Western Illinois Chromebook Lending Grant

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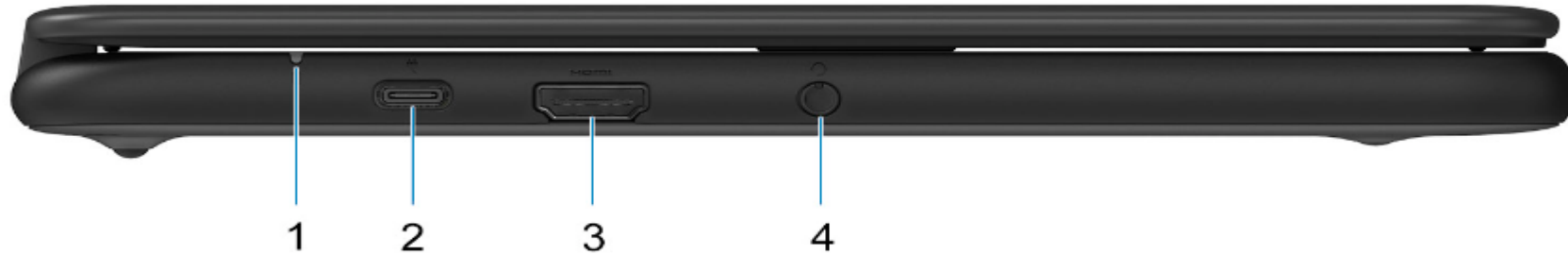# View of Chromebook 3110: Right

Right

1. One USB 3.2 Gen 1 port with PowerShare

2. One wedge-shaped **lock slot**

View of Chromebook 3110: Left

Left

1. LED status light

2. One USB 3.2 Gen 1 **Type-C port** with Power Delivery and DisplayPort Alt mode

3. One HDMI 1.4b port (optional)

4. One headset (headphone and microphone combo) port
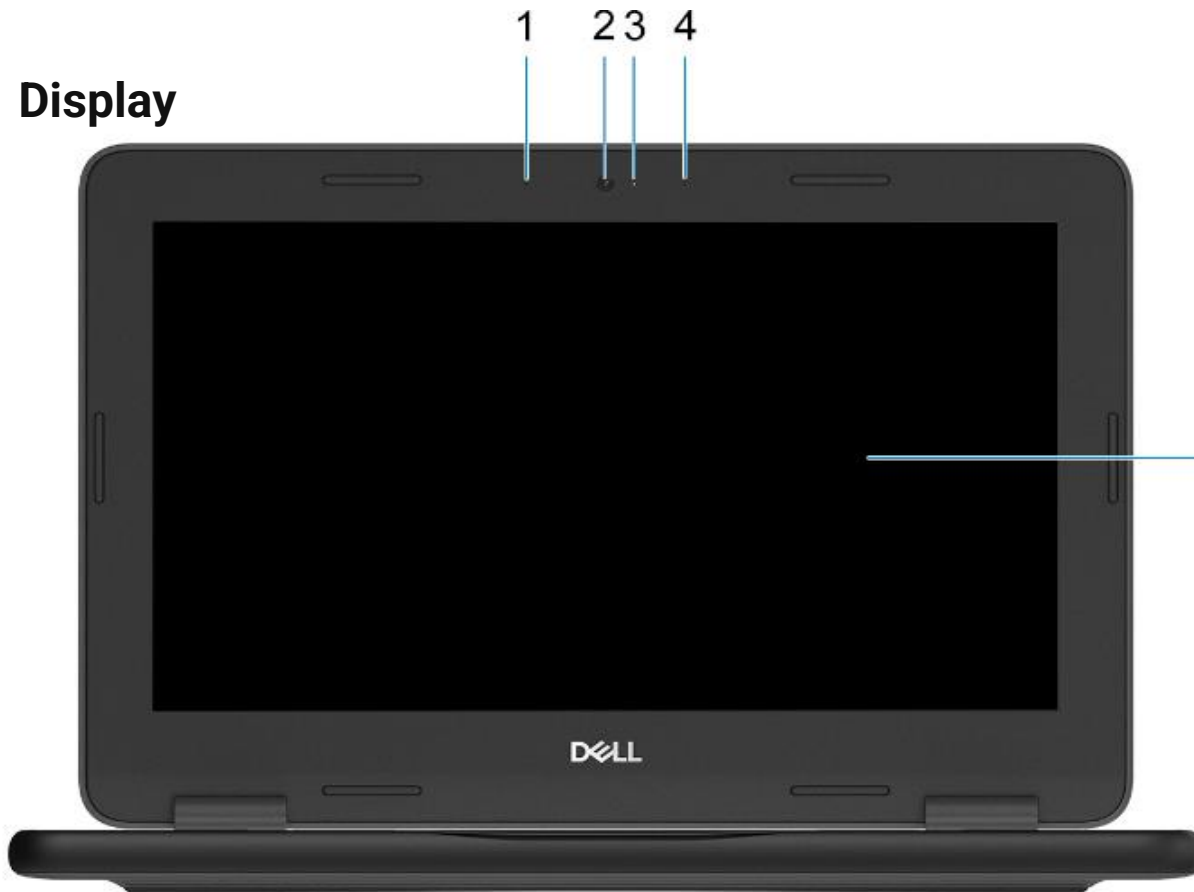
View of Chromebook 3110: Top

