

General Info

Prerequisites:

- Make sure that you have an available internet connection and the access password. If you do not have internet or wireless availability please see **“Where to Get Internet Access”** below.
- Create a Google or Gmail Email Account here: www.google.com/accounts Your email address and password will be needed to start the setup process.
- If you require assistance with this process, please call the helpdesk at **(863) 292-0652**.

If you’ve never used a device with a touchpad:

- The touchpad area takes the place of a mouse. A single finger moved around the trackpad will cause a response similar to moving a mouse, allowing navigation of the cursor on the screen.
- A single finger press and release on the touchpad will perform a left mouse button click action (to position/reposition the placement of the cursor).
- Using two fingers on the touchpad in a press and release will perform a right mouse button click action (where extra choices are often available).
- Using two fingers on the touchpad, sliding up or down will allow a scrolling action.
- Using two fingers on the the touchpad, sliding side to side will move you through open websites or open document pages (before or after).

Status Tray:

On the bottom right next to your profile picture. To view your chromebook status and settings, open the status area by clicking your profile picture on the bottom right. You’ll find your networks, battery life, settings and more. For FAQ and Helpful articles, use the ? Icon. To change your settings, click settings. You can search for what you want to change, (wallpaper, lockscreen), choose an item from the verticle list on the left, or scroll through the available choices to setup.

Where to Get Internet Access

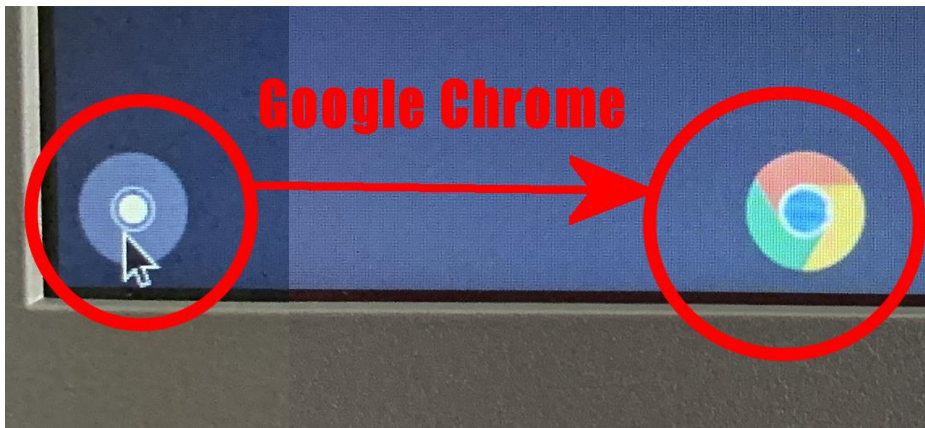
- You may qualify for 60 days of **FREE** service. Call Spectrum at **(855) 243-8892** or **(844) 488-8395** for assistance with this process. Hotspot list: www.spectrum.com/free-wifi-hotspots/florida
- Polk County municipalities also offer FREE Wi-Fi. A full list of free municipal “drive-in” Wi-Fi locations is located in the FAQs at: www.polk.edu/campus-safety-security/COVID-19. Students who use these locations should practice social distancing and remain in their cars.
 - City of Lakeland’s SurfLakeland is free downtown and in select areas of the city. Students accessing SurfLakeland downtown should note the parking restrictions posted on signage. The best signal is around Munn Park and students should consider parking next to the park to leave areas in front of restaurants open for curbside business.
 - City of Lake Wales CityNet Wi-Fi provides free hotspots throughout Lake Wales.
 - City of Winter Haven has created several high-speed Wi-Fi access points for Polk State students. Access points are located downtown. The downtown parking garage and library parking lot have unsecured and secured Wi-Fi available. The password for all secured Wi-Fi networks is **MyWinterHaven**.

Chromebook Initial Setup

1. Plug in the system to an available power outlet and turn it on.
2. The **Welcome** screen appears. Click **“Let’s Go”**
3. It will prompt you to Connect to a Wifi network. **Choose an available network** and click **Next**.
4. If prompted, **enter the password** for the Wifi network. (Some do not require a password.)
5. On the Google Chrome OS terms screen, click **“Accept and Continue”**
6. Give it a moment to check for updates.
7. The **“Sign in to your Chromebook”** screen will appear. You will need to login with your Google account in order to install apps.
 - a. If you do not have an account, click the **“More Options”** dropdown and choose **“Create account”**
 - b. You may also choose **“Browse as a Guest”** but you will not be able to install apps. However, you can still go to Canvas (**canvas.polk.edu**) and Office 365 (**portal.office.com**) through the Chrome browser.

