



Here's your new Chromebook

The enclosed guide will help you set up your new Chromebook.

If you've never used a Chromebook before don't worry, your digital champion can help you set it up and get started.

They can also help you do what you need to online. For example:

- set up video calling so you can keep in touch with friends and family
- order groceries
- keep up to date with news and current affairs

Your Chromebook and internet access are free, so they're not going to cost you anything to use.

Get more device support and helpful information on getting started online at start.connecting.scot

How to set up your Chromebook

Step 1

First switch it on.

Make sure you have plugged it in using the cable provided.

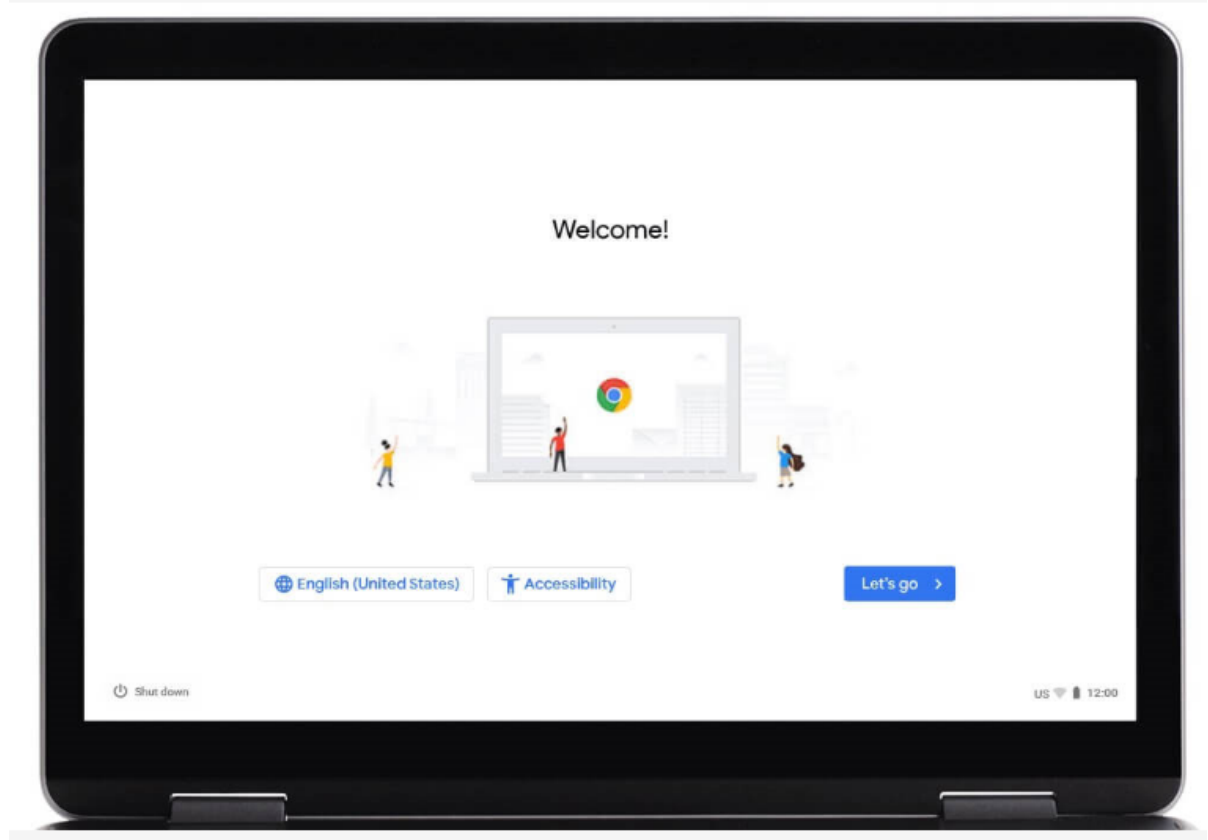
Make sure you also have your mobile Wi-Fi switched on.

We have provided a guide to help you set up your mobile Wi-Fi devices.



Step 2

Pick your language and click 'Let's go'.

