

# Welcome to your new Chromebook

## Set up guide



In this short guide, you will learn how to set up your Chromebook so that you can become familiar with your new device and start browsing!

## What will you receive?

- ✓ Lenovo Chromebook
- ✓ Battery Charger

Turning on your Chromebook is done by pressing the top right key on the keyboard with the padlock symbol.

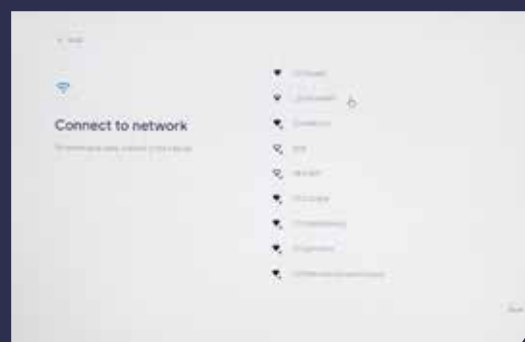


The first time you use your Chromebook, you will go through a short set up where you choose some preferences. You will also be asked to create a new google account or log into an existing one.

## Setting up your Chromebook

Here on this welcome page, you can change your preferred language and enable accessibility options such as a screen reader, a larger cursor, screen magnifier etc.

After selecting the 'Get Started' button on the bottom left, you will then be asked to connect to a Wi-Fi Network.



## Using your EE Dongle

If you received an 4GEE Mini dongle with your Chromebook, follow the set-up process below.

1. Remove the back cover of the 4GEE mini dongle.
2. Punch out the SIM Card to the nano (smallest size) and then insert the SIM into the back of the dongle by sliding it under the metal holder with the EE logo facing upright and to the left.
3. Place the battery in the back of the dongle and re-attach the back cover.
4. Use the white cable to connect the dongle to your Chromebook and turn it on using the white button on the side of the dongle.
5. Select the network with '4GEE-WiFi' in its name and use the unique password on the Keep Me Card to connect.
6. Congratulations! Your Chromebook is now connected to the internet.

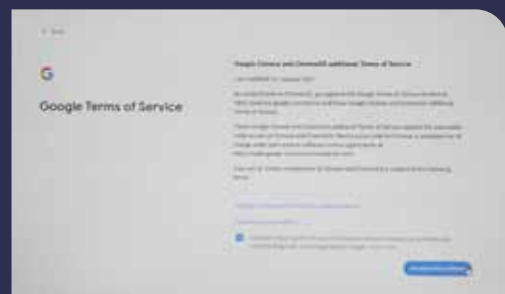


## Terms of Service

Once connected to the internet, your Chromebook will ask you to review Google's Terms of Service. If you are happy with them, simply scroll to the bottom and then press 'Accept and Continue'.

Later, you will be asked to accept the Google Play Terms of Service.

Google Play is Google's App store where new applications are downloaded, such as Netflix. To use Google Play you will have to accept their Terms of Service.

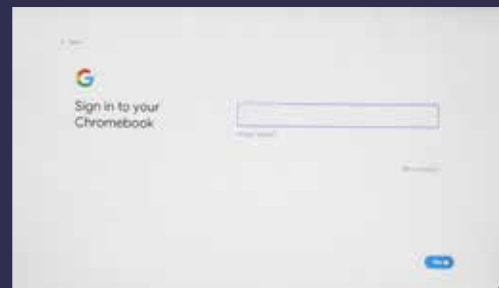


## Account creation

You will then be prompted to identify who is going to be using this Chromebook.

You can select to set up the device for yourself or a child. If you choose the latter you can set up some digital ground rules.

If you have an existing Google account, you can sign in and sync your settings to your Chromebook. To create a new Google account, select 'More Options' and choose the create account option. You'll then be prompted to create a Gmail account that you'll use to sign into your Chromebook.



## Preferences

After sorting the Google account, you will be asked to select some preferences for various settings such as:

- **A light theme or a dark theme** – this changes your Chromebook's display.
- **Google Assistant** – enabling Google Assistant on your Chromebook allows Google Assistant to give better suggestions and responses to questions you might ask to a Google branded smart device like a Google Nest.
- **PIN** – creating a pin for your account allows you to sign in faster. This is because you type in a created passcode rather than a password each time you turn on your Chromebook.

Once your Chrome book has completed the set-up process, you will be greeted with your home page. On this page you can find the task bar at the bottom of the screen. From here you can access the Google Play store to download apps or use Google Chrome to begin browsing the internet!