

Chromebook 2022 Startup Instructions

Connect the power supply to get your Chromebook out of storage mode, then open the Chromebook to power it on

IMPORTANT: If a Username appears, you must **remove the Username:**

- Find and click the small down arrow just to the right of the Username
- Select **Remove Account**
- Select Remove Account, again

If you don't automatically connect to your **WiFi network**, you'll be taken to a series of screens:

- Connect to Network: Select your secure Network ID from list
- Join Wi-Fi Network: Enter the password for your network
- Leave "allow other users" setting on if it appears
- Next Connect
- Google Terms of Service: Accept and continue
- Checking for Updates
- When done, Version 104.0.5112.110 or higher should load automatically

Now you will be at the Google **Sign into your Chromebook** screen

- In the box under "Email or phone" **Enter nnnnnnnnn@aarpfoundation.org** (use your 9-digit volunteer ID for the n's) and click Next
- At the Welcome screen enter the initial password **TaxAide2022!** And click Next
- At the next Welcome screen click "I understand"
- **Create a new** strong, minimum **10-character password** with at least one Upper case, lower case, number, and special character (*write it down somewhere!*)
- Press Enter twice to confirm

Just **a few more steps**. Don't check or uncheck any of the boxes in the following screens.

- Sync your Chromebook: just click Accept and continue
- Google Play apps and services: just click More
- Google Play apps and services: just click Accept

At the Choose an account screen, click on your name (e.g., BILL T) Hooray! You should now be at the familiar VITA/TCE "splash page" with the TaxSlayer options and the Tax-Aide Links bookmark. Click the square next to the X at the top right to make it Full Screen.

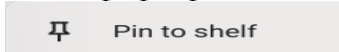
Note: **when you log on again** if you see the AARP Foundation logo - click the Google Chrome button on the bottom shelf to get to the "splash page"

Your Username and new Password can be used on EVERY AARP Chromebook.

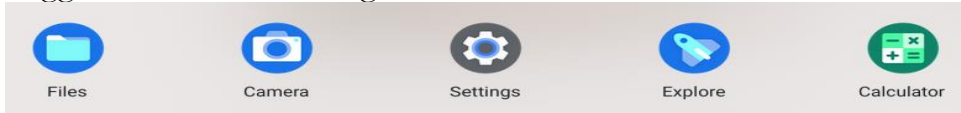
Other Action Items

1. Add Apps to your bottom shelf so you can easily access them

- Click the Launcher button (small circle at bottom left).
- In the pop-up screen, **right click** apps you want and then Pin to shelf



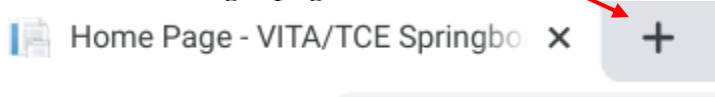
- Suggestions: Files, Settings, Calculator



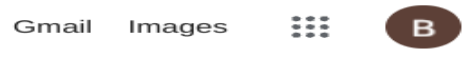
- Click anywhere to get back to the splash page.

2. Confirm your Gmail account.

- Open a new tab by clicking the + sign at the top left next to Home Page – it defaults to a new Google page



- Towards the top right you see 9 dots in a square. If Gmail appears to the left of the dots click Gmail. If it does not, click the 9 dots to



bring up available Google Apps, then find Gmail and click it.

Close the box that appears by clicking the X.

- Your email is nnnnnnnn@aarpfoundation.org. You should have two welcome emails from the "Gmail Team."

3. Update to latest Chrome version

- Click Settings (on your bottom shelf or, if you did not yet pin it, click the box at the bottom right,



then the Settings gear in the box that pops up



- At the bottom left, click About ChromeOS

- Click Check for Updates or Restart



4. Personalize your Avatar (if you don't want to see just your initial)

- Click Settings
- Click Personalization
- Click Set your wallpaper and style

- d. Click on your Initial (in the black circle at the top)
- e. You can choose an illustration, or, if you are presentable, take a picture by clicking the camera at top left (then take a photo and use this photo)

5. **Update Recovery Information** – This will allow you to reset your password.

- a. In the browser window at the far-left side, click on Tax-Aide Links
- b. In the pop-up window, click on Google Links
- c. In the next pop-up window, click on Update Recovery Info
- d. The Google Security screen will load. Scroll down to the “Ways we can verify it’s you”
- e. Enter your recovery phone in the recovery phone dialog box
- f. Enter your recovery email in the recovery email dialog box
- g. Follow the screen prompts to complete the process

6. **Add Bookmarks** (optional but useful if you like to avoid multiple clicks to find a site)

- a. Open a new tab (click the + at the top bar)
- b. Type in an internet URL or use the TaxAideLinks drop down to find a website

- c. When the site comes up, click the star at the top right,
- d. Edit the website name and leave Bookmarks bar as the folder, then click Done



Bookmark added

Name

Folder

- e. Repeat for additional sites
- f. Suggestions: AZ Tax-Aide website (www.aztax-aide.org)