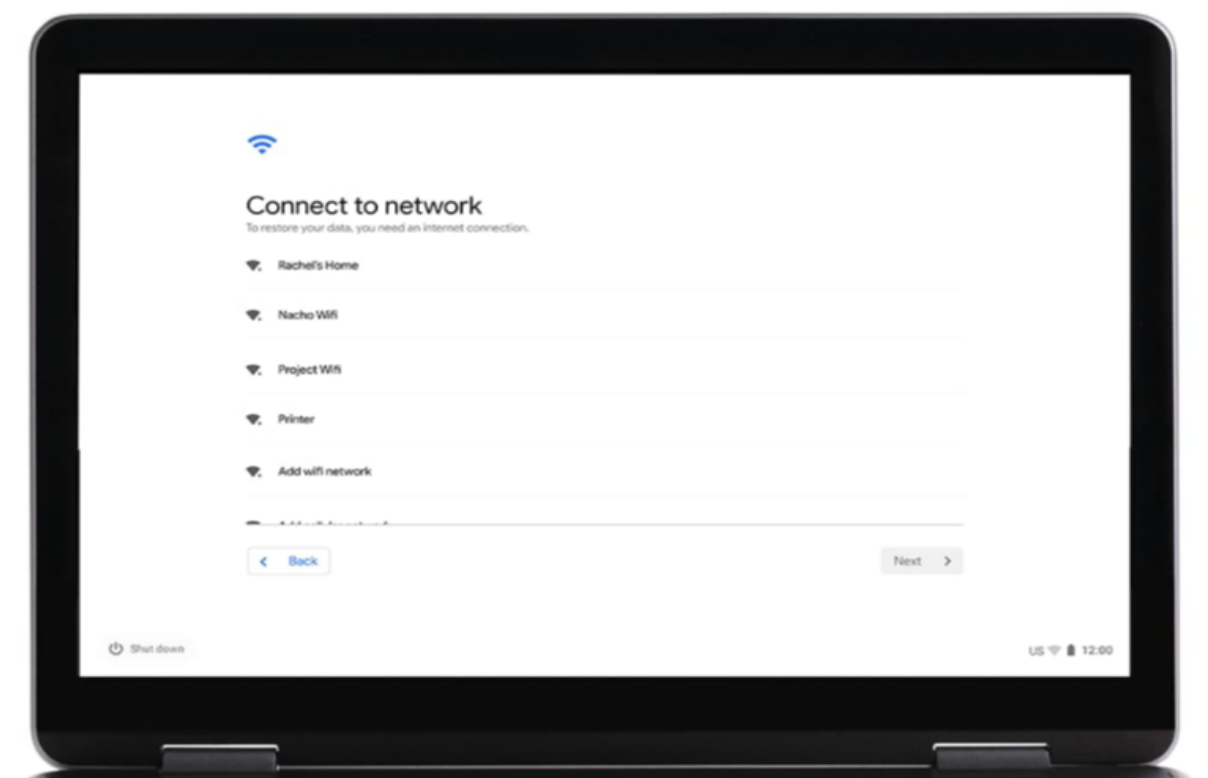


Step 3

Connect to a Wi-Fi network then click 'Next'.

The Network is the name of the mobile Wi-Fi that comes with your Chromebook.


It will be on the label on the side of the mobile Wi-Fi box.



Step 4

Accept the Google terms and conditions.

Click 'Accept and continue'.



Google Chrome OS terms

Google Chrome OS Terms

BY USING THIS DEVICE, YOU AGREE TO BE BOUND BY THE FOLLOWING TERMS.

The Chrome OS device provided to you includes Chrome OS software, such as the operating system executable code, embedded software, firmware, fonts, and other data, including any updates (referred to collectively as the **"Software"**). These Terms apply to the Software and your use of the Software with your Chrome OS device. Most source code for Google Chrome is available free of charge under an open-source software license agreement at <http://www.chromium.org>.

1. Your relationship with Google

System security setting

☒ Optional: Help make Chrome OS better by automatically sending diagnostic and usage data to Google.
[Learn more](#)

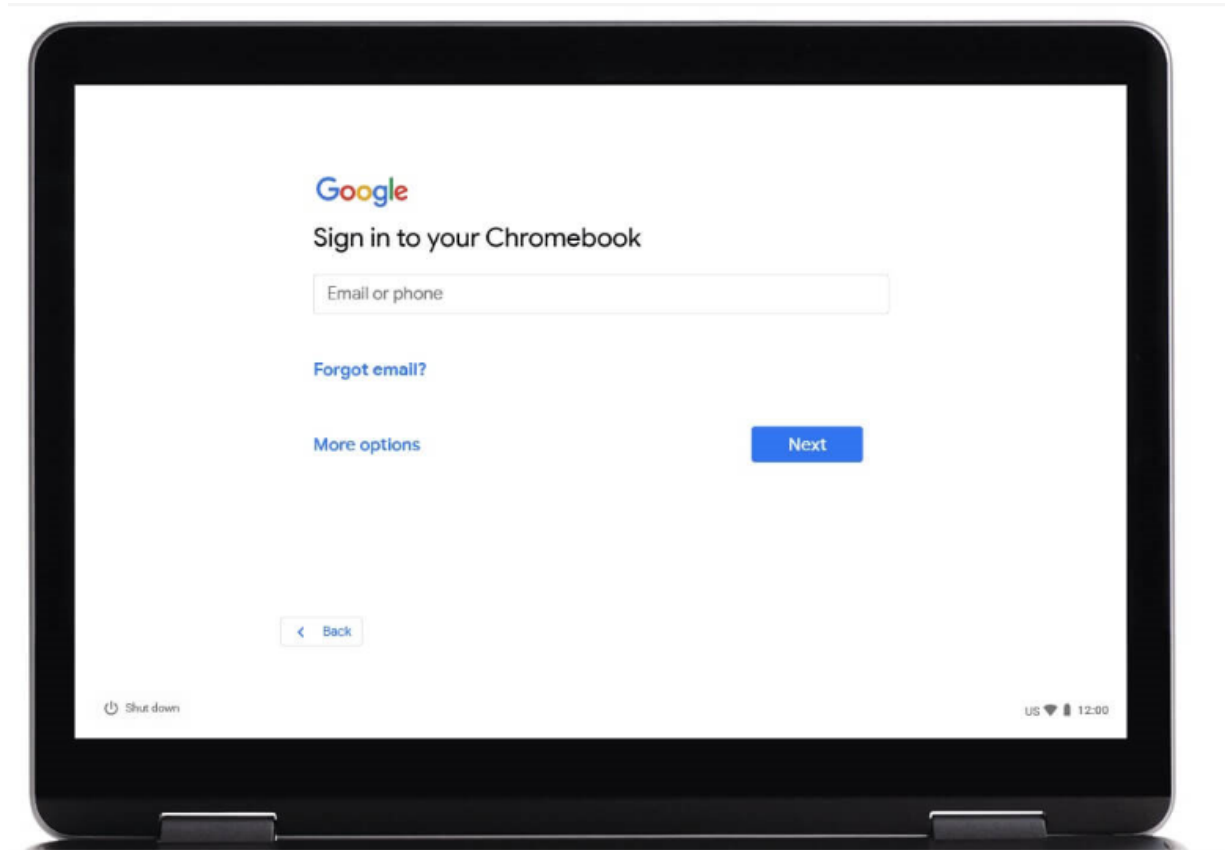
[← Back](#)