Top

1. Power button

2. Keyboard

3. Touchpad

View of Chromebook 3110: Display

Display

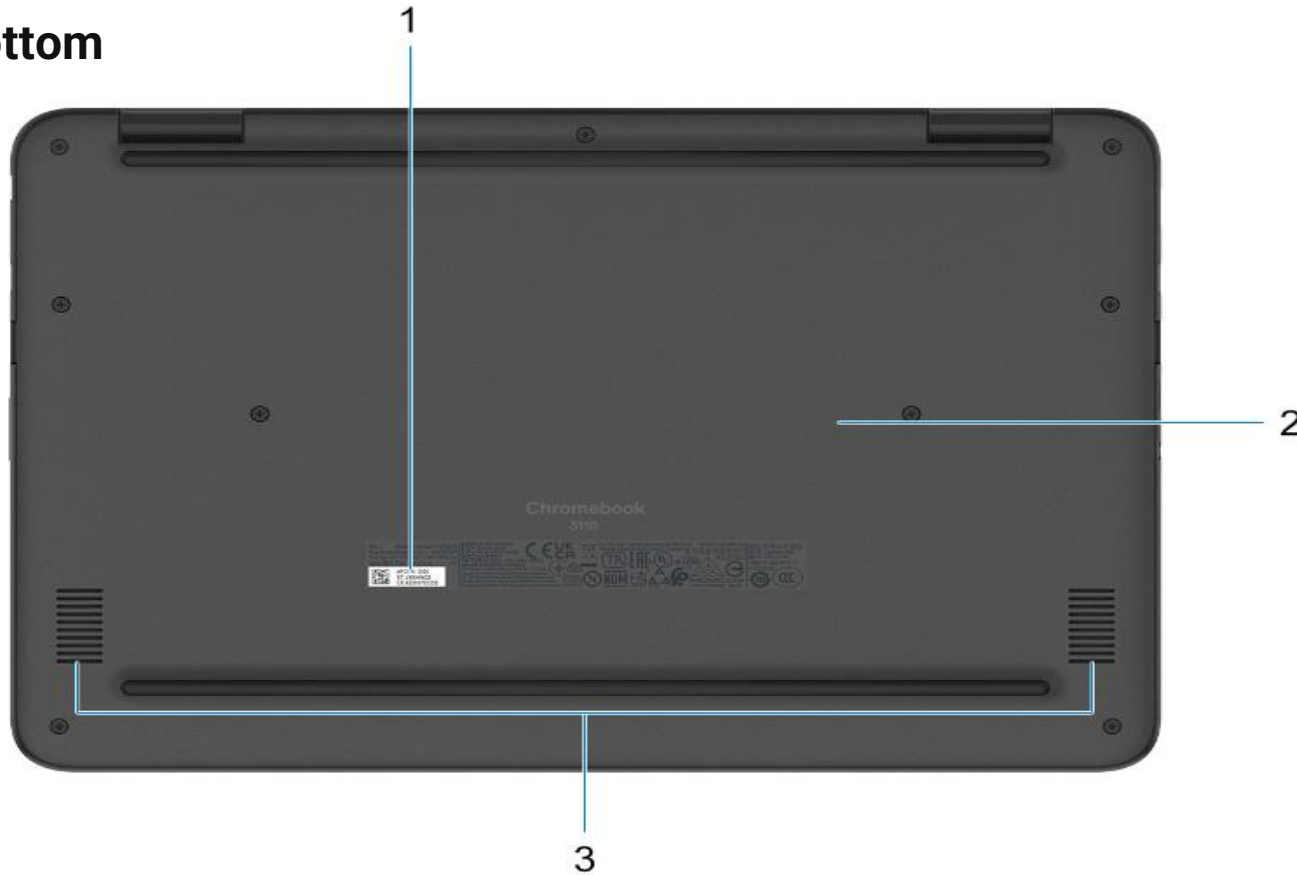1. **Left** microphone (optional)

2. Camera

3. Camera status LED

4. **Right** microphone

5. Display panel

View of Chromebook 3110: Bottom

Bottom

1.Service tag location

2.Base cover

3.Speakers

View of Chromebook 3110: Bottom (Continue)

Service Tag

- The service tag is a **unique alphanumeric identifier** that allows Dell service technicians to identify the hardware components in your computer and **access warranty information**.
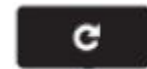
Keyboard Layout

Go to the previous page in your browsing history (F1)

Go to the next page in your browsing history (F2)

Reload your current page (F3)

Open your page in fullscreen mode (F4)

Switch to your next tab or window (F5)

Decrease screen brightness (F6)

Increase screen brightness (F7)

Keyboard Layout (Continue)

🔇×	Mute (F8)
🔉−	Decrease the volume (F9)
🔊+	Increase the volume (F10)

Search your apps and the web from your apps list. On a Chromebook, this key is on the side of the keyboard, where you would normally find the Caps Lock key.

To turn **Caps Lock** on temporarily, press **Alt +** the **search key**.
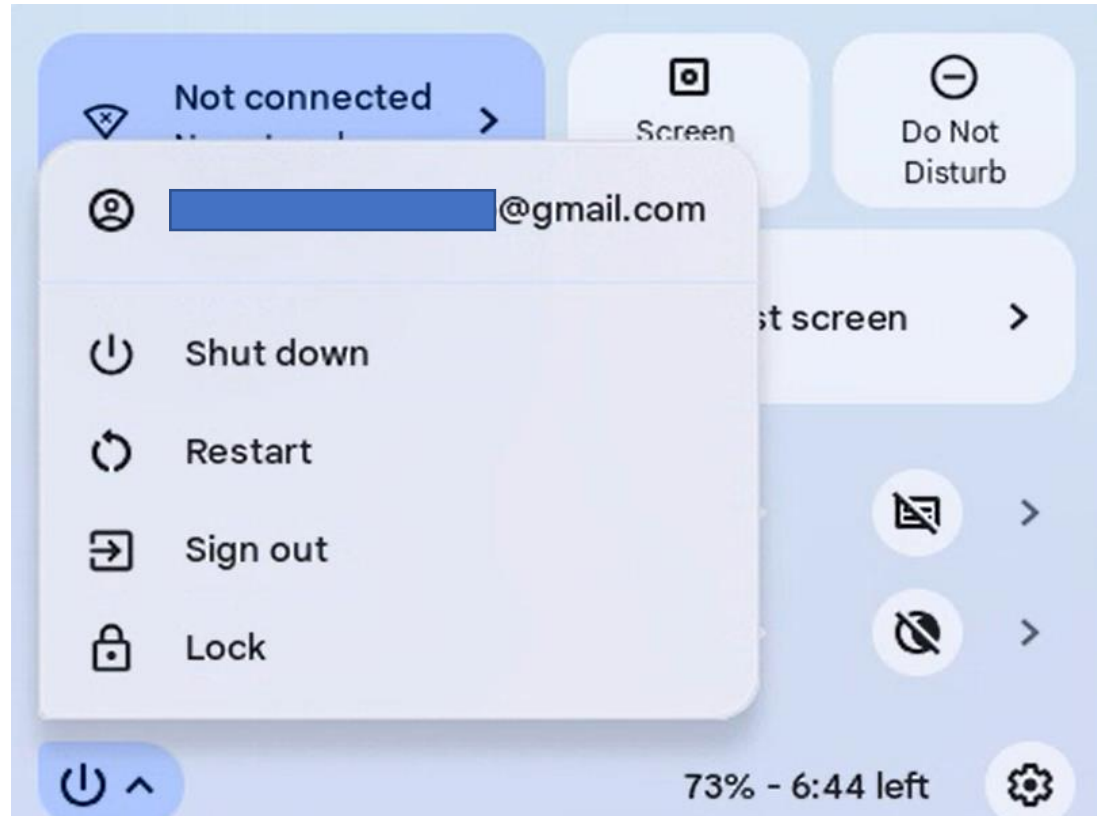
Quick Settings

