

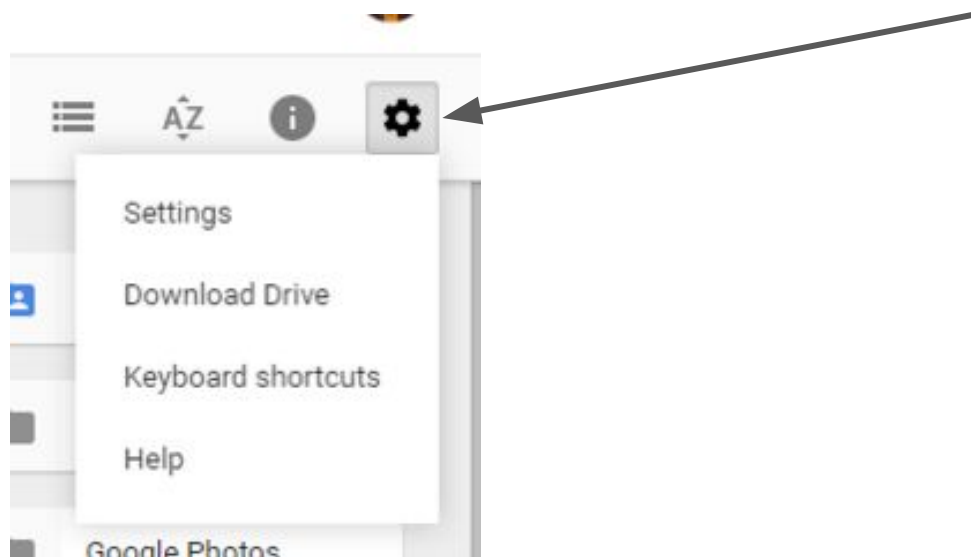
First, you have to make sure you are ONLINE to change the settings on your Chromebook to work offline. Once this is completed, you will be able to use your Chromebook to work on Google Docs, Sheets, Slides, and Drawings without having internet.

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Step 1: Go to your Google Drive account and make sure you are logged in with your Hazelwood ID and password.

