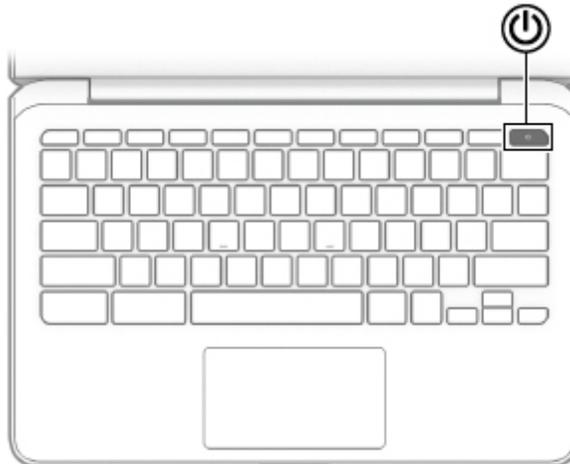
→ At the "Welcome" screen, click on the "Let's Go" button on the bottom right of the screen.
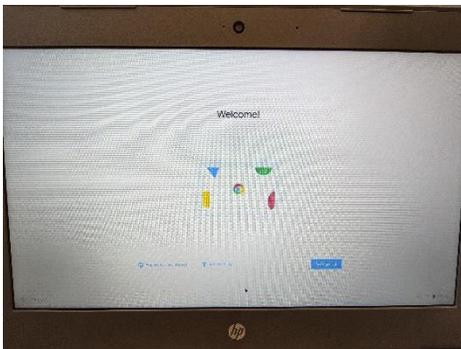
→ On the "Connect to Network" screen, select your Wi-Fi network and, if needed, enter the network password.
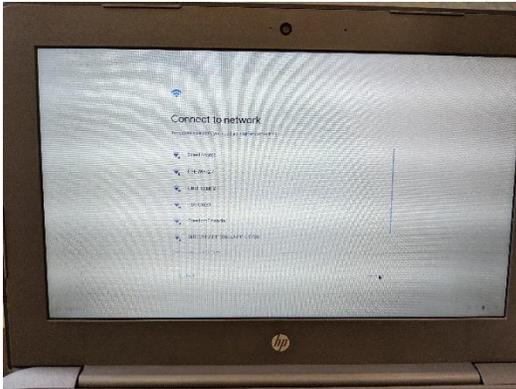
→ On the next screen, you can read the Chrome OS Terms and click on "Accept and continue" in the lower right corner of the screen.
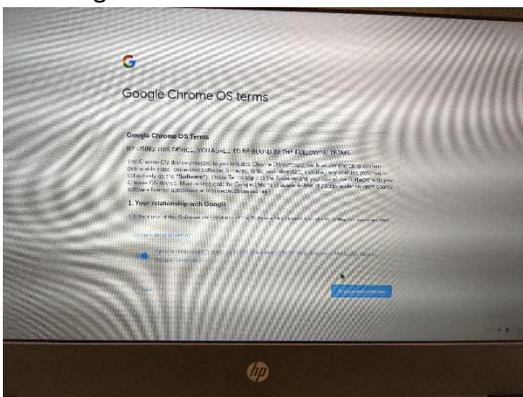
→ You have a couple of options at the "Sign In" screen. If you have an existing Google Account that you would like to use, type it in the available box and continue with the sign-in process. You can use any email address to setup your Google Account. If you want to setup a new Gmail account, you can do that also. Just click on "More Options" below the space for your email address. If you are using a non-Gmail account, make sure you have access to that account because Google will want to verify it by sending a confirmation email.
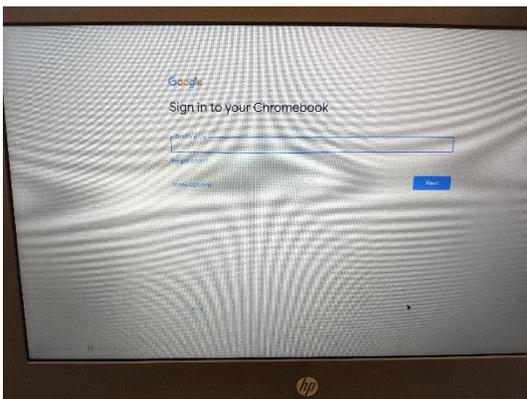
→ Once signed in, you are given notice of what automatically syncs on your Chromebook. If you want to review these syncing options, check Review sync options following setup. Be aware that when you log into Chrome Browsers on other devices, Google will import your favorites sites, and some settings from this device.

