



## Here's your new Chromebook

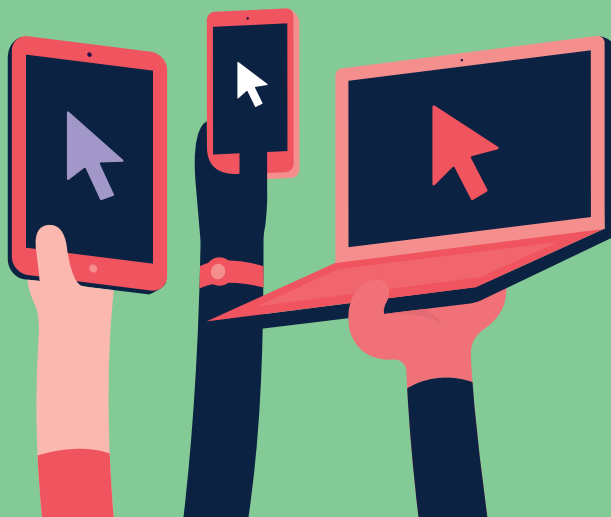
The enclosed guide will help you set up your new Chromebook.

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](https://start.connecting.scot)**

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# How to set up your Chromebook

## Step 1

Before you turn on your Chromebook you should set up your mobile Wi-Fi device. This comes with instructions on how to get started. Make sure your mobile Wi-Fi is set up and turned on before going further.

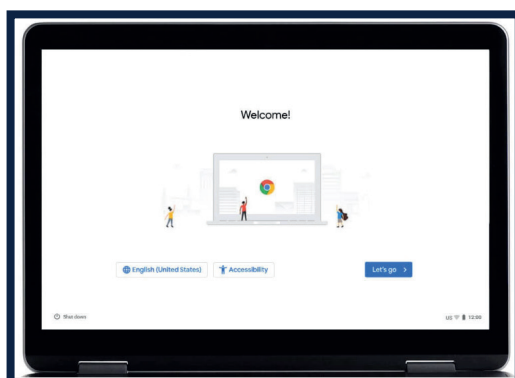
Make sure you have plugged in your Chromebook using the cable provided.

To turn your Chromebook on press the power button at the top right-hand corner of the keypad, shown below.



## Step 2

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



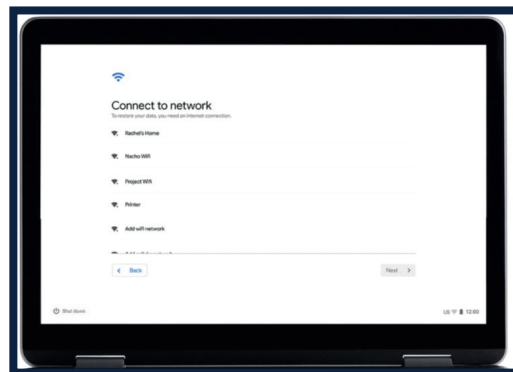
# How to set up your Chromebook

## Step 3

You need to connect to a Wi-Fi network to carry on setting up your device. A Wi-Fi network connects your Chromebook to the internet. Tap the Wi-Fi network you want to use.

You can find the Network name and password on a red leaflet that comes with your Vodafone mobile Wi-Fi device.

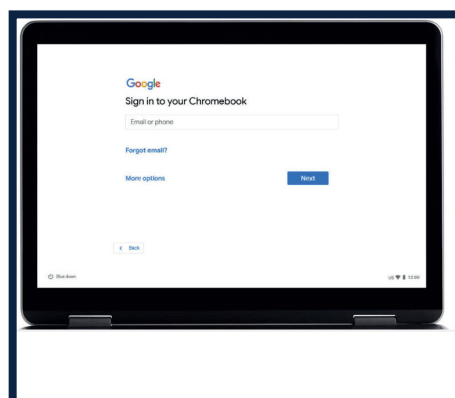
It will be on the label on the side of the mobile Wi-Fi box.



## Step 4

Accept the Google terms and conditions.

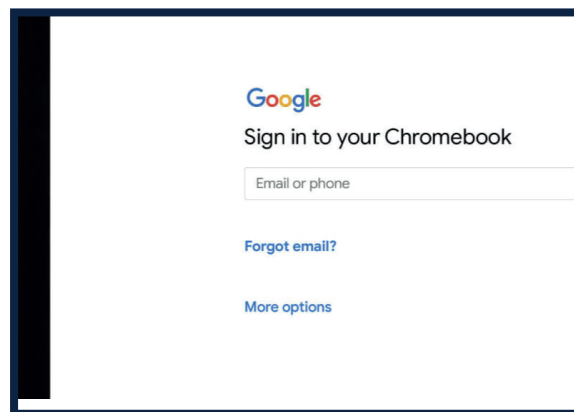
Click 'Accept and continue'.



## Step 5

Enter your Google account details.

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



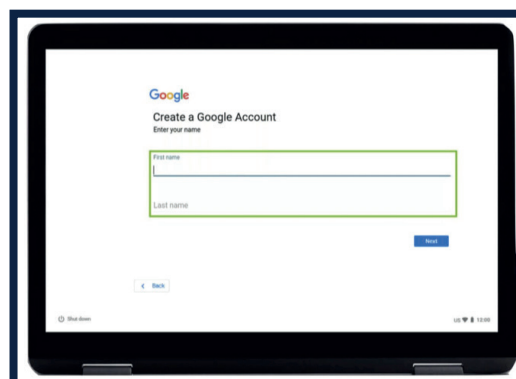
## Step 6

You'll be asked to enter the your:

First name

Last name

Click 'Next'.



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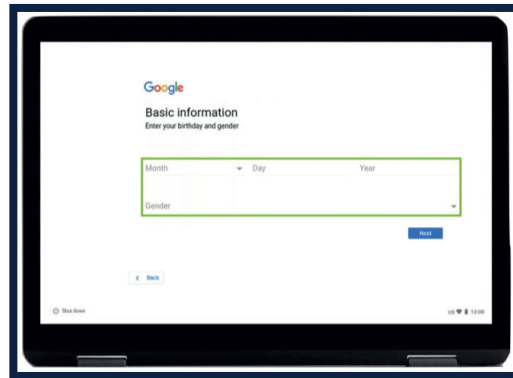
## Step 7

You'll next be asked to enter your:

Date of birth

Gender

Click 'Next'.



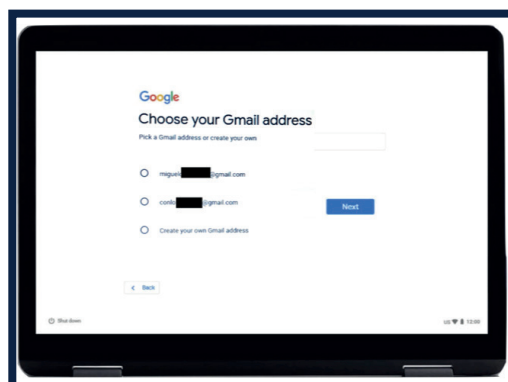
## Step 8

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:

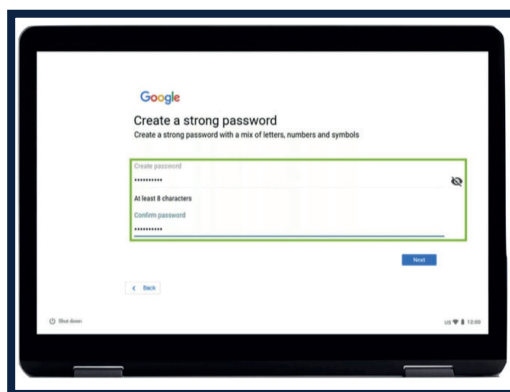
- keep your personal information safe
- protect your emails and files
- stop someone else from getting in to your account

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'.

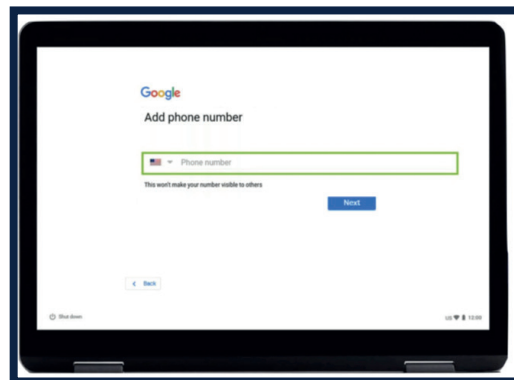


# How to set up your Chromebook

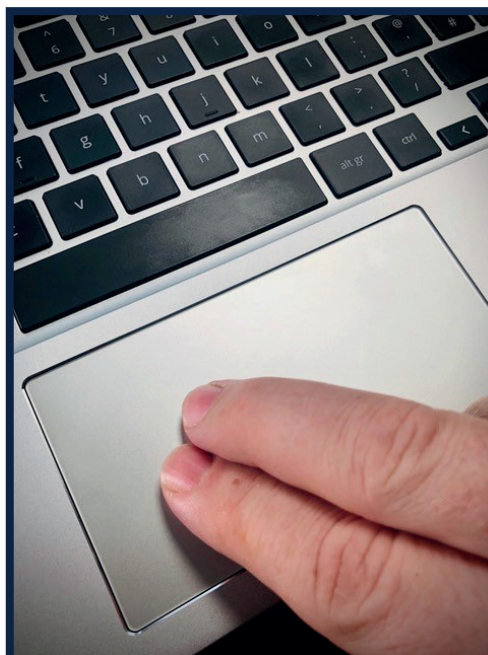
## Step 10

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'.

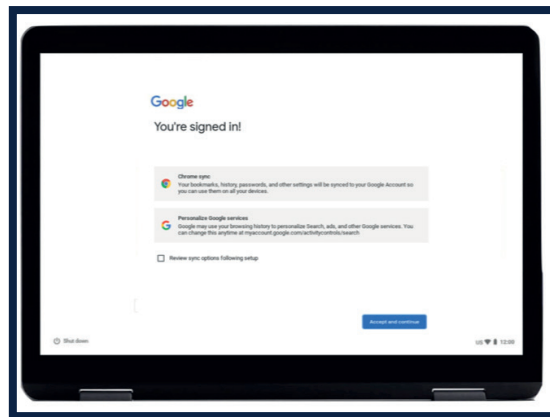




## Step 11

Almost there! Accept any terms and conditions that appear.

Next 'Accept and Continue' sync options.



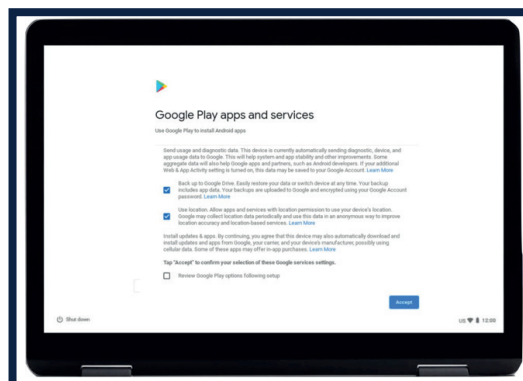
## Step 12

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 (you can also rent them)
- e-books

Click on 'More'.

Then click on 'Accept'.



# How to set up your Chromebook

## Step 13

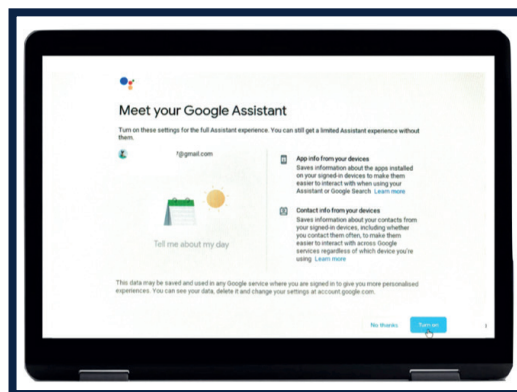
The Google Assistant is a voice-activated helper. You can use it to do things like make a shopping list, listen to the latest news updates and play music.

To use Google Assistant:

Click 'Turn on'.

On the next screen, click 'continue'.

Then on the next screen click 'turn off'.

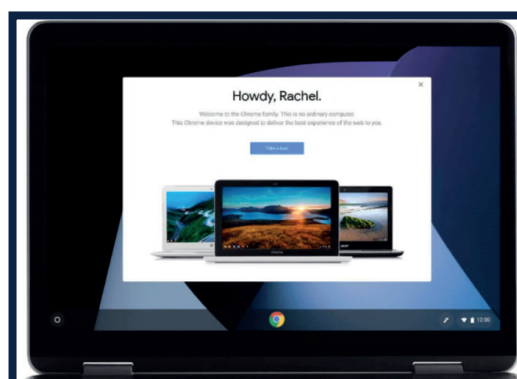


## Step 14

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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