Accept and continue

Step 5

Enter your Google account details.

If you don't have a Google account, click on 'More actions' and then on 'Create account.'



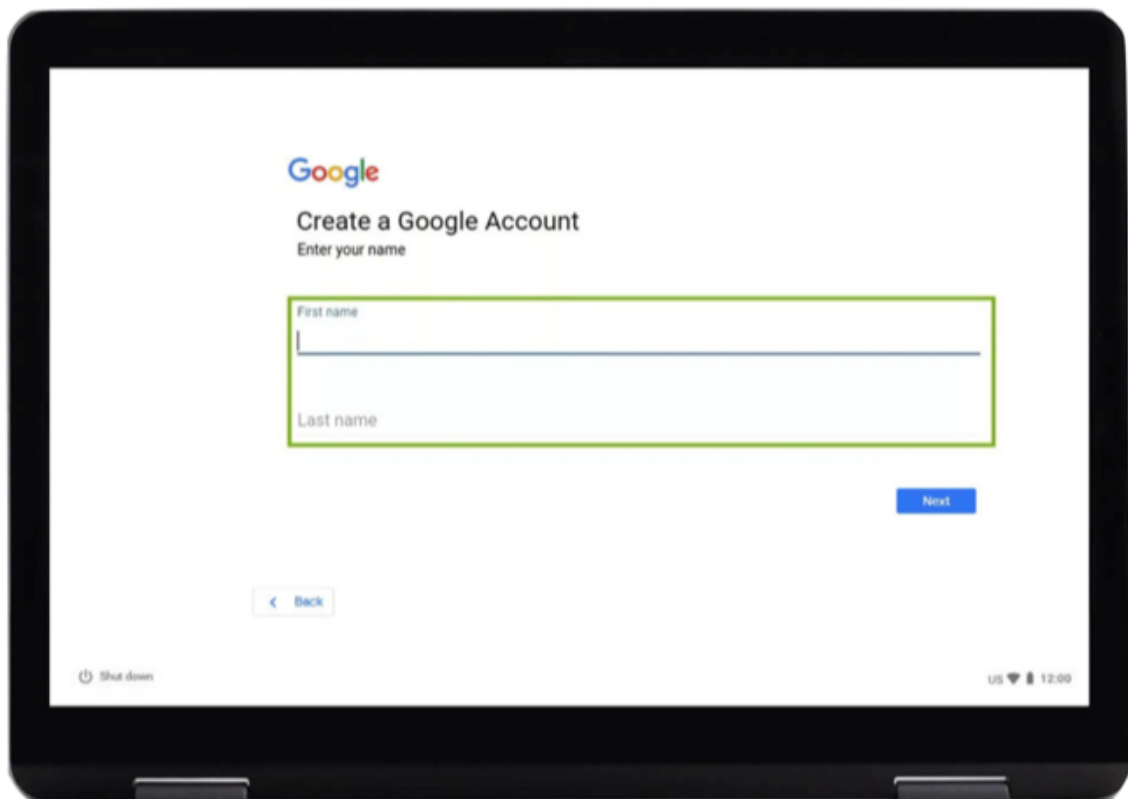
Step 6

You'll be asked to enter the your:

First name

Last name

Click 'Next'.

A screenshot of a laptop screen displaying the Google Account creation interface. The screen shows the Google logo at the top, followed by the text "Create a Google Account" and "Enter your name". Below this, there are two input fields: "First name" and "Last name", which are grouped within a green rectangular border. A blue "Next" button is located to the right of the input fields. At the bottom left, there is a "Back" button with a left arrow. The bottom of the screen shows a status bar with a "Shut down" button on the left and "US" and "12:00" on the right.