→ Tap Accept and continue.

→ You'll be given the Google Play terms of service to read. Tap More or scroll down to the rest of the options.

→ You can uncheck Use location if you want to prevent apps and services from using your device's location. However, mapping and internet searches will be less accurate if you disable this function.

→ Check Review your Google Play options following setup if you want to check over your permissions.

→ Tap Accept.

→ This takes care of the initial system setup. Take a tour if you want to be shown where everything is, if not you can tap the X in the window's top right corner.

→ If you already had a Google account before this, the Chromebook will automatically import your browser settings.

Updating Applications

→ The Android apps pre-installed on your Chromebook will need updates, as well, so tap the time in the bottom right corner.

→ Tap Update all in the notification about app updates.

→ Google Play will open and begin updating apps. Tap the back button in the top left corner to return to the home tab.

→ Once on the home tab, a popup will appear suggesting apps to download on your Chromebook. The only apps that you really need to install are Zoom and Microsoft Office. We'll give you specific directions on each of those below

→ Once you've selected the apps you want, tap Install.

Setting up PDF Viewing

One of the ways you are going to view documents is through the Portable Document Format, also known as PDF. You know a file is in this format when the file name looks like this: "sample.pdf". Your instructor may send these types of files to read. So, let's set up your Chromebook to easily display these files.

→   In the upper right-hand corner of your screen, click on the 3 vertical dots.
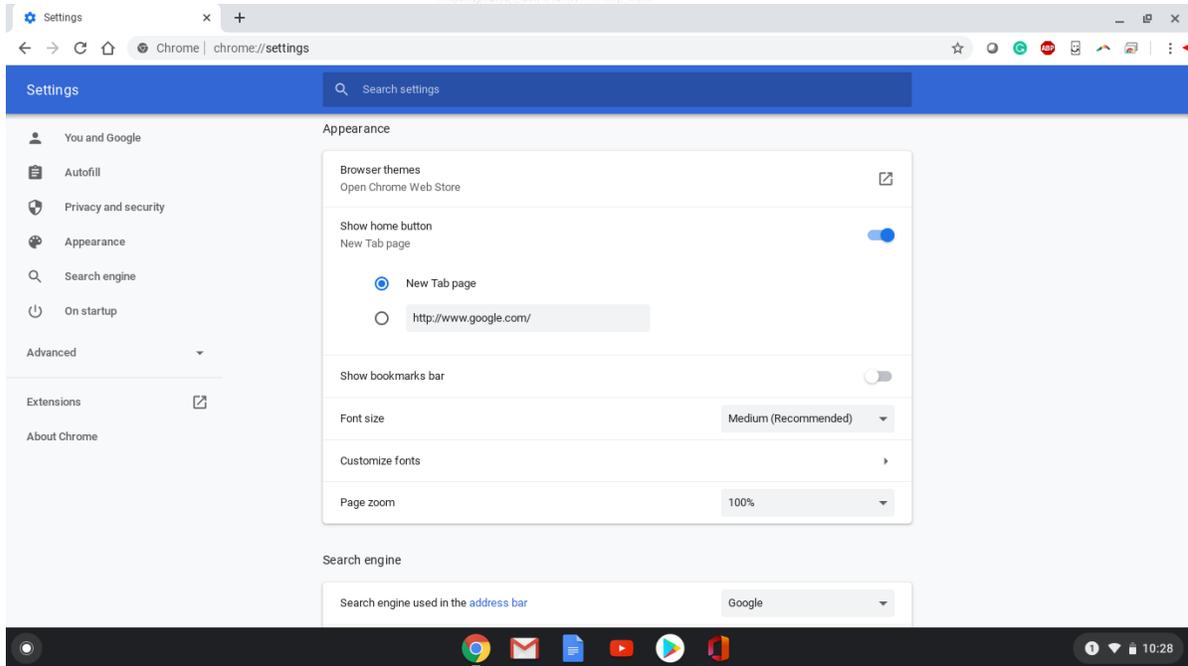
→ Next, click on "Settings" from the menu that appears

→ In the "Search Settings" box at the top, type the letters PDF.