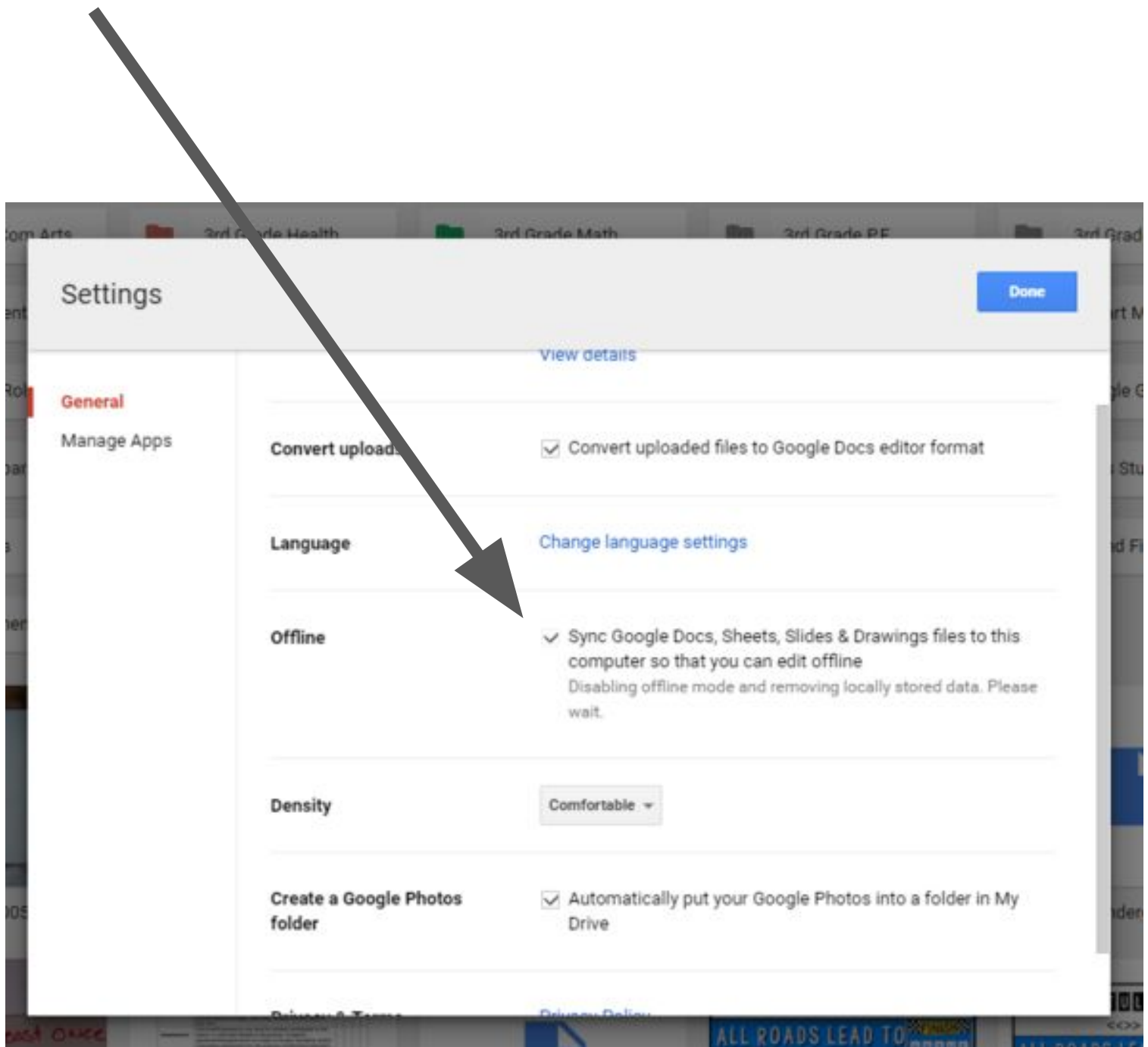


Step 2: Click on the gear in the right hand corner and then click settings.



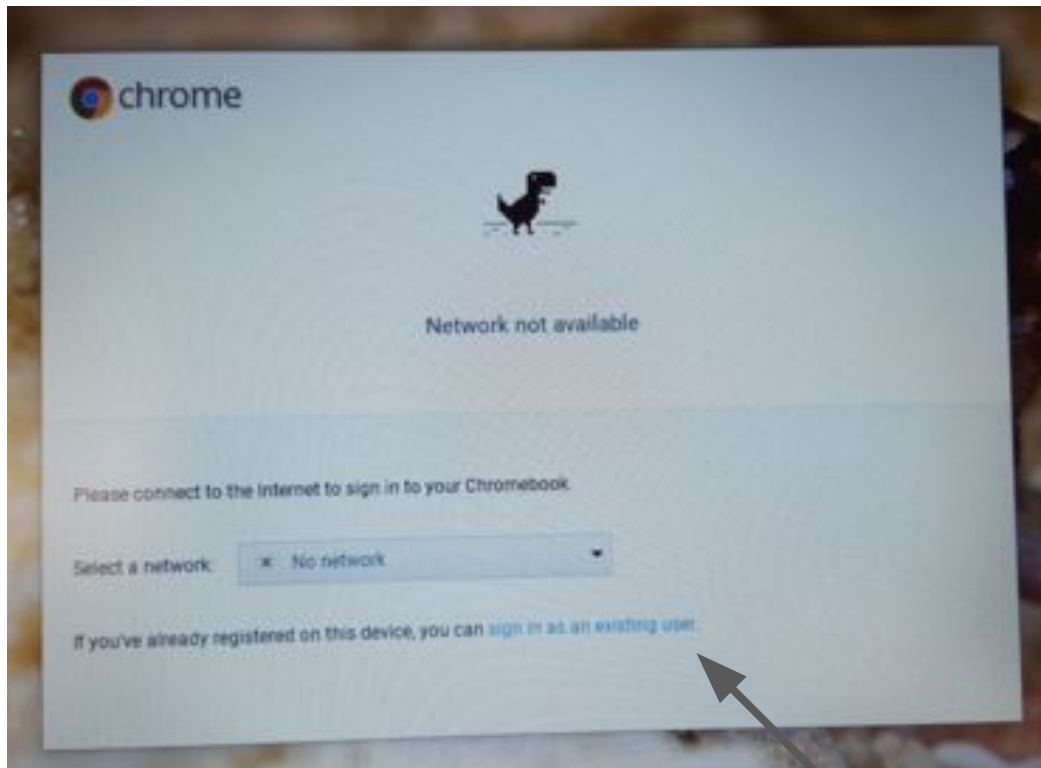
Step 3: Check the box that says Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline.

Then click on the blue box that says Done.



Now that you are setup to work offline, here's how you log on and access your Google Docs without internet.

