

Google Chromebook Laptop Information

This Chromebook is the **Property of the Stoughton Public Schools**, checked out through the **Stoughton Public Library**.

Loan: 4 weeks

Return: To the Stoughton Public Library.

- **Needs WiFi/internet connection**
- **Can access WiFi from the Library Parking Lot**
 - **LIBRARY-PUBLIC-WIFI**

In order to use the Google Chromebook Laptop

- 1) You must have a Gmail account set up already in order to access Google Chromebook Laptop.
 - a. If you don't have a Gmail account, please set one up on a smartphone, tablet, or another device.
- 2) You must have WiFi or internet access.

Google Chromebook Laptop Instructions

- 1) Log in with your Gmail account: EMAIL & Password
- 2) Click Google Chrome icon  to access the web browser

PLEASE Sign out of your Gmail account when finished by :

- 1) Clicking the time in the lower right corner
- 2) Select 'Sign out' in the upper left of the box that shows up

For more instructions on how to use the Chromebook, go to the browser and type:

"How to use Chromebook"

OR

<https://www.google.com/chromebook/howto/>

1 charger, 1 computer



Return Computer and Charger to Stoughton Public Library

PATRON KEEPS THIS COPY

Last updated: 06/23/2020(LBB)

Create a Gmail account

To sign up for Gmail, create a Google Account. You can use the username and password to sign in to Gmail and other Google products like Chromebooks, YouTube, Google Play, and Google Drive.

1. Go to the [Google Account creation page](#).
2. Follow the steps on the screen to set up your account.
3. Use the account you created to sign in to Gmail.

Create an account

The username I want is taken

You won't be able to get a certain Gmail address if the username you requested is:

- Already being used.
- Very similar to an existing username (for example, if example@gmail.com already exists, you can't use examp1e@gmail.com).
- The same as a username that someone used in the past and then deleted.
- Reserved by Google to prevent spam or abuse.

Someone is impersonating me

If you believe someone has created a Gmail address to try to impersonate your identity, you can:

- File a report with the [Internet Crime Complaint Center](#).
- Contact your state's Office of Consumer Protection.

Unfortunately, Gmail is unable to participate in mediations involving third parties regarding impersonation. [Learn more about Gmail Terms of Use](#).

Use Gmail for your business

If you want to use Gmail for your business, a G Suite account might be better for you than a personal Google Account. G Suite starts at \$6 per user per month and includes the following:

- A professional, ad-free Gmail account using your company's domain name, such as susan@example.com.
- Ownership of employee accounts so you are always in control of your company's accounts, emails, and files.
- 24/7 phone, email, and chat support from a real person.
- Increased Gmail and Google Drive storage.
- Mobile device management to keep your data secure, such as the ability to remotely wipe lost devices.
- Advanced security and administrative controls.

[Learn more about G Suite or start a free trial](#).