Google

Create a Google Account

Enter your name

First name

Last name

Next

Back

Shut down

US 12:00

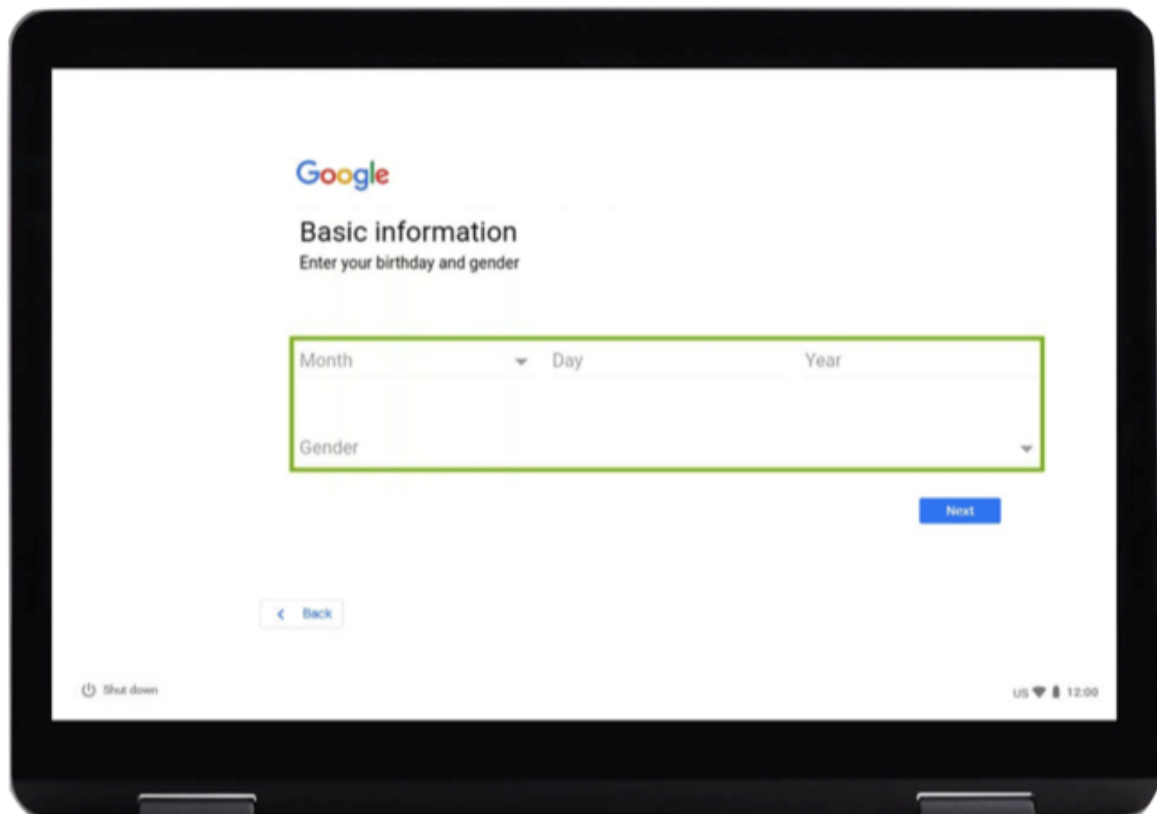
Step 7

You'll next be asked to enter your:

Date of birth

Gender

Click 'Next'.



The image shows a laptop screen displaying the Google account creation interface. At the top is the Google logo. Below it, the heading "Basic information" is followed by the instruction "Enter your birthday and gender". A green rectangular box highlights the input fields: "Month", "Day", and "Year" (each with a dropdown arrow), and a "Gender" dropdown menu below them. To the right of the form is a blue "Next" button. At the bottom left of the form area is a "< Back" button. The laptop's status bar at the bottom shows a power icon with the text "Shut down" on the left, and "US" with signal and battery icons and the time "12:00" on the right.