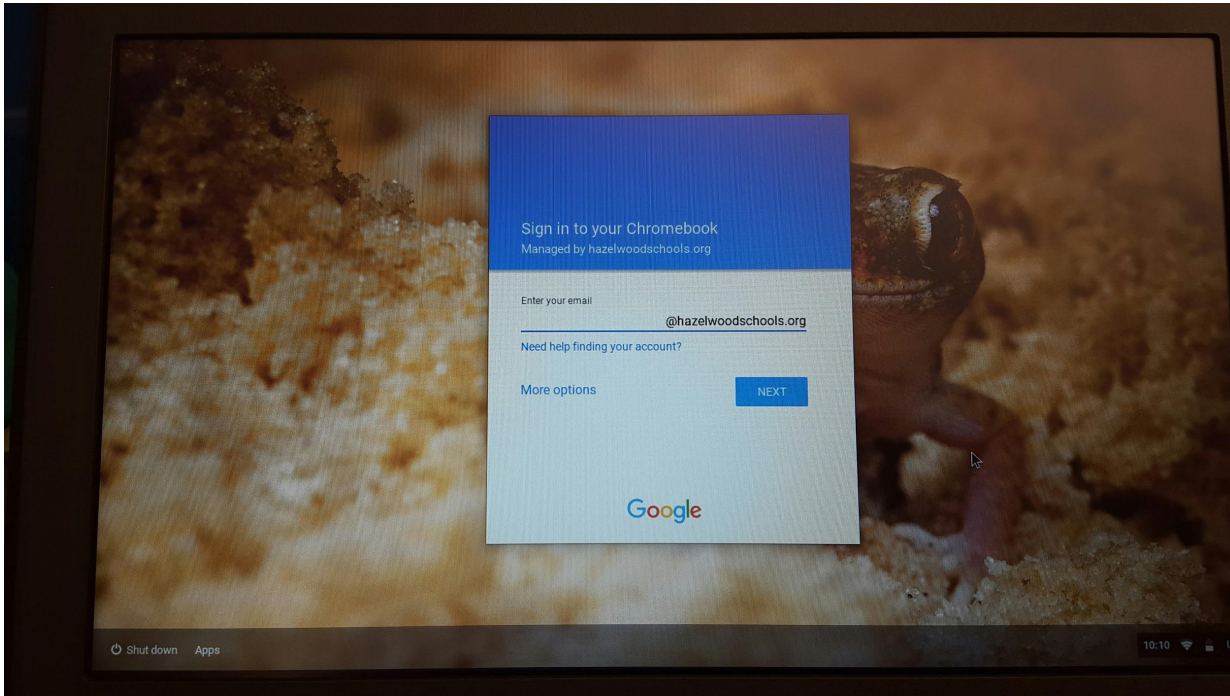
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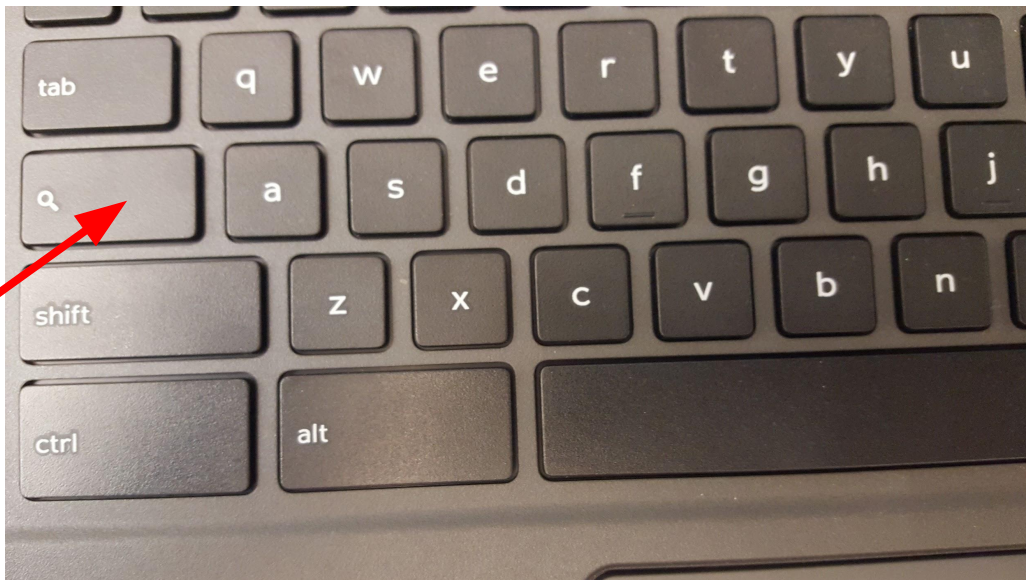
When you power on your Chromebook and it is not connected to the internet you will see this box. Click on the blue words under the gray box that says "sign in as an existing user."

The blue and white sign in screen will appear.  
Log in with your Hazelwood ID and password.

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After you sign in, click on the magnifying glass on your keyboard.





Click on Google Drive or another Google App to work on your docs offline. Once you hit wifi, your docs will sync.