→ In the search results, you should see one result under Privacy and Security in Site Settings. Click on the arrow to the right of Site Settings and scroll down to PDF Documents. The PDF should be highlighted. To scroll down you either press down arrow on the lower right side of the keyboard or take two fingers and drag them from the top of the trackpad to the bottom. Use whichever method is easiest for you.
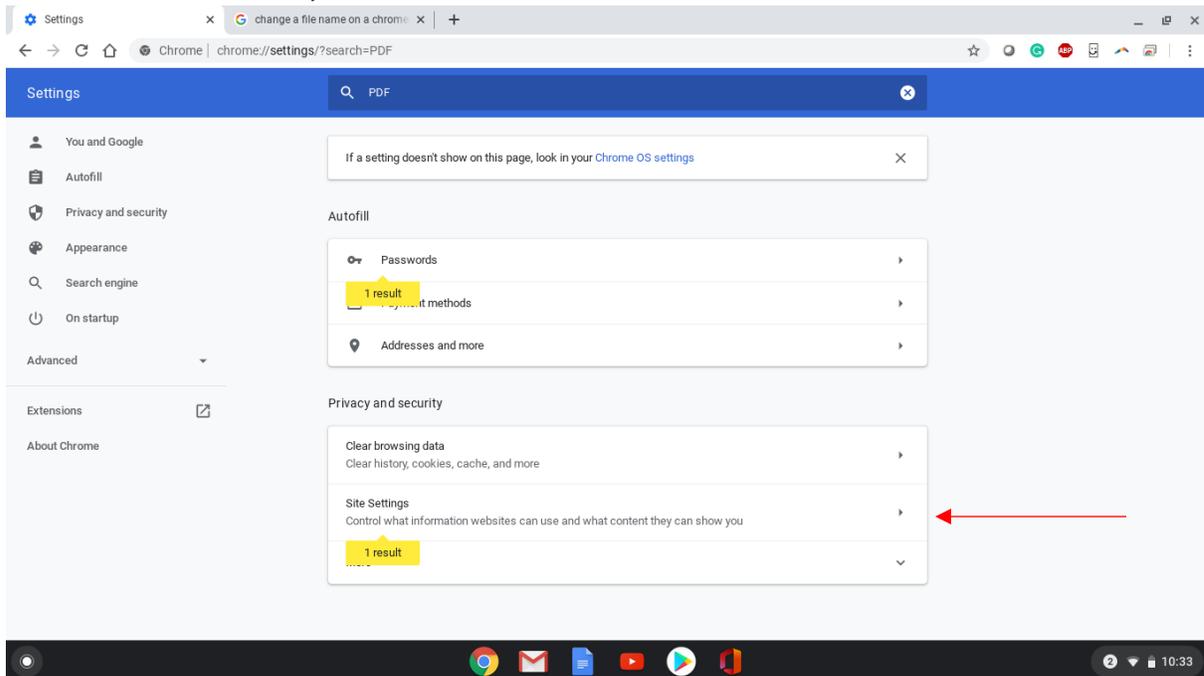
→ Click the arrow to the right of PDF Documents.