- **What Is Included In Quick Settings?**

Click on the battery icon (located in the bottom right of the screen)
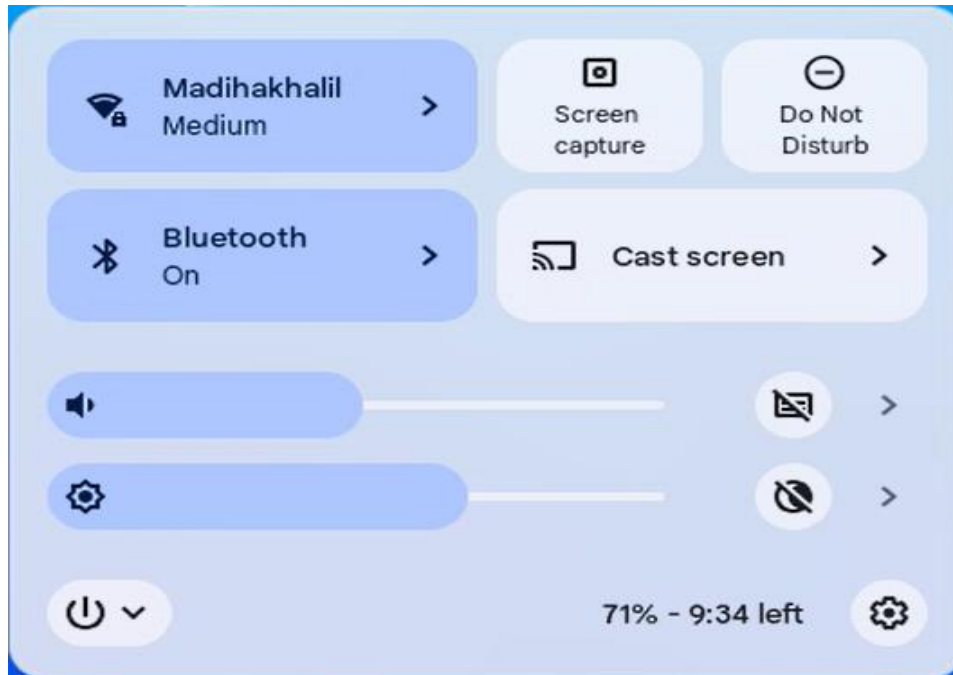
- Wifi
- [Screen capture](#)
- Do not disturb
  - all incoming notifications are muted
- Bluetooth
- Cast screen
  - casting content to a TV or other device
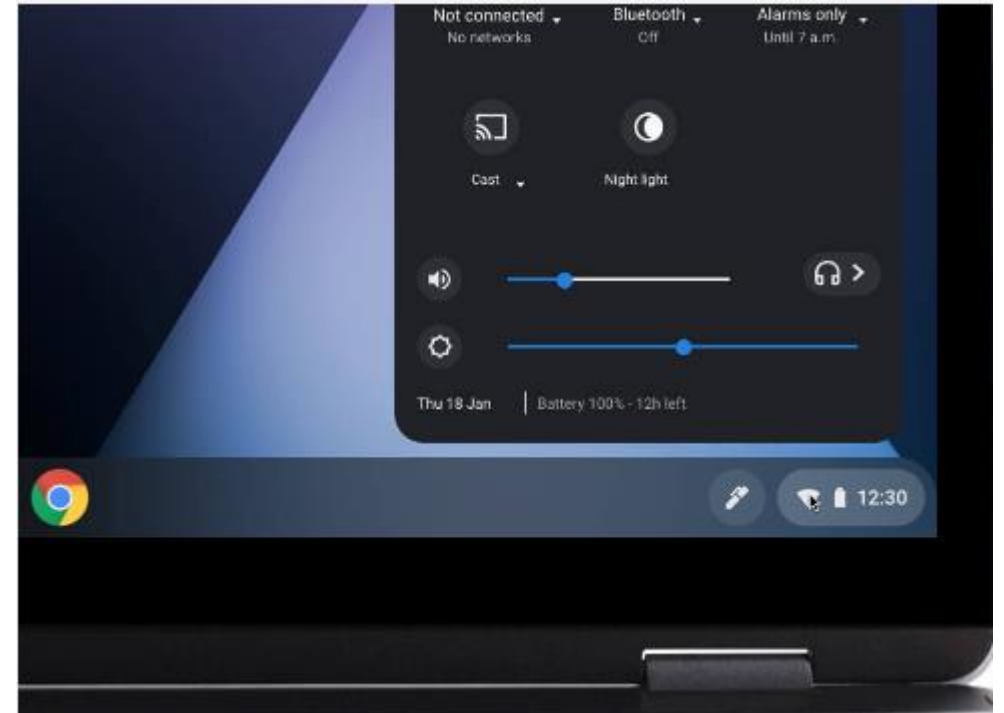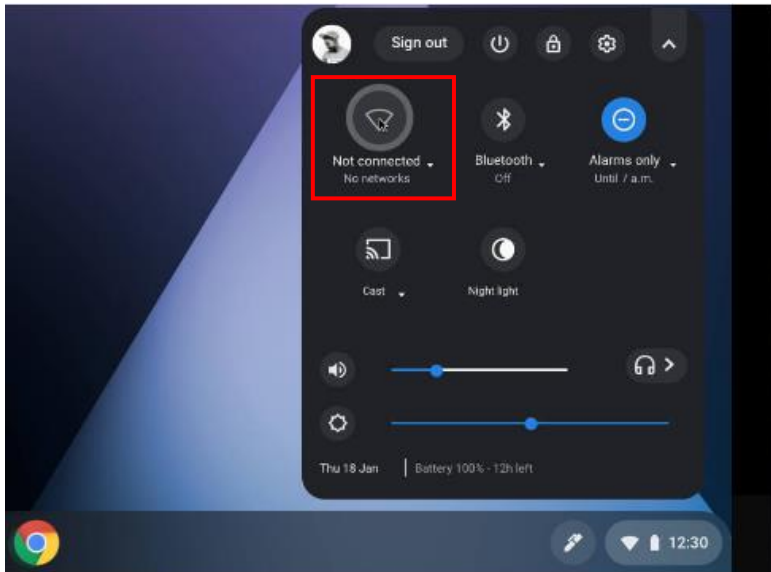- Audio and Display Settings

Quick Settings (Continue)