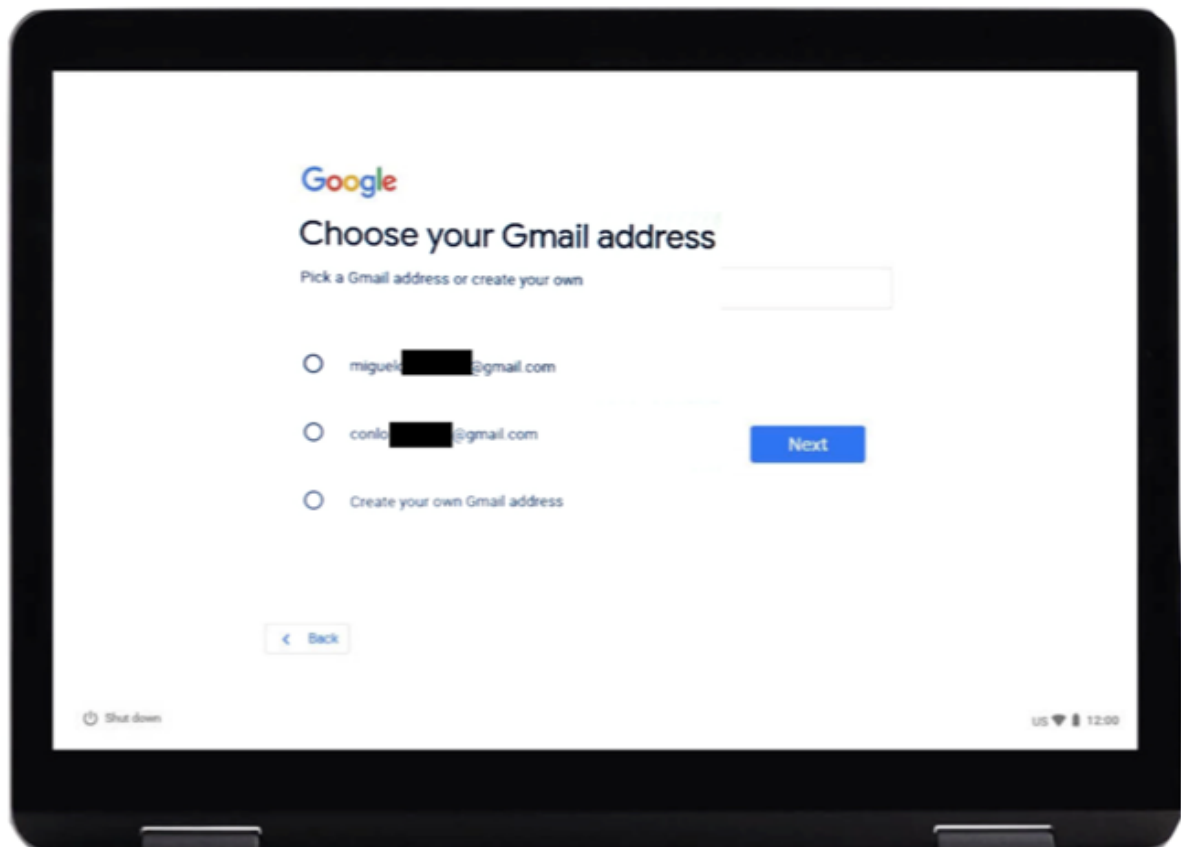
Step 8

You'll then be asked to choose an email address.

Pick the one you would like or create your own.

Remember to write this email address down for your own records.

Then click 'Next'.



Step 9

Create a strong password. A strong password helps you:

- keep your personal information safe
- protect your emails and files
- stop someone else from getting into your account

Use a combination of uppercase and lowercase letters, symbols and numbers.

Make sure your user passwords are at least eight characters long.

Do not create a password that's easy to guess.

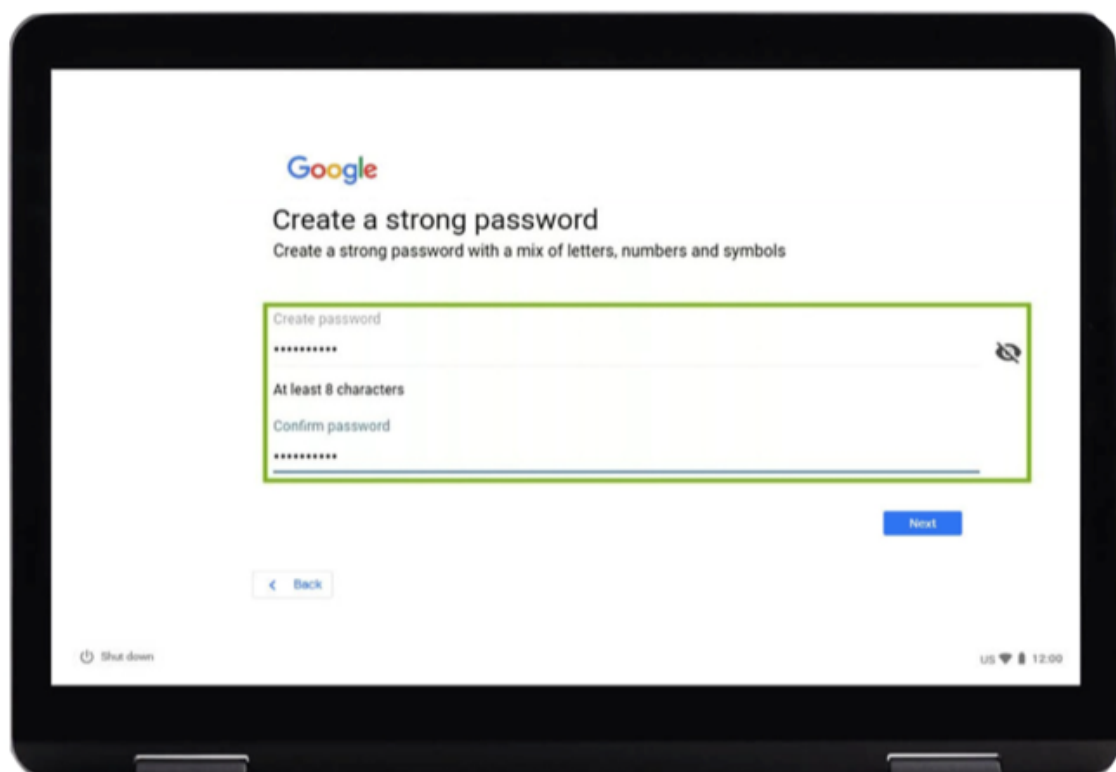
Do not use commonly used passwords such as 123456.

Do not use a single word in any language. For example 'football'.

Do not use a version of your name, the name of a family member or the name of a pet.

Do not use phone numbers, addresses or birthdays.

