EVERETT PUBLIC SCHOOLS

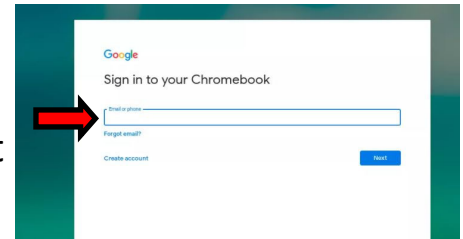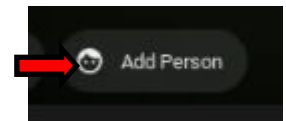# Quick Start for Students on Chromebook

Chromebook Log-In

Log-in with your **student ID number @apps.everettsd.org**. On the following screen, insert your **student ID number** only and **district password**
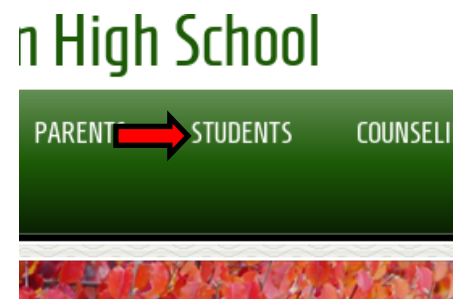
If needed, choose **Add Person** on the bottom of the screen to access the log-in screen
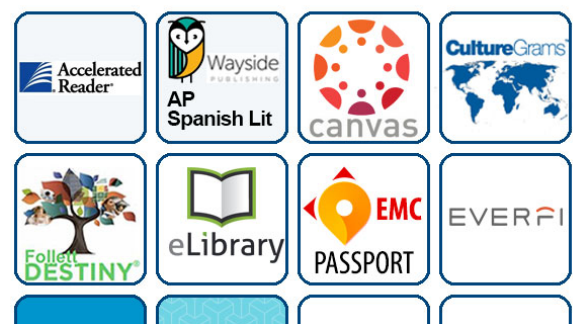
Student Tools

Once logged-in, you should see the **Chrome browser** opened with your school homepage on one of the tabs on the top of the browser

On the school homepage click on **Students** on the top menu

This will take you to the **Student Tools** page where you will be able to access all student tools and services. Canvas, Google Apps, and Office 365 for example

If you are asked to sign-in, sign-in with your **student ID number** for the username and **district password**