→ On the next screen, make sure the switch for the option to download PDF Files Instead of Opening them in Chrome is turned off. You can simply hover your cursor over the switch and click on it to move between on the On and Off position. This option is off when the switch is moved to the left.
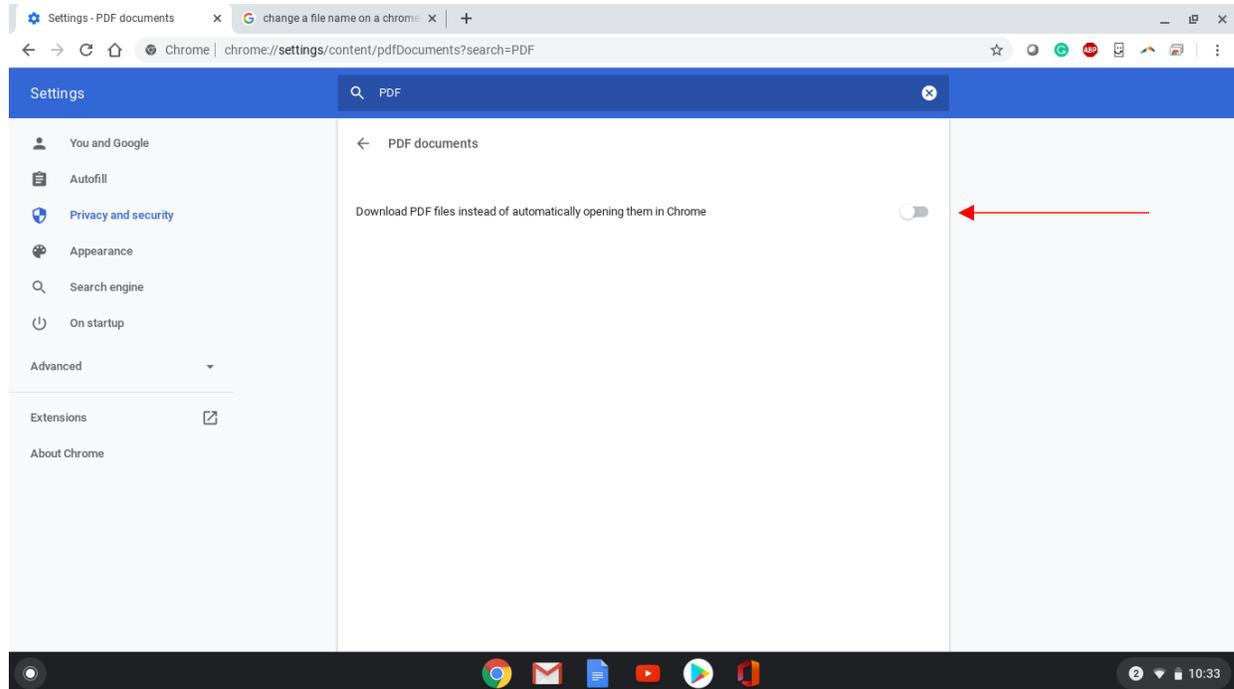
→ To close the Settings Tab, simply click on the "X" next to the Tab (at the very top pf your screen) labeled Settings – PDF documents.
→ Enabling this setting will make viewing PDF documents quick and easy.

Microsoft Office

Microsoft Office provides a number of applications that allow you to create, edit, and present documents like letters, spreadsheets and presentation slides. As a student, your eligible for a free Microsoft Office 365 account which provides you access to programs like Word, PowerPoint, Excel, and others. Additionally, your documents will be stored in Microsoft's One Drive. You'll be able to access these programs and your documents not just from your Chromebook but from any computer or most smart phone capable of connecting to the internet. Let's get started.

→ Type in this address in the address bar on your Chromebook: https://www.microsoft.com/en-us/education/students

→ In the middle of the screen, you'll see an area to enter you email address. Enter your my.fortis.edu email address. You need you use that email so Microsoft can identify you as a student with our college.

→ On the next screen, choose I am a student. Microsoft will send a code to your my.fortis.edu account. (if you cannot get into your my.foris.edu account, contact your portal admin)
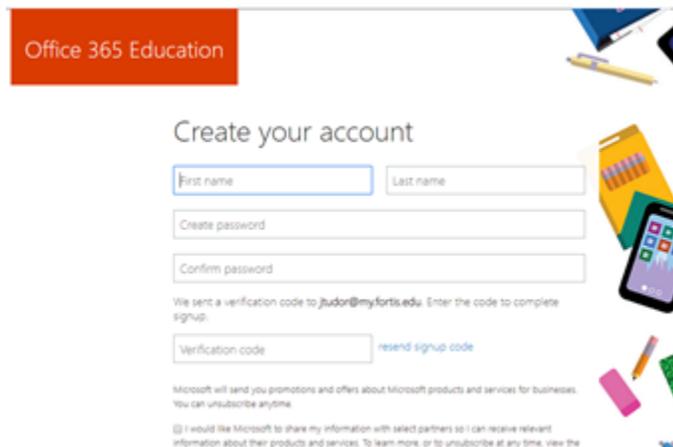
→ Fill out the form, and enter the code that was sent.

→ It may take 10-15 minutes for your account to be validated and created by Microsoft.

→ Log in to your new office account at https://portal.office.com

Zoom

→ You'll find additional information for using Zoom on the following pages.