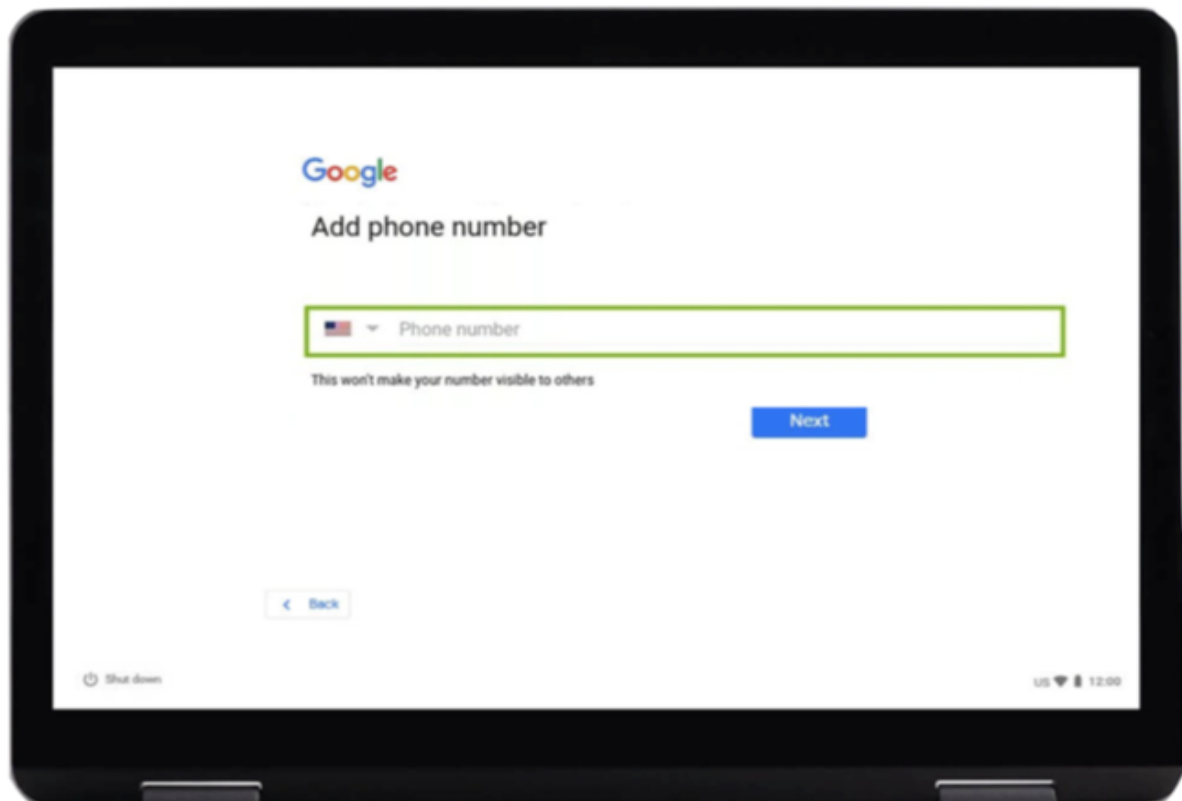
Click 'Next'.



Step 10

Add phone number.

You can add a phone number if you need help resetting your password if you forget it.



If not, you can scroll to the bottom of the page (put 2 fingers on the touchpad and gently slide them down. The screen should move in the direction your fingers are going). Click 'Skip'.

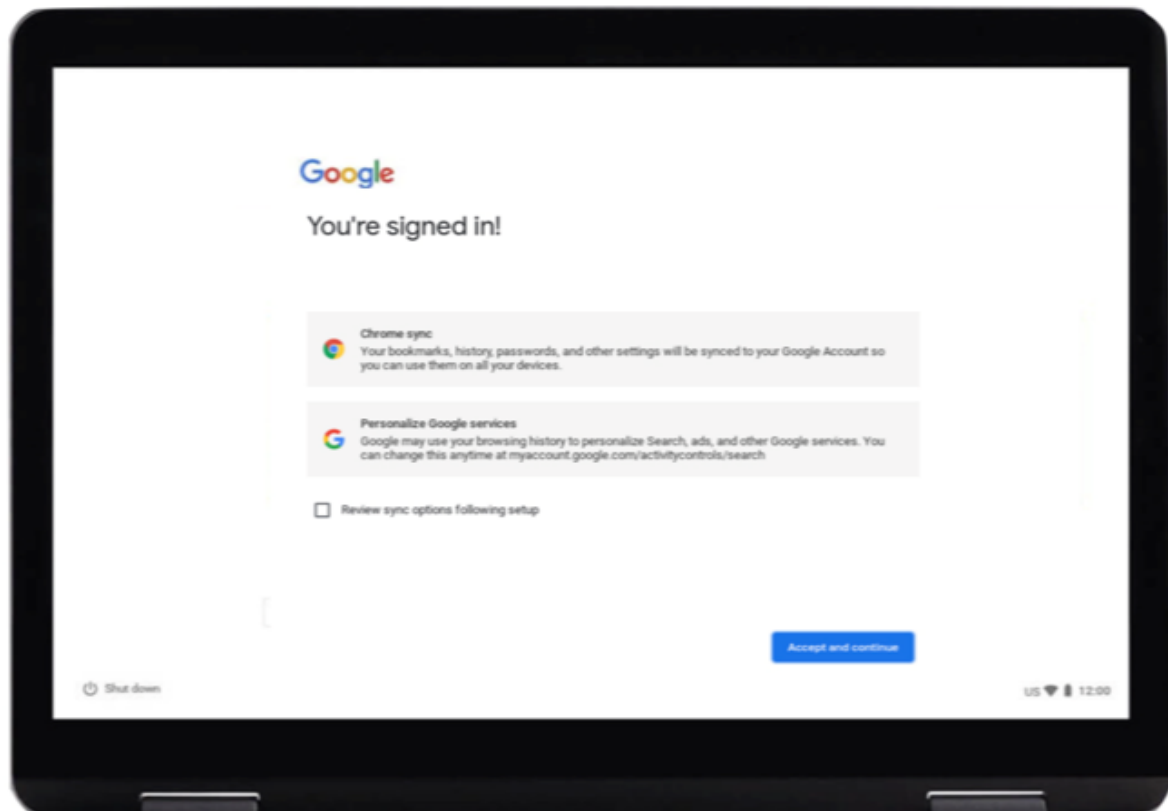


Step 11

Almost there!

