How to Use A CHROMEBOOK Laptop

A *Chromebook* is a special laptop computer that uses Google Chrome for Internet browsing and as an operating system. Chromebooks use *Chrome OS,* an operating system Google developed for a quick, simple, and secure computing experience for students who use the web and apps to complete their work. If you are new to Chromebooks, here are a few hints to help you use the device for the first time.

YOU MUST BE CONNECTED TO THE INTERNET TO USE A CHROMEBOOK

You must be connected to a wireless network in order to use a Chromebook. Wireless Internet is readily available on the campus of Rio Hondo College, but in case campus is closed and/or there is a stay-at-home order, alternatively, Comcast and Charter Communications are providing free access to households with students. To enroll for Charter's service, call 844-488-8395; for Comcast's, 855-846-8376 for English speakers or 855-765-6995 for Spanish speakers, or go to **www.internetessentials.com.**

KEEP CHROMEBOOKS PLUGGED IN

Chromebooks will work without being plugged in when their batteries are charged fully. However, whenever possible, we encourage you to keep Chromebooks plugged in while you are using them: this will ensure that their batteries last a long time.

GETTING STARTED WITH A CHROMEBOOK

When the Chromebook is open and powered up, you will be asked to Sign in. You may use your personal Google account or your Rio Hondo College credentials if you are using an RHC-owned Chromebook you checked out from the Library.

Next you will see a Chrome Welcome screen. Select your language and keyboard. Then click on the dropdown arrow next to the no network. Select the network you wish to join and click continue.
Next, you will see Google Chrome OS Terms. Click on Accept and continue.

*Note: Chrome does not allow third party software to be downloaded. You can add apps to the device by going to **https://chrome.google.com/webstore/category/apps**. The apps will be added to your device and will be available when you click on the Search icon, at the bottom left of your screen, and select All Apps.*

How Do I Access my Email?

Rio Hondo College email is available via the *Access Rio* website: **https://accessriopro.riohondo.edu**.

How can I use Microsoft Office applications, like Word for writing papers and PowerPoint for creating presentations?

While Google's suite of productivity apps (e.g., *Docs, Slides,* and *Sheets*) are available and can open, edit, and save most Microsoft *Office* documents, students wanting to use Microsoft *Office* applications (e.g., *Word, PowerPoint,* and *Excel*) can sign up for a free, browser-based version of *Office 365* by:

- Visiting the *Office 365* Education sign-up page at:
     https://www.microsoft.com/en-us/education/products/office
- Signing up using their Rio Hondo student email, which end with **@my.riohondo.edu**
     (For example: Benjamin.Sisko2332@my.riohondo.edu)

NOTE: The Office 365 *account sign-up process will require* access to the Rio Hondo email address *and* creating a new Office 365 password. *Please remember to write down that password somewhere safe.*

How Do I Print from a Chromebook?

Chromebooks have no drivers for printers connected by a USB cable. To print, there are three options:

- You can save the document in Google Drive or some other file storage service. Then, you can print from on a public computer by accessing the file through the file storage service.

NOTE: While the Rio Hondo campus remains closed during COVID-19 efforts, access to the Library and printers will be restricted *and the following options* will not be available:

- You can email the file to yourself and visit a computer in the Library or a lab to print the file.
- You can use **https://myprint.riohondo.edu/user** to mail the file to a public printer, then release the file.

How do I turn off the device?

Simply closing a Chromebook will put it into sleep mode, which will preserve battery power, but allow it to wake up quickly when opened. However, shutting down a Chromebook will maximize battery life and can be done one of the following ways:

- At the bottom right, select the time. Select Power: ⏻ .
- At the bottom right, select the time. Select Sign out and then Shut down.
- Press and hold the Power key for 3 seconds.
- Press and hold the Power button until you see a menu to Power off or Sign out.

How do I wipe the device?

When you are done using a Chromebook, you will want to wipe any personal data from it. The process is called *Powerwash*. To reach the Powerwash screen, press and hold Ctrl, Shift, Alt and R.

- Click "Powerwash and Revert." You will then see a screen that confirms the Powerwash, and the Chromebook will restart after a few seconds.
- When the process is complete, you will be sent to the Welcome screen as seen above.

Still need help?

Call the Information Technology Help Desk at **562-463-3740**, or send an email: **helpdesk@riohondo.edu.**