

**Faculty Use of Chromebooks**  
**Frequently Asked Questions (FAQs)**

4/7/2020

## Setup - FAQs

### ***What is a Chromebook?***

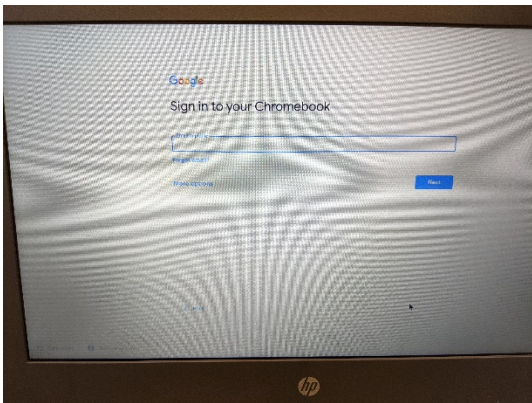
A Chromebook is a web-enabled personal computer. Instead of interacting with programs loaded on to the device, you'll primarily be using cloud storage to access applications and documents. Instead of having Windows or Mac OS installed, you'll be using the popular web-browser Chrome to interact with your device.

### ***How will my Chromebook be setup?***

Depending on how you received your Chromebook, you will either receive a printed copy from the school or an email containing the instructions for setting up your Chromebook.

### ***Do I need a Google Account to access my Chromebook?***

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 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.



### ***How do I setup my Office account?***

#### **Microsoft Office**

- In the address bar of your web browser, type "office.com" and click on "Sign In".
- If you already have a Skype, X-Box, OneDrive or other Microsoft Account, you can enter that information here. If you don't, click on "Create One". Once you complete the sign-in process, you'll be taken to your new Microsoft Home Page.

### ***What kinds of programs will I be able to access on my device?***

You will have access to all the Google Suite and Microsoft Office Applications such as Word (Docs), PowerPoint(Slides), and Excel(Sheets). When those application are running, the look and

feel will be very similar to your experience on a PC or Mac. Additionally, since you'll have access to the Internet, you'll also be able to access your LMS (Canvas, Jupiter, Navigate 2) and manage meetings through Zoom. All your documents will be stored in the cloud.

Canvas: <https://community.canvaslms.com/docs/DOC-10720-which-browsers-does-canvas-support>

### ***Can I access Zoom on my Chromebook?***

Yes, you can. Click [here](#) to add the Zoom app (extension) to your Chromebook. Use your current user name and password when asked during the initial setup. Additional instruction for Zoom can be found in the Setup Instructions for your Chromebook.

### ***How do I setup my printer with Chrome?***

#### CONNECT A PRINTER PHYSICALLY TO YOUR CHROMEBOOK

If you're using a much older printer that isn't internet-capable, or if it is internet-capable but you're having trouble connecting it manually as described above, don't fret. You can connect your printer physically to a Chromebook using a USB cable.

Plug the cable into your printer, and then plug the other end into your Chromebook. (You may need an adapter, depending on what kind of cable you have and what kind of ports your Chromebook provides.)

Open your Chromebook's settings and type "print" into the search box.

Select "Printers," and then click the blue "Add Printer" button.

Click on your printer's name, and click the blue "Add" button to finish.

That's it! Now just hit Ctrl-P from any browser tab or look for the "Print" command in any app, and prepare to print to your heart's content.

### ***Can I use a USB Jump drive with my Chromebook?***

Yes, you can. Here is quick video tutorial on using a USB drive with your Chromebook: <https://www.youtube.com/watch?v=Z5O8z71LANw>