



Tech Tips for Using your Chromebook

Chromebooks look and behave similar to laptops in many ways, but have some noticeable differences. To be able to use your Chromebook to the best of its abilities, follow these guides listed. Additional help is available on the [Google Chromebook Help Center](#).

Connect your Chromebook to Wi-Fi



To connect to the Internet, use a compatible Wi-Fi network.

Step 1: Check if Wi-Fi is connected

1. Turn on your Chromebook.
 2. Click the status area, where your account picture appears.
- If your Chromebook is connected to a network, you'll see the "Wi-Fi on" icon . You don't need to complete the next step.
 - If your Chromebook can't connect, you'll see the "Wi-Fi off" icon . Turn on your Wi-Fi in the next step.

Step 2: Turn on Wi-Fi

If you see the Wi-Fi off icon , turn on your Wi-Fi:

1. Click the Wi-Fi off icon .
2. Click **No network**.
3. Click **Turn Wi-Fi on...** or the Enable Wi-Fi icon .
4. Your Chromebook will automatically look for available networks and show them to you in a list.

Step 3: Pick a network and connect



After you turn on your Wi-Fi, your Chromebook will look for a network to connect to and show them to you in a list. Select the correct network and enter any necessary credentials.

Edit Google Drive documents offline

Using Google Drive, you can read and edit your saved Google Docs, Sheets, Slides, and Drawings documents when you're offline.

Turn on Google Drive offline

To save your Google Drive documents for offline use:

1. If you haven't already, sign in to your Chromebook.
2. Make sure that your Chromebook is connected to the web.
3. Open Chrome .
4. Add the [Google Docs Offline](#) extension.
5. Go to drive.google.com.
6. In the upper right corner, click the settings icon  > **Settings**.
7. In the "Offline" area, check the box for **Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline**.
8. Click **Done**.
9. Wait for a few minutes. Your Chromebook will automatically save your Google Drive documents so you can read or edit them when you're offline. If you have a lot of files, you might see a message that your files are syncing.