Chromebook: Getting Started Guide

These directions will walk through the set-up procedures for your new Chromebook. You will also learn how to access Microsoft 365 and CTLS Learn on the device and set up the Zoom extension to be prepared to join Live Meetings in CTLS later.

Unboxing the Chromebook

1. Take the Chromebook and charger out of the box and charge the device for at least 3 hours.
2. Review the User Guide included in the Chromebook box, including the safety notices and the layout diagrams.

Setting up the Chromebook

1. Open the lid of the Chromebook to turn it on. The screen will automatically open to the Welcome page.
   Note: If needed, change the language/accessibility, or this can be done later under settings.

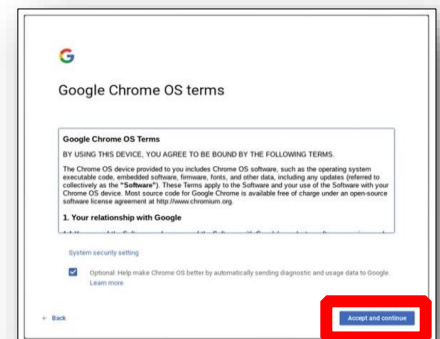2. In the bottom right, click **Let's go**.
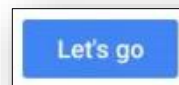
3. Connect to the internet by selecting a network from the list.
   *Note: If prompted, enter the network password.*

4. Read the Google Chrome OS Terms, then click **Accept and Continue.**
   Note: Do NOT turn off the Chromebook as it begins checking for updates.

5. Sign into the Chromebook.

    a. To sign in with an existing Google account, enter the **email** or **phone number** associated with the account. Then click **Next**, enter your password, and click **Next** again.

    b. To create a new Google account, click **More Options** and **Create Account**. Follow the account set-up directions. *Note: Students under the age of 13 need parent permission to set-up an email account.*
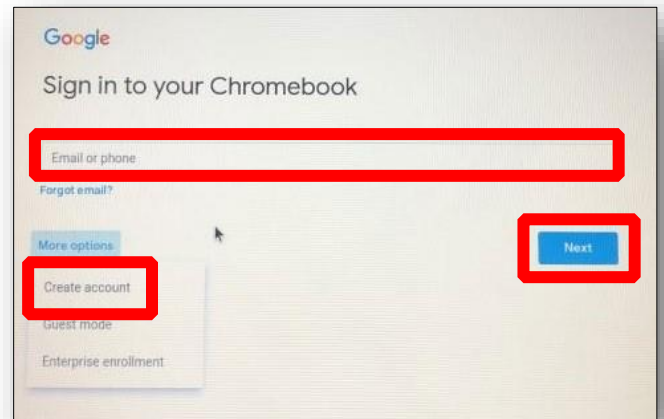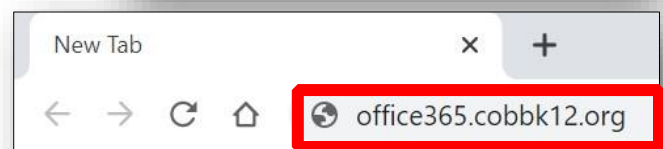

6. Set the profile picture and click **OK**.
    Note: You may take a picture or use one of the preset icons.

7. Click **Take a Tour** to learn more about your new Chromebook.

Accessing Microsoft 365

1. Click the **Chrome icon** to launch your web browser.

2. Navigate to https://office365.cobbk12.org
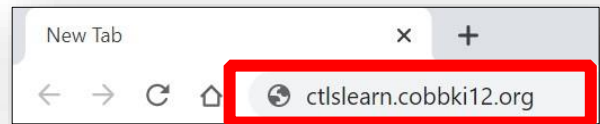

3. Enter your **Office 365 username and password**.
    Note: If the device is used by more than one CCSD student, DO NOT allow the computer to save your username and password.

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Accessing CTLS Learn

1. Click the **Chrome icon** to launch your web browser.
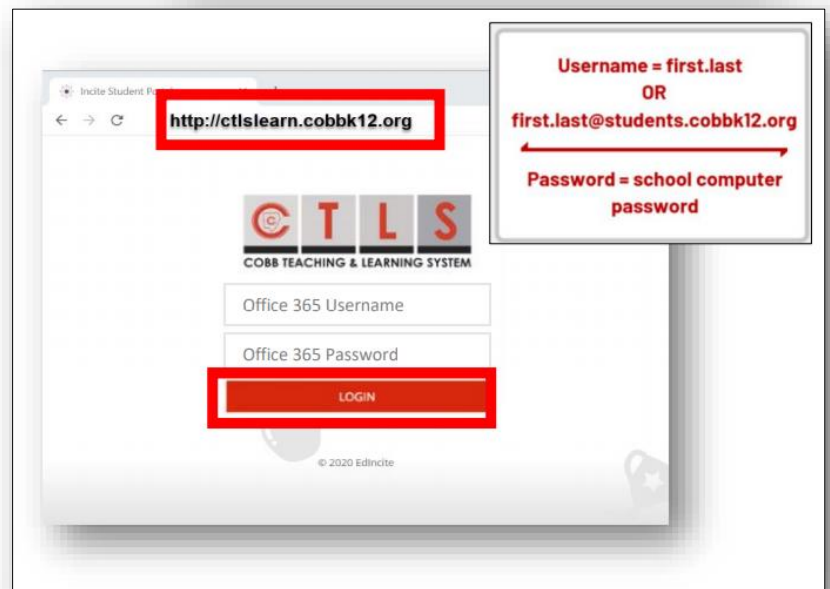

2. Navigate to https://ctlslearn.cobbk12.org
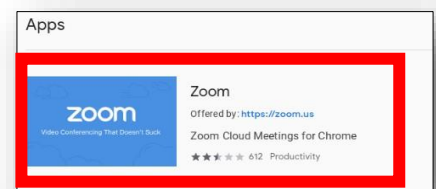

3. Enter your **Office 365 username and password**.
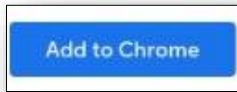   *Note: If prompted, enter gacobb as the Client ID.*
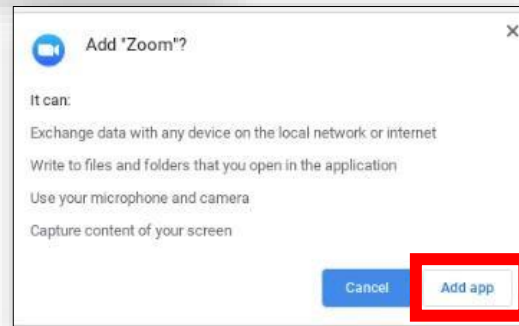

4. Click **Login**.

Adding the Zoom Extension

1. Open the Chrome Web Store by visiting https://chrome.google.com/webstore.

2. Search for Zoom and then select the **Zoom** tile from the options given.

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3. Click **Add to Chrome**.

4. Click **Add App** in the popup window.

5. Click **Launch App**.

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