Student "Quick Start" Guide to Using Zoom

Overview: In short, Zoom is a web-conferencing tool that allows you, your instructor, & your classmates to interact online. The goal of this guide is to get you up & running with the tool quickly but comfortably. There are a lot of "bells and whistles" to Zoom. Do not worry about those for now. We will focus on building your knowledge of Zoom as one would build a house, beginning with the foundation. We will add the walls & roof later.

Do not worry. The metaphorical skies are clear with no chance of rain on the horizon. Let's do this!

Gathering Your Tools

To join any Zoom meeting, you need the following three items –

1. Computer (desktop; laptop), or mobile device (smartphone; tablet)
2. A reliable internet connection (home internet; cellular data plan)
3. Zoom meeting web address (your instructor will provide this to you)

Selecting Your Site

Whether you are building your knowledge of Zoom on the computer or on a mobile device, the steps are the same –

1. Click or copy-paste the web address your instructor provided you into your browser
2. Download the Zoom application to your computer or mobile device
3. Repeat Step 1 and click or copy-paste the web address again (if you aren't loaded into the meeting)
4. Launch the Zoom application (if you are prompted)

Tip: the last 9 digits of the web address are called the **Meeting ID**. Once you have the Zoom application installed, simply click **Join/Join a Meeting**, enter the 9-digit Meeting ID, your full name, & click **Join**. Boom! You're in the meeting!

Want to download the mobile app now?

- iOS (iPhone; iPad) = search for **Zoom** in Apple's AppStore
- Android (most likely your device if not an iPhone or iPad) = search for **Zoom Cloud Meetings** in the Google Play store

Getting to Work

You've now gathered your tools & determined how you will access your Zoom meetings. Great work! Now it's time to get your hands dirty. Do not worry. Both the dirt & your hands in this instance are virtual. After all, our construction site exists purely in your mind & on the internet. No need to wash your virtual hands!

But seriously, wash your (real) hands. Be safe!

Tip: you can test your access to Zoom by entering https://zoom.us/test in your browser (computer or mobile device) & clicking **Join**. This is a great way to get comfortable working with your tools. Try it!

When you join any Zoom meeting, you will see a **menu bar** at the bottom of your screen. If you do not see it, you may need to move your mouse slightly or hover your cursor over the bottom of the screen. If you are on mobile, try tapping the bottom of your screen.

Eventually, you should see something that looks like this…

1.   **2.**   **3.**   **4.**   **5.**   **6.**   **7.**   **8.**   **9.**
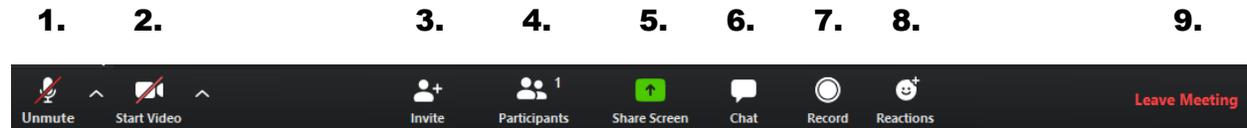
Let's tackle what each of these buttons do, in order –

1. **Mute/Unmute** = click to mute or unmute your audio
2. **Start/Stop Video** = click to share or stop sharing video from your webcam or mobile device camera
3. **Invite (not in mobile app)** = click if you need to help a classmate join a meeting
4. **Participants** = click to see a list of who is on the call
5. **Share Screen (Share Content in mobile app)** = click to share your desktop/screen (aka "everything!"), or to share specific files/items
6. **Chat (not in mobile app)** = click to view/send messages to/from other participants
7. **Record (not in mobile app)** = if you see this button, you may click to download a recording of the meeting to your computer
8. **Reactions (not in mobile app)** = click to quickly share either a "thumbs up" or "applause" emoji
9. **Leave Meeting** = click to exit when you're finished
10. **More (not shown; mobile app only)** = click to access the thumbs up/applause emojis, chat, and meeting settings

Tips from the Pros

1. Find a quiet spot from which to join your meeting, or wear headphones.
2. Log in to your meetings using both your first & last name so others know who you are.
3. Mute your audio unless you are speaking.
4. Close any files, programs, or apps you do not need for the meeting. This will help with performance & keep you focused.
5. Need more help? Enter https://support.zoom.us/hc/en-us in your browser & click the "Getting Started" button.