- Power off button
  - Shut down
  - Restart
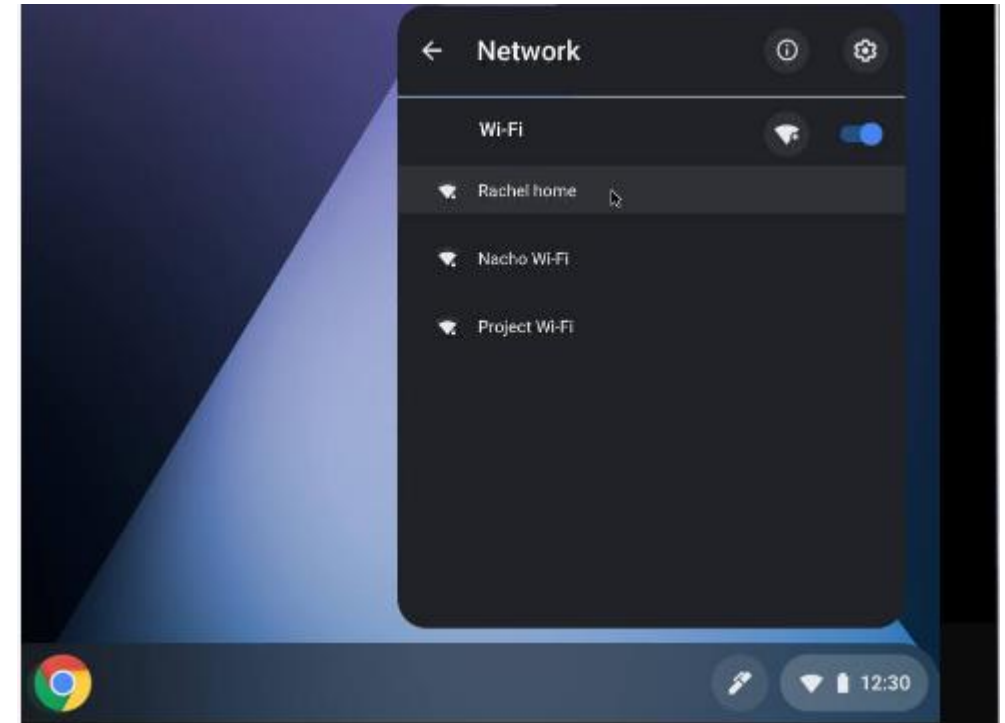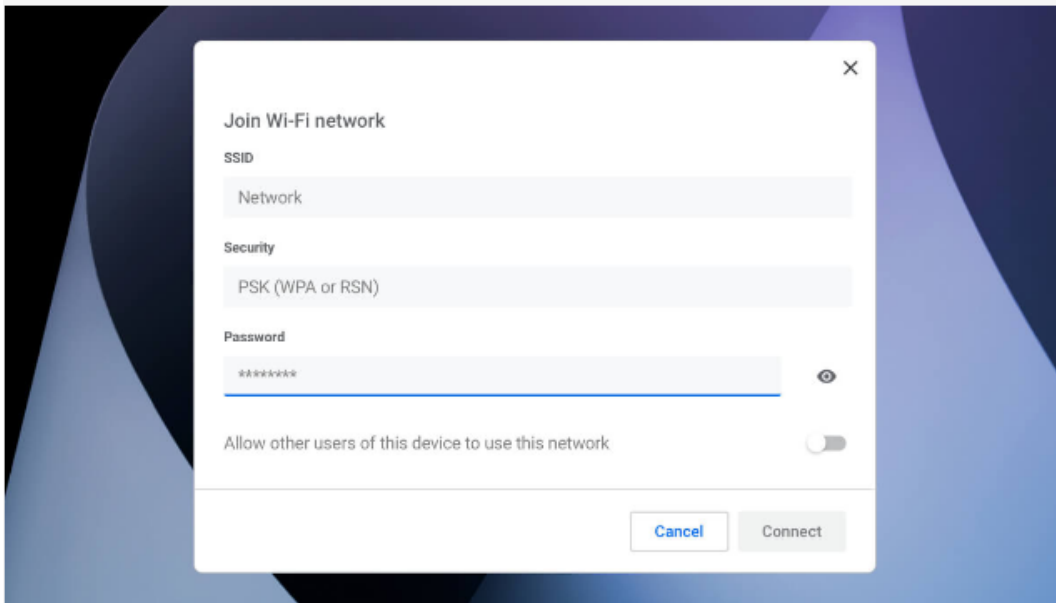 - Sign out
  - Lock
- Settings

How to Connect to Wi-Fi

- **Step 1:** Click on the Quick Settings Panel at the bottom right of your screen.

- **Step 2:** Click on "no-network."

How to Connect to Wi-Fi (Continue)

- **Step 3:** Select your Wifi Network.

- **Step 4:** Pick one and enter the password if it calls for one.

How to Connect to Bluetooth

- **Step 1:** Make sure the **Bluetooth device** you want to connect is on nearby and ready to pair.

- **Step 2:** Click on the **Quick Settings Panel** at the bottom right of your screen.

- **Step 3:** Click **Bluetooth**.

- **Step 4:** Select your Bluetooth accessory.

