

# Chromebooks: Getting Started



## Things to Know

- When the Chromebook is turned off or restarted, all apps and browser tabs will be closed, any work in progress will be lost, and all downloaded files will be deleted unless you have saved them to an online account. To save downloaded files you need to upload them to a Google Drive or Microsoft OneDrive account (both are free).
- If you just shut the lid of the Chromebook, it will go to sleep. When you reopen the lid, everything should look as it did when you left.
- You need to use an online service like Google Drive or Microsoft Office 365 to create new documents on your Chromebook (see instructions below).
- If you have a Gmail/Google account, you can click on the “Add Person” button in the lower left of the Chromebook login screen and log in. This will make it easier to access your Gmail and Docs via the icons in the task bar at the bottom of the screen.

 Add person

## How to Create a New Document

You need to use a free online service like Google Drive or Microsoft Office 365 to create and save documents while using your Chromebook.

### Google Drive

- Go to [drive.google.com](https://drive.google.com)
- Click on “Go to Drive”
- Sign in OR click on “Create account” to create a new account
- Click on  to create a new document
- Your document will save to your Google account automatically and you will be able to access it from any computer if you log in at [drive.google.com](https://drive.google.com)

### Microsoft Office 365

- Go to [office.com](https://office.com)
- Sign in OR Click on “Sign up for free version of Office” to create a new account
- Click on the  on the left side to start a new document
- Your document will save to your Microsoft account automatically and you will be able to access it from any computer if you log in at [office.com](https://office.com)