1:1 Pupil Chromebooks - setting up, locking, signing in and out and shutting down (Lenovo 300e)

Here we have some user and troubleshooting guides to help solve issues using your Chromebook. Videos can also be found on the troubleshooting page to support you with any technical issues you may encounter.

Becoming the Chromebook 'owner'
The user of the first Google Account signed into a Chromebook becomes the device owner.
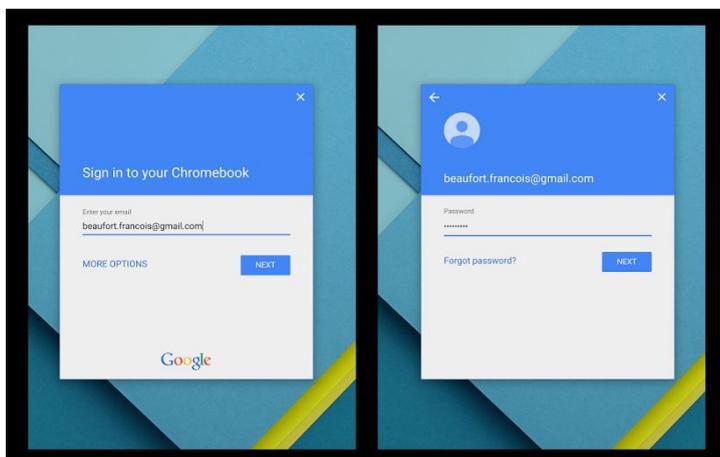
Step 1. Start your Chromebook by lifting up the LCD cover.

Step 2. Select your local language and keyboard when prompted.

Step 3. Set up connection to your wireless router (or a wireless LAN) that has Internet access.
Note: This step cannot be skipped. You must have an Internet connection when starting your Chromebook for the first time.

Step 4. Sign in with the pupil's Google Account previously provided by the school.

You are now the Chromebooks 'owner'.

Locking your Chromebook

If you need to temporarily leave your Chromebook, lock it so others cannot tamper with your settings or files.

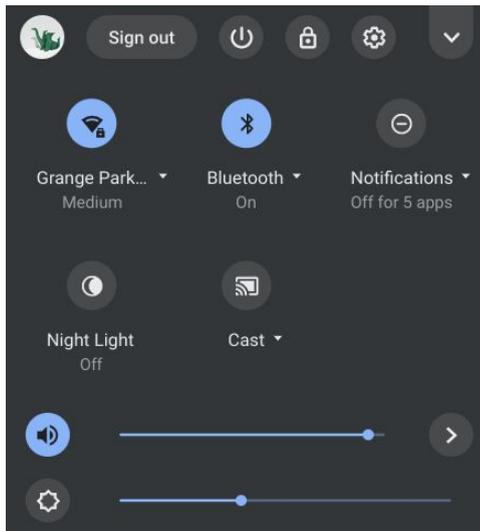Step 1. Press and hold the lock button found in the top right corner of the keypad.

Step 2. To unlock simply retype in your password when prompted

Signing out of your Chromebook

Step 1. Click the status area found in the bottom right of the screen interface.

Step 2. Click the Sign out button.

Shutting down your Chromebook

When you finish working with your Chromebook, shut it down to save power.

Step 1. Click the status area found in the bottom right of the screen interface.

Step 2. Click the Shutdown button .