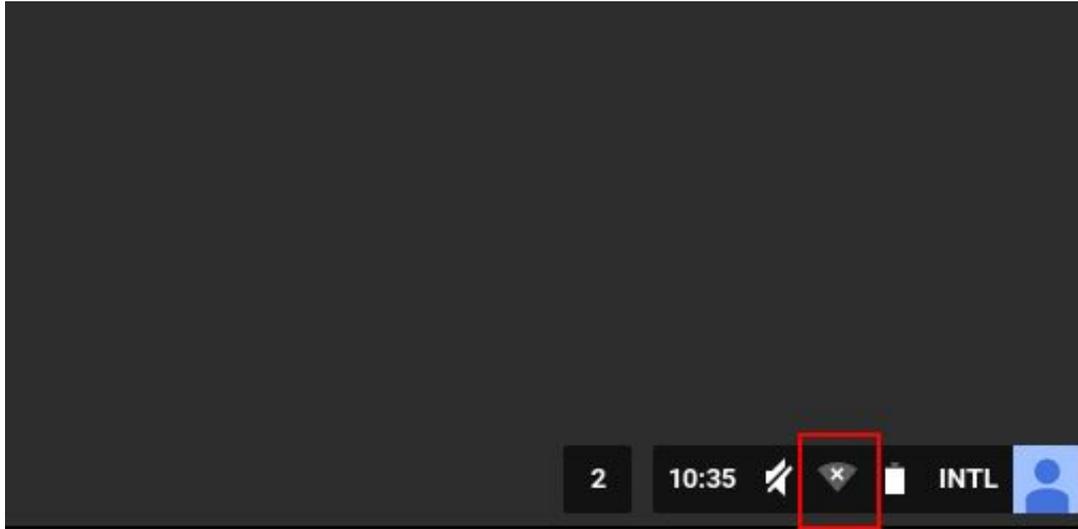


How to connect to the Internet and Email **at home and at school**

In order to access the internet at school you must manually access your Chromebooks WIFI settings and select OPSCrome2. The pictures below will walk you through doing this.

Step 1: Click the WiFi Symbol- Show in Red.



Step 2: Select where it says “ No Network”



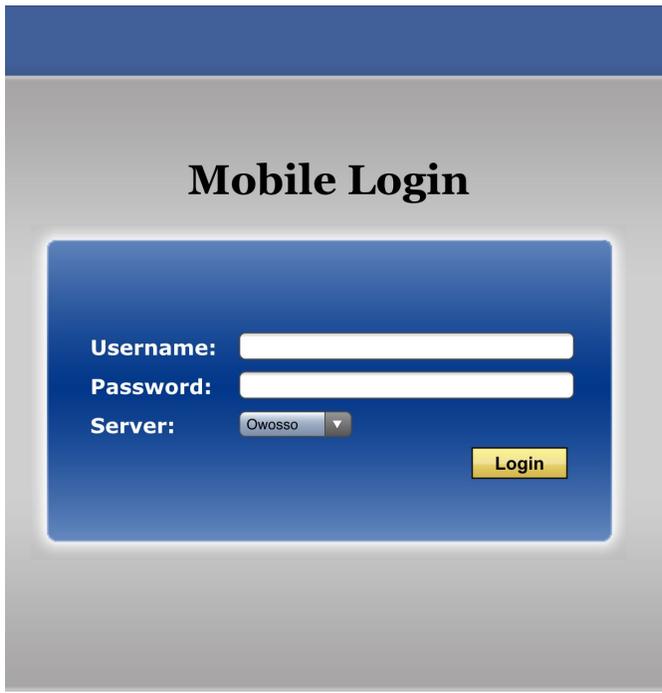
Step 3: Select OPSCrome2



Step 4: Open Chrome and navigate to a website of your choosing (**NOT Google**).



Step 5: You will be presented with a Proxy login Screen similar to the one shown below. Please enter your username and password, making sure to select OWOSSO from the drop down box.

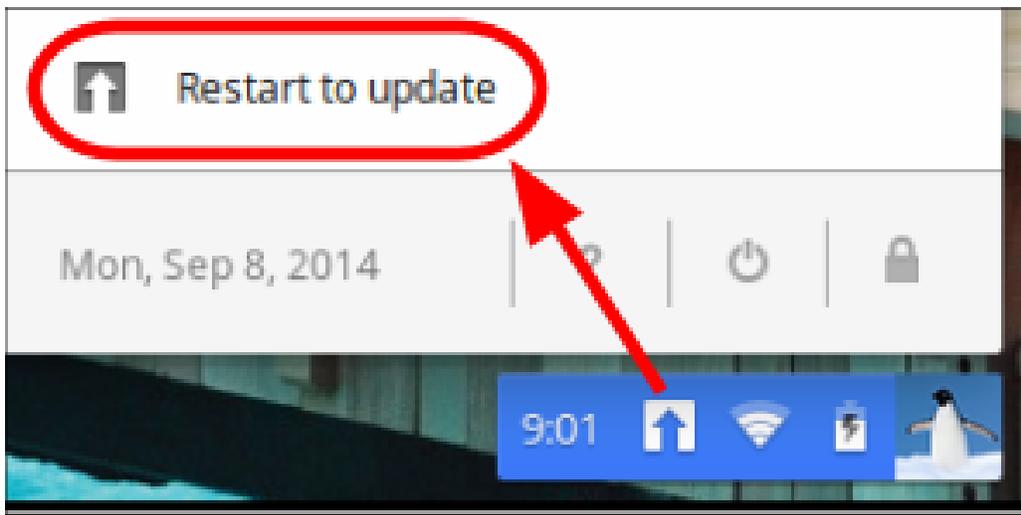


Connecting at Home

You will follow the same directions as if you were connecting at school, but you will need to select your home WIFI SSID name, in place of OPSCrome2. **Don't forget to type in a web site after connecting to your home wifi to get the filter login screen.** If you don't login to the web filter you will not have internet at home.

Updates

If your Chromebook has a arrow as shown in the picture below please RESTART your Chromebook completely so that you can install the update.



If you do not have internet at home! You can still work on google classroom assignments.

How to setup your chromebook to work OFFLINE.

Turn on Google Drive offline

To save your Google Drive documents for offline use:

1. If you haven't already, sign in to your Chromebook.
2. Make sure that your Chromebook is connected to the web.
3. Open Chrome .
4. Go to drive.google.com.
5. In the upper right corner, click the settings icon  > **Settings**.
6. In the "Offline" area, check the box for **Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline**.
7. Click **Done**.
8. Wait for a few minutes. Your Chromebook will automatically save your Google Drive documents so you can read or edit them when you're offline. If you have a lot of files, you might see a message that your files are syncing.

How do I log into Email?

Goto <http://outlook.com/owosso.k12.mi.us> and use your school email address (name@stu.owosso.k12.mi.us) and password.

Make a bookmark for this to make it easier to get to in the future.