Logging in to Canvas

1. Click the **Circle Icon** (where the Windows Start button is) then click the **Chrome Browser icon**.



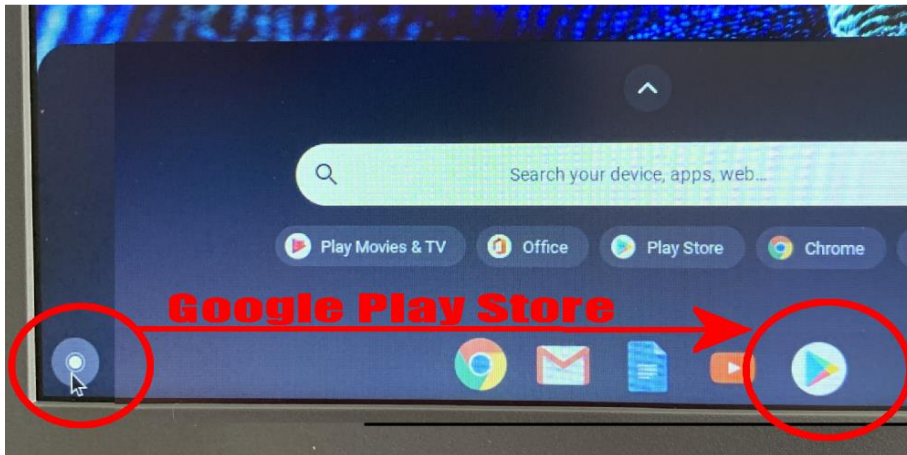
2. **Enter “canvas.polk.edu”** in the address bar.
3. **Enter** your email address **“myacount@my.polk.edu”** and enter your **password**.
4. After logging in you’ll see Account, Dashboard, Course, Calendar, Inbox, and Help.
5. See Canvas information for further info. **www.polk.edu/distance-learning/canvas-news**

Using Web-based Microsoft Office

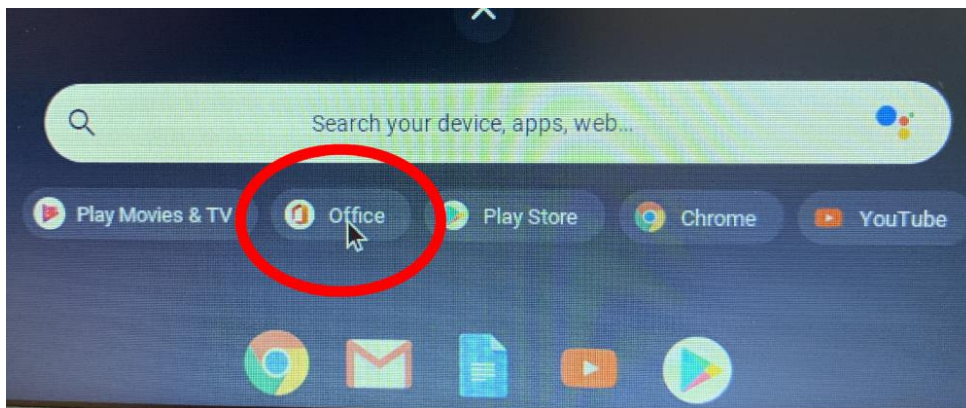
1. Click the **Circle Icon** (where the Windows Start button is) then click the **Chrome Browser icon**.
2. Enter **“portal.office.com”** in the address bar.
3. **Enter** your email address **“myacount@my.polk.edu”** and enter your **password**.
4. On the **“Enter Code”** screen **enter the code** that was texted to your phone. (If you haven’t set this up, you may be prompted to do so.)
5. From here you will be able to open Outlook (email), Word, Excel, PowerPoint and other Microsoft Office apps through the Chrome browser.

Installing Microsoft Office Apps

1. If you logged in with your **Google account**, you will be able to access the Google Play Store by clicking the **Circle Icon** (where the Windows Start button is.)
2. Click the **Google Play Store** icon.



3. If you have not signed-in you may be prompted to do so and link this device to your account. Click **Accept** and **Continue** and follow any prompts.
4. In the Google Play Store, type "**Microsoft Office**" in the **search bar**.
5. Click Microsoft Office app and you will be taken to a screen to install.
6. Click the **Install** button.
7. The app (including Outlook, Word, Excel & Powerpoint) will download.
8. Once complete, **click the "Office" icon** on the Start bar.



9. When you first run Microsoft Office you will be prompted to Allow it to access photos and media. Click **Allow**, then **Get Started**.
10. Click **Next** or **Accept** on the remaining prompts.
11. Click "**Connect your account**"
12. **Enter** your email address "**myaccount@my.polk.edu**" and enter your **password**.
13. On the "Enter Code" screen enter the code that was texted to your phone. (If you haven't set this up, you may be prompted to do so.)
14. From here you will be able to open Outlook (email), Word, Excel, PowerPoint and other Microsoft Office apps.