Accept any terms and conditions that appear.

Next 'Accept and Continue' sync options.



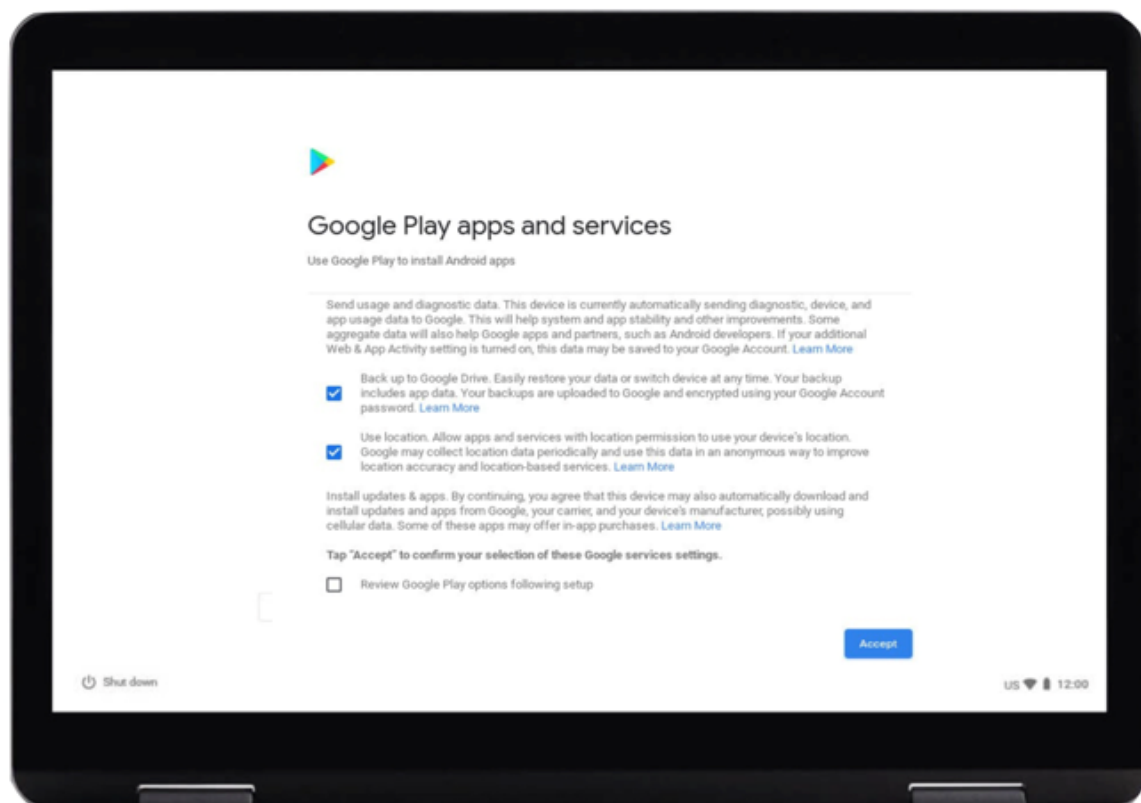
Step 12

The Google App store is a place where you can buy:

- apps - tools that make things like shopping, watching videos and online banking easier to do
- games
- films, or rent them
- e-books

Click on 'More'.

Then click on 'accept'.



Step 13

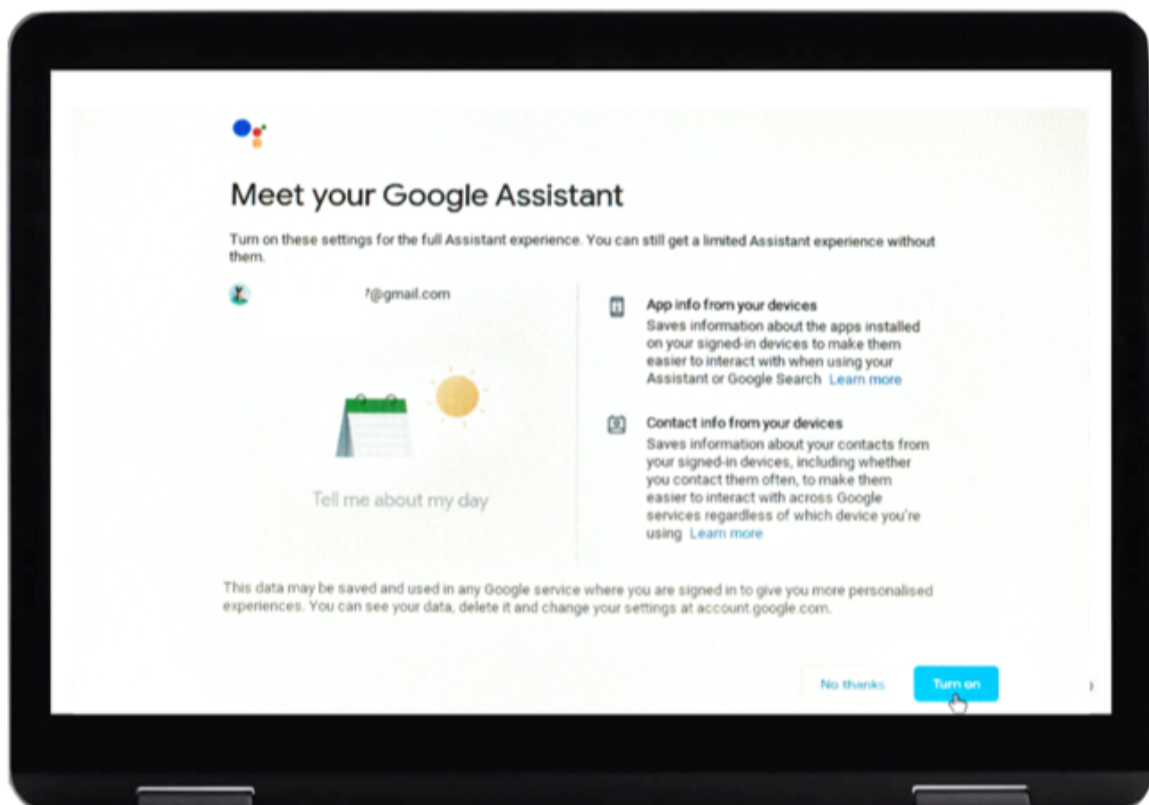
The Google Assistant is a voice-activated helper. You can use it to do things like make a shopping list, listen to the latest news updates and play music.

To use Google Assistant:

Click 'Turn on'.

On the next screen, click 'continue'.

Then on the next screen click 'turn off'.

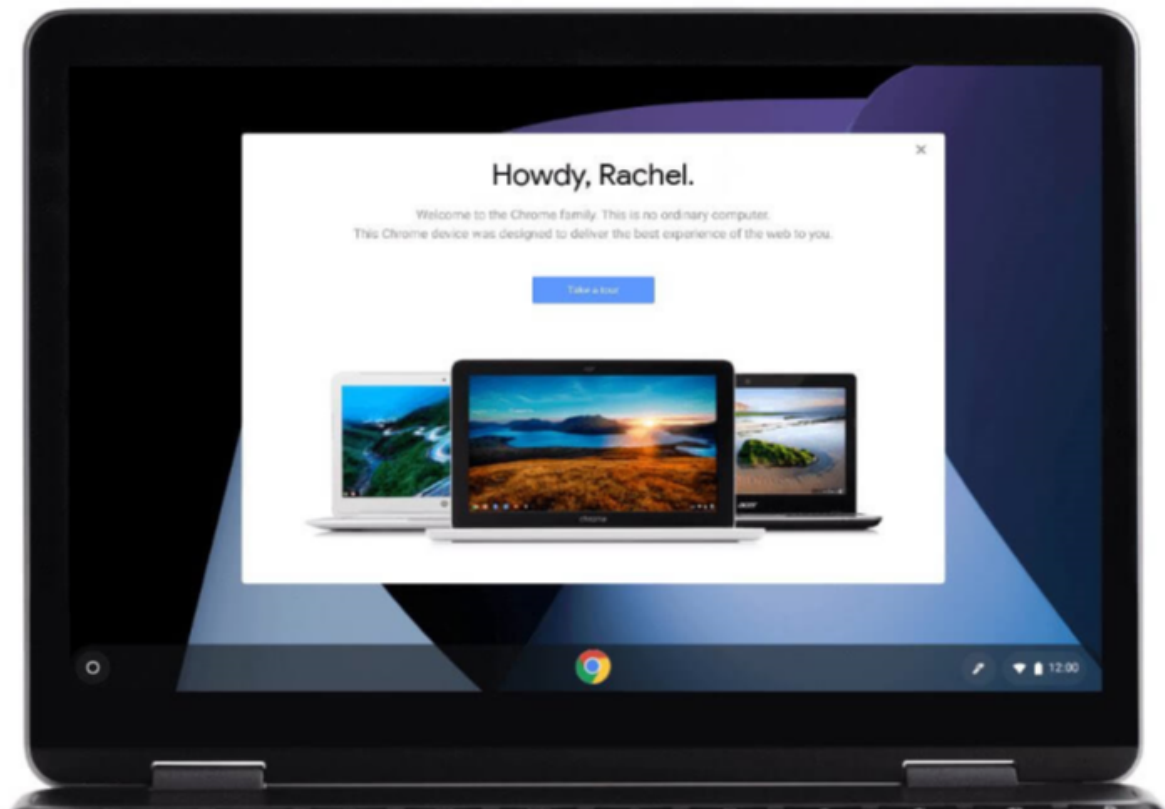


Step 14

You're ready to start browsing the web.

Click on Google Chrome to launch Google Chrome.

Google Chrome is a 'web browser'. This is what you use it to look for information on the internet.



Keeping safe online

It's important that you know how to keep yourself safe online. Here are some things you can do that will help:

- do not share your bank or debit card details unless you've been shown how to shop online safely.
- do not share any personal information, like your name or address, with people you don't know. The people you know shouldn't need to ask you for this information.
- do not share your passwords. Passwords are like keys to your house. If you give them to someone they can use them to get hold of your personal information.
- if you have any doubts about something do not do it. Ask your Digital Champion about what to do if you're not sure.
- the messages and photos you post on social media can leave a permanent online record. So be careful about what you put online.
- you should never post messages or photos of other people without their permission.

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