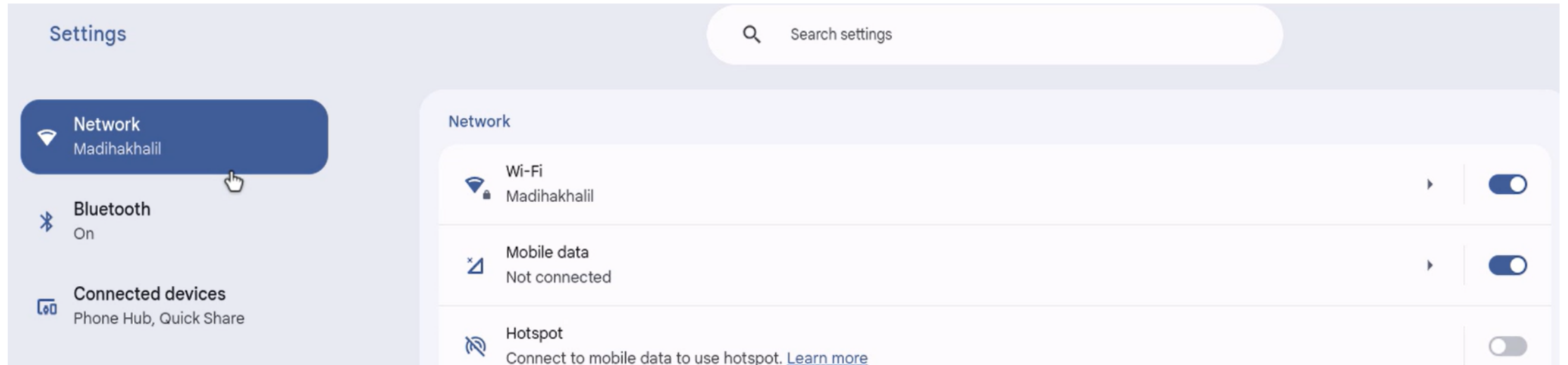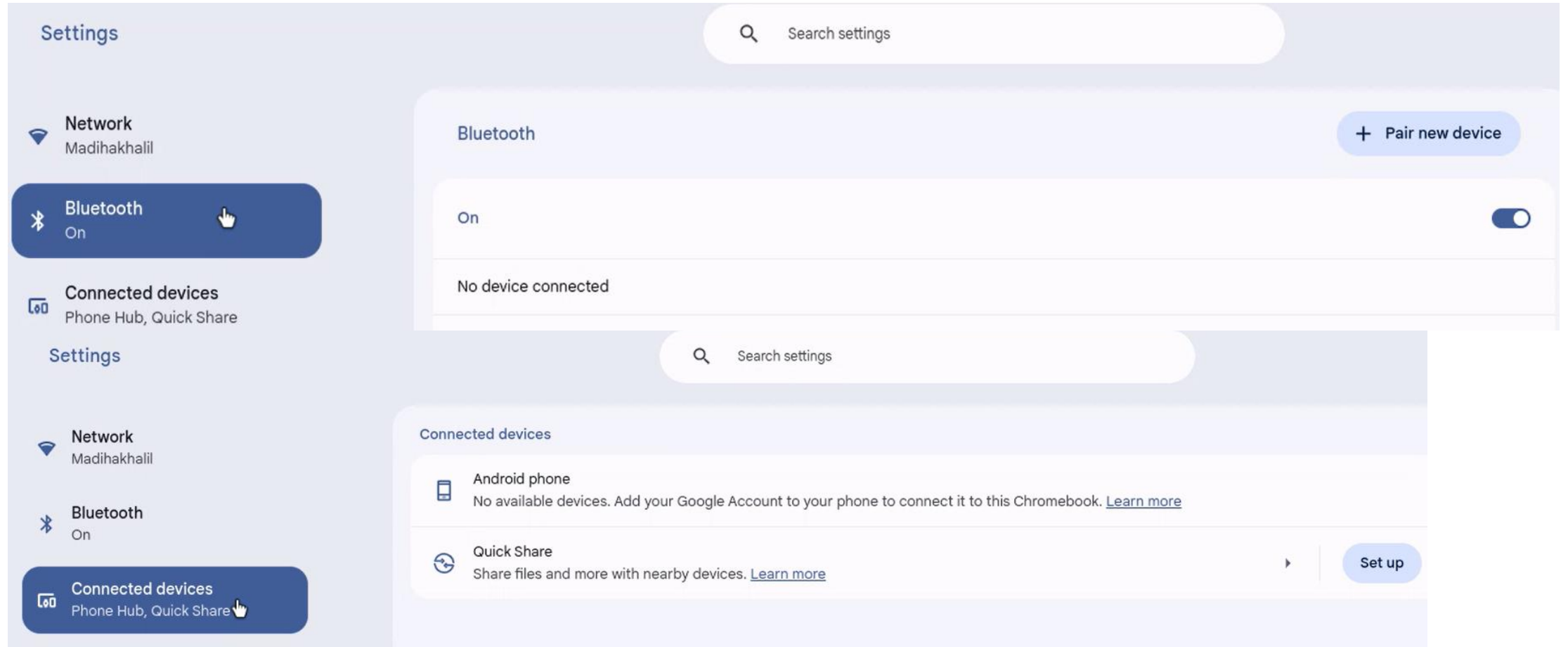- **Step 5:** Follow any additional instructions on
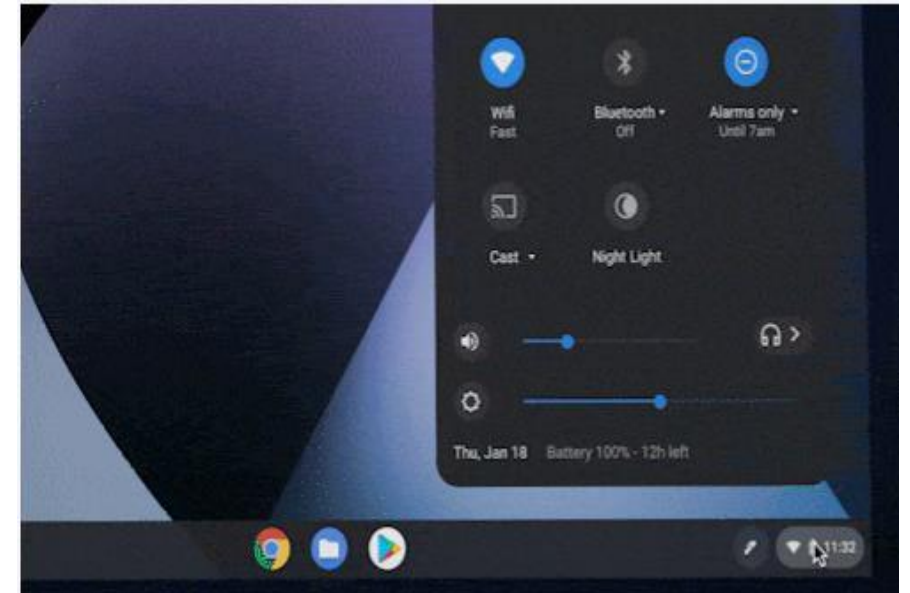
Settings

- **Click on Settings**
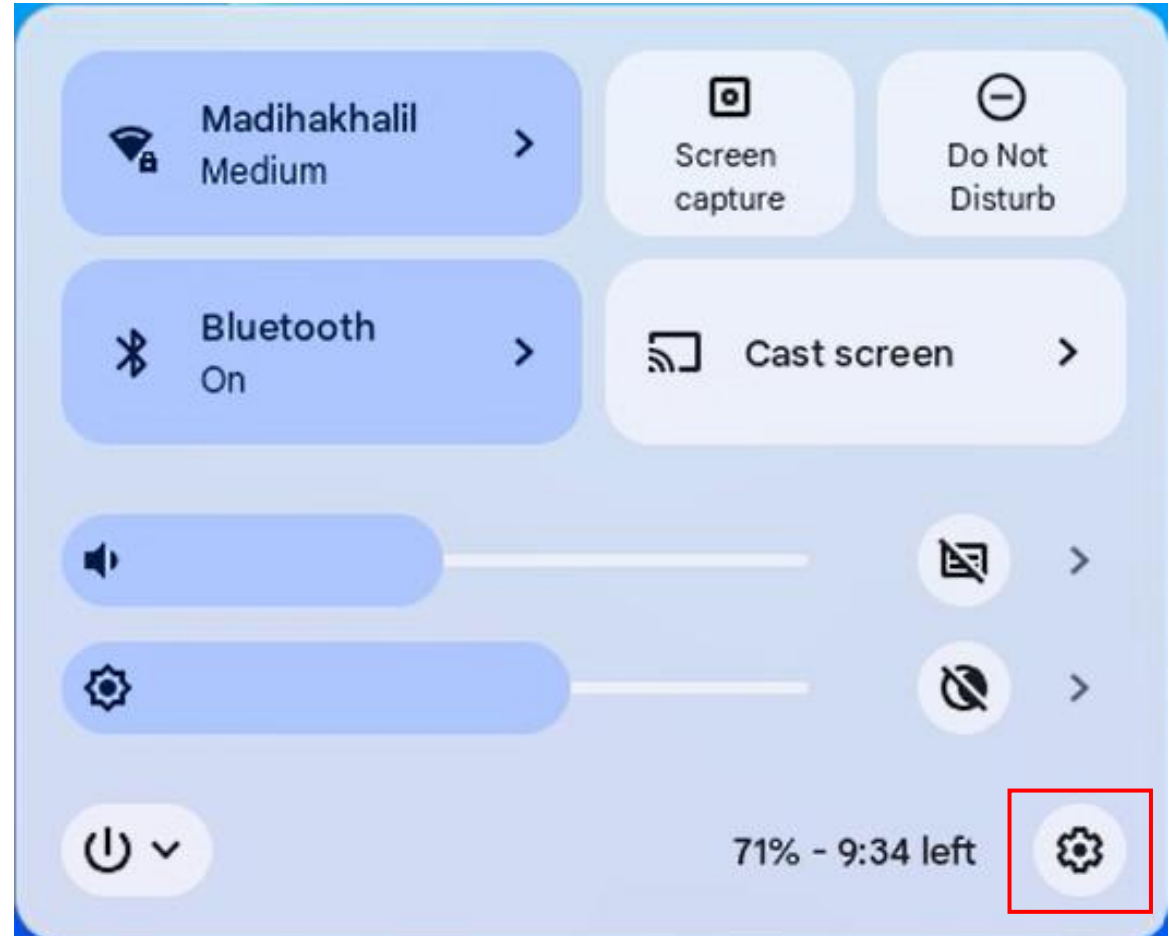
Network Settings

Bluetooth and Connected Devices

ChromeOS Version and System Updates

System Preferences

Accessibility Settings

How to search anything on a Chromebook

- Step 1: Press **Search** and the **search bar** will appear.

Step 2:
Now you can **search** files, apps, and the web.

Download Apps

- **Step 1:** Open the **Play Store** from the **Launcher (○)**.

- **Step 2:** Browse apps by category there, or use the search box to find a specific app for your Chromebook.

- **Step 3:** After you've found an app, press the **Install** button on the app page.
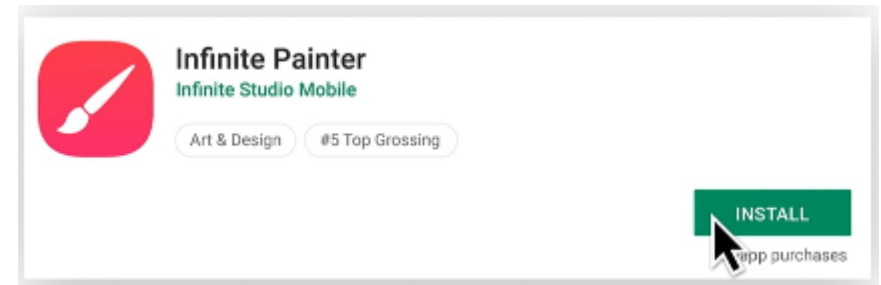
Download Apps (Continue)

- Step 4: The app will download and install to your Chromebook automatically.

- It will now appear in the **Launcher**.

Transfer Files

- **Step 1:** On your PC or Mac go to google.com/drive.
- **Step 2:** Log in with the same account you use on your Chromebook.
- **Step 3:** Click on the "New" button.
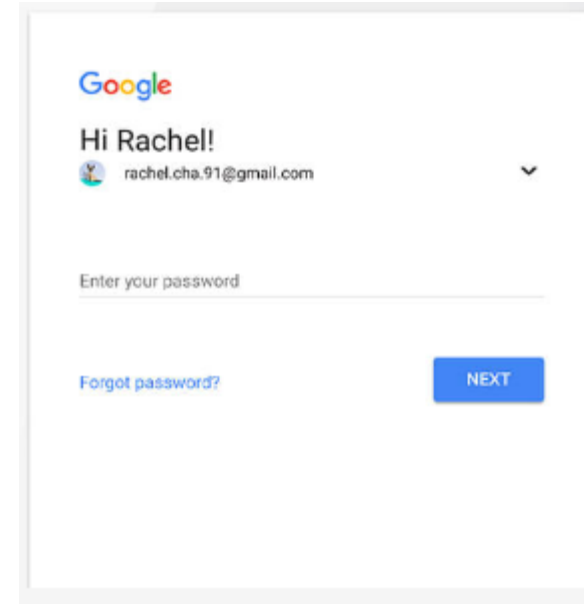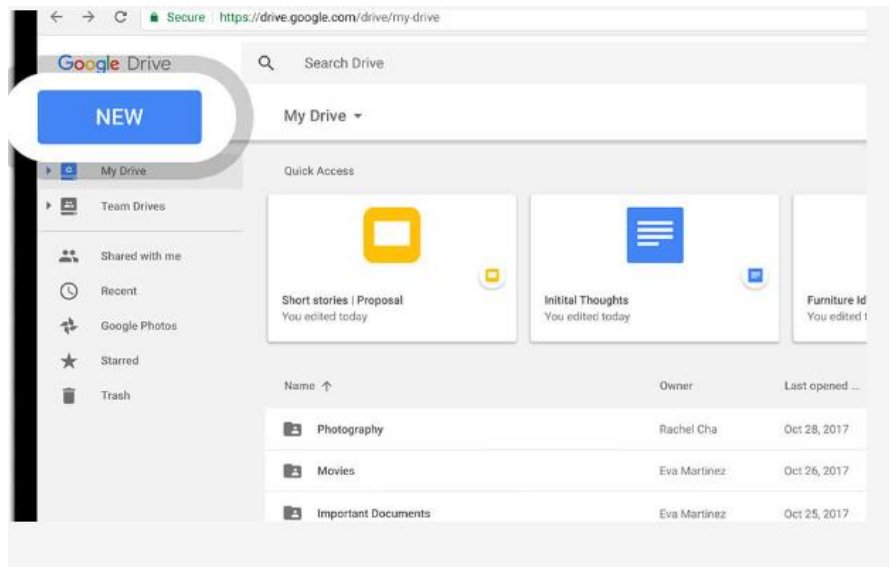
Transfer Files (Continue)

- **Step 4:** Then, select a format, like "Folder upload."

- **Step 5:** Select all the files you want to upload.

- **Step 6:** Now log in to the **same account on your Chromebook** and all those files will be waiting for you.
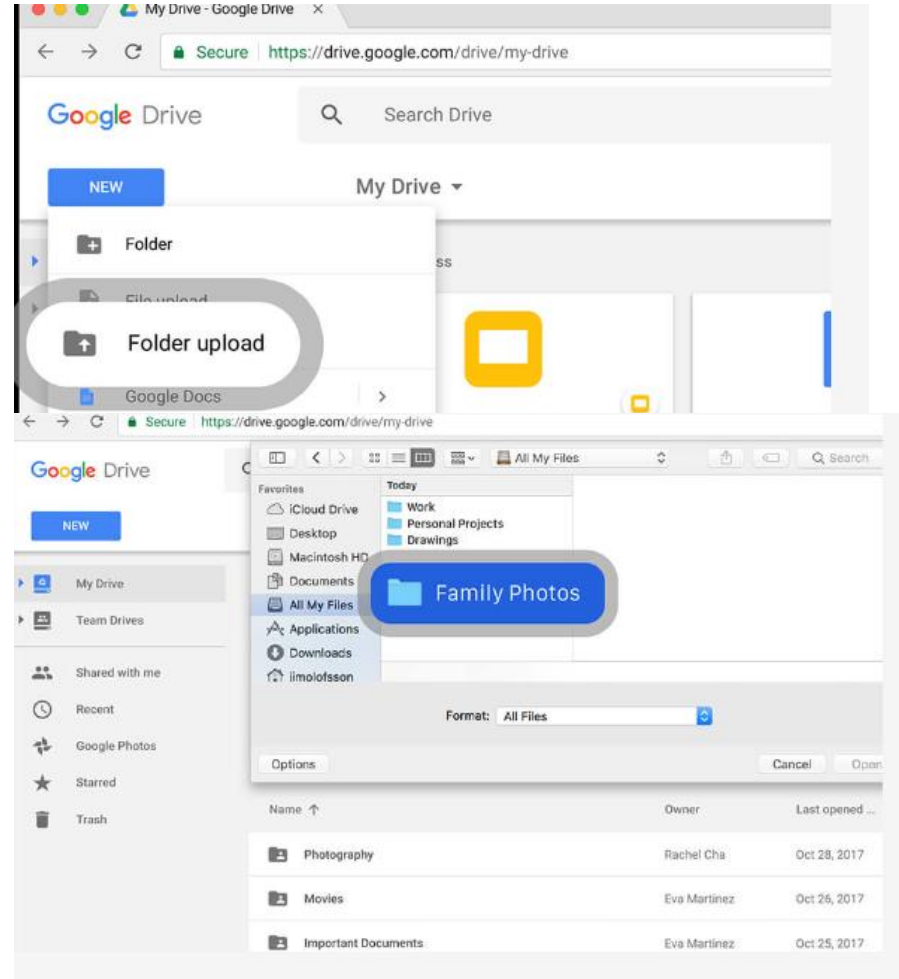
Find and open a file

- **Step 1:** In the corner of your screen, select the Launcher ○ .
- Open Files 📁 .
- On the left, choose where your file is saved.
  1. For files you've just used, select **Recent**.
  2. For a list of recent files by type, use the button to select that file type.

Delete a file

- In the corner of your screen, select the Launcher ○.
- Open Files 🔵.
- Select the file or folder you want to delete.
- Select **Trash** 🗑
- **Important:** Most files are sent directly to Trash. For files that aren't sent to Trash, you must confirm that you want to permanently delete them.

Pin files to your shelf

- In the corner of your screen, select the Launcher ○.
- Open Files 📁.
- On the left, select the folder that contains the file you want to pin.
- Right-click the file.
- Select **Pin to shelf**.
- To unpin files, right-click the file.
  - Select **Unpin from shelf**.

Pin files to your shelf (Continue)

- Find a pinned file:

  1. At the bottom right, select the **shelf container**.

  2. Right-click your file.

  3. Select **Show in folder.**

Open & edit Office files on your Chromebook

- On your Chromebook, you can open, edit, download, and save Microsoft® 365 files, such as Word, PowerPoint, or Excel files.

- **Option 1:** Use the Microsoft 365 app

- You can open Microsoft files stored on your Chromebook with the Microsoft 365 app, which contains Word, Powerpoint, and Excel.

- Option 2: Use Google Docs, Sheets, or Slides

- With **no setup needed**, Google apps on your computer can also open Microsoft 365 files.

Option 1: Use the Microsoft 365 app

- To set up Microsoft 365 on your computer:
- In the corner of your screen, select the Launcher .
- Find and select **Explore**.
- Navigate to "Microsoft 365".

Option 1: Use the Microsoft 365 app (Conti..)

- Select **Set up**.
- Follow the on-screen instructions and connect the Files app to Microsoft OneDrive.
- **OneDrive** is required to open and edit files in Microsoft 365.

Set up Microsoft 365 for your Chromebook

How it works:

1. Install Microsoft 365
2. Connect to Microsoft OneDrive
3. Files will move to OneDrive when opening in Microsoft 365

A subscription may be required. View Microsoft terms and conditions.

Cancel   Set up

Option 1: Use the Microsoft 365 app (Conti..)

- **After you're set up:**

  - Microsoft 365 app is added to **your Launcher**.

  - Microsoft OneDrive appears in the Files app.

  - Your file opens.

Add a New User Account

- **Step 1:** Start on the login screen.

- **Step 2:** Instead of logging in with your profile, click "**add person**" at the bottom of the screen.
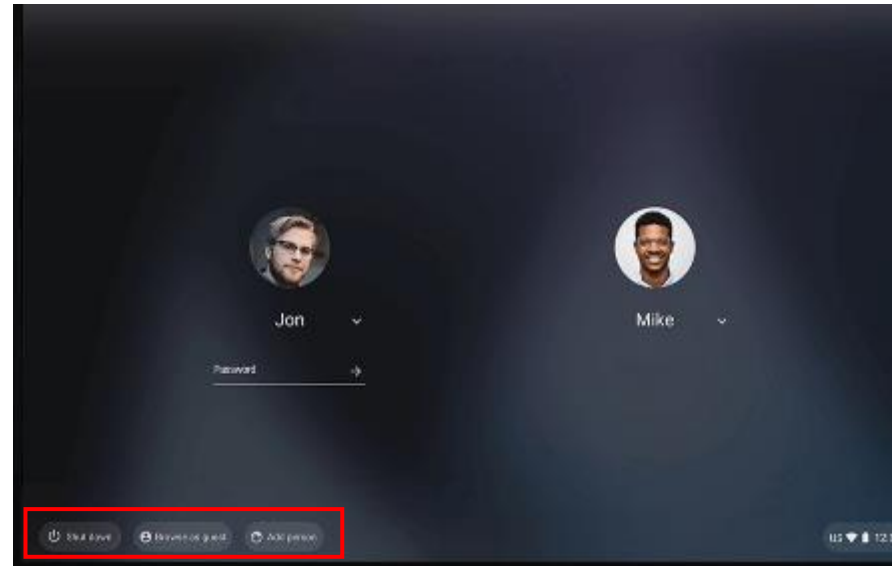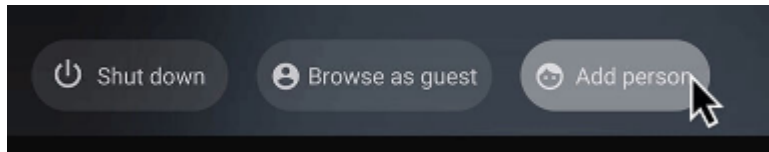
Add a New User Account

- **Step 3:** Then you can log in with any Google Account.
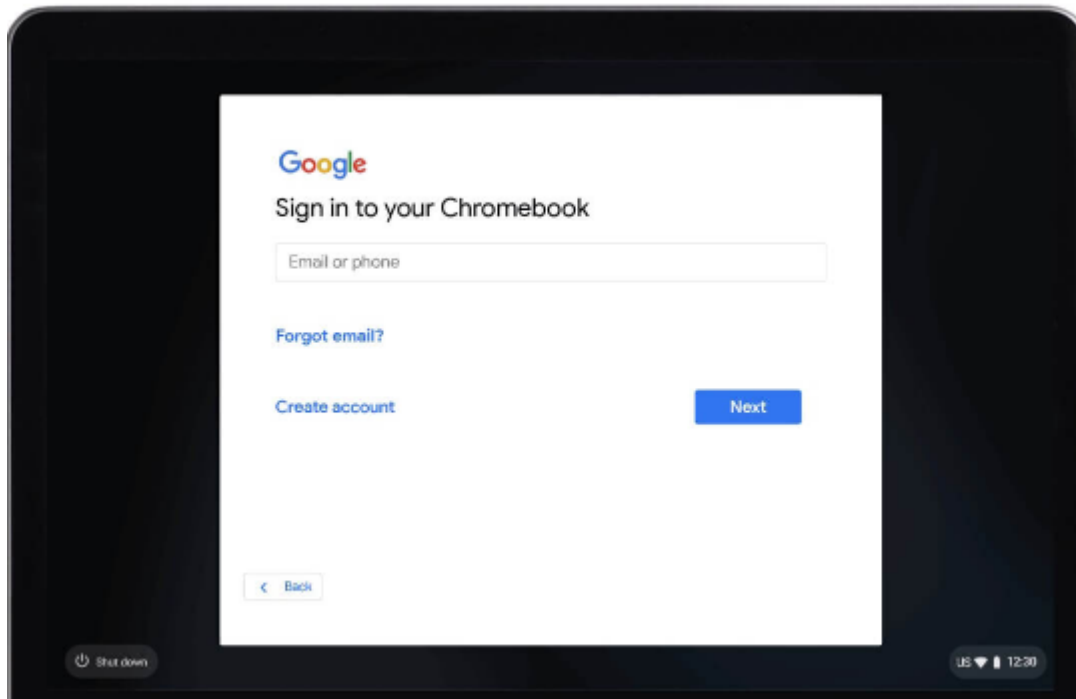
Browse as a Guest

- **Step 1:** Instead of logging in with your profile, click **Browse as Guest** at the bottom of the screen.
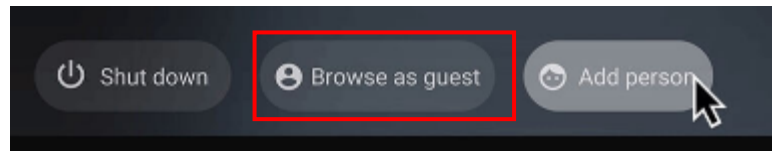
Step 2: Now you'll be able to use the Chromebook in **Guest mode**. You won't see any of the files saved in the other user accounts.
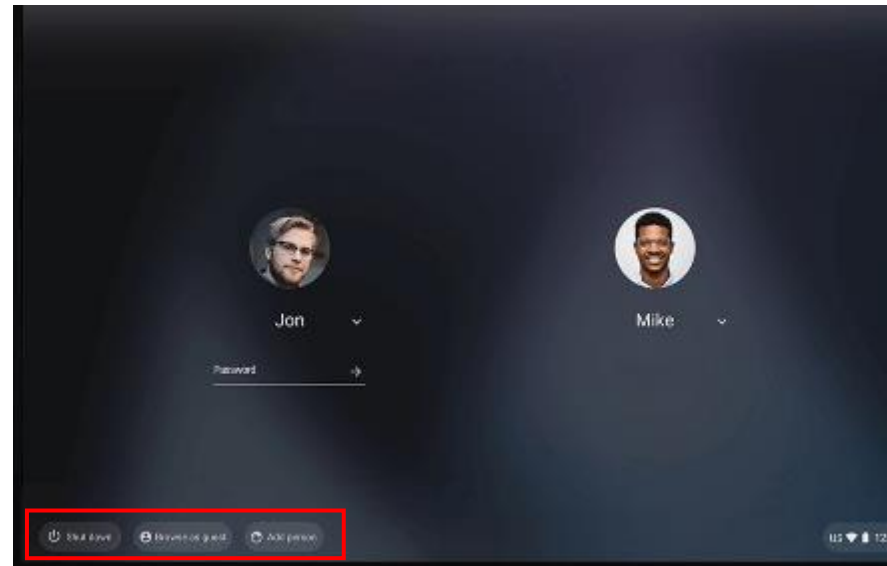
Step 3: When you're done, **log out**. Your history or files won't be saved.

Set up ChromeOS

Are you Setting up ChromeOS for the first time?

- Set Up ChromeOS | Dell US

Getting Help

- [ChromeOS Support](#)
  - https://support.google.com/chromebook#topic=3399764
  - https://www.dell.com/support/contents/en-us/category/product-support/self-support-knowledgebase/operating-systems/chromeos

How can we help you?

Describe your issue
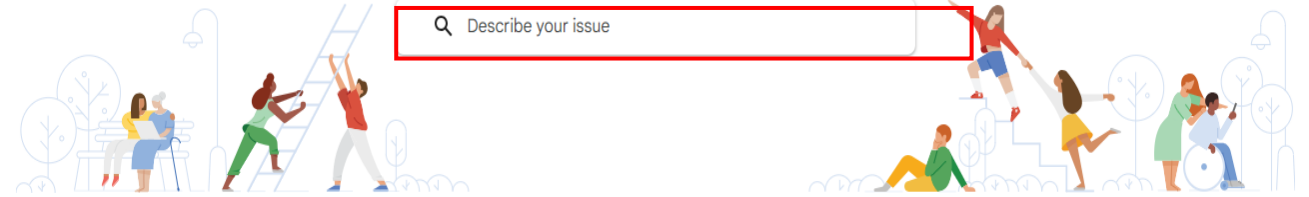
Browse help topics

Get started

Learn about Chromebooks

New to Chromebooks

Tour of your Chromebook

Sign in

Use Chromebook at home

Get started with CloudReady Home

Chromebook Plus OS update eligibility

Play Steam for Chromebook (Beta)

Get started with ChromeOS Help me write

Customize your gameplay on your Chromebook

Use Google for Families

Connect your Chromebook

Manage your apps

Customize settings

Discover Google Assistant

Explore accessibility

Fix problems

Find device support

Chromebook Best Practices for Care and Use

- Always keep the Chromebook in a protective (if offered or provided).
  - For the highest level of protection, consider purchasing a protective Chromebook case.
- Keep the Chromebook dry, protected from rain, snow, and any other liquids.
- Take caution with food or drinks around the device.
- Do not lean on top of the Chromebook or place anything near the Chromebook that could put pressure on the screen
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

Chromebook Best Practices for Care and Use (Continue)

- Avoid touching the LCD screen with sharp or pointed objects (Example: Pencils, pens, and so forth).

- Do not leave your Chromebook in a car or any location that can expose the Chromebook to extreme temperature or direct sunlight for extended periods of time.

- Chromebooks should be shut down when not in use to conserve battery life.

- Close the Chromebook carefully from the top center of the LCD screen (do not slam it shut).

Chromebook Best Practices for Care and Use (Continue)

- Do not stack Chromebooks or other laptops when storing them or under other items that could put pressure on the Chromebooks.

- Do not place anything on the keyboard before closing the lid, such as pens, pencils, spiral notebooks, or as storage for loose papers.

- Do not rotate or open the LCD screen beyond its design limit.

- It is best not to place your Chromebook on uneven surfaces where it might accidentally fall.

Chromebook Best Practices for Care and Use (Continue)

- Do not pick up your Chromebook by the LCD screen.
- Avoid placing too many items around the Chromebook during transporting (laptop bag or backpack).
- Stuffing the Chromebook in your backpack with too many books around it could damage the LCD screen.

Clean your Chromebook often.

- **Shut down your Chromebook before cleaning.**

- **LCD Screen Cleaning:**

- Gently wipe the LCD with a clean soft or microfiber cloth. Do not use window cleaner or any type of household cleaner on the LCD. Use a cleaner specially designed for an LCD.

- **Keyboard and Chassis Cleaning:**

- Wipe surfaces lightly with a clean soft or microfiber cloth.

Thank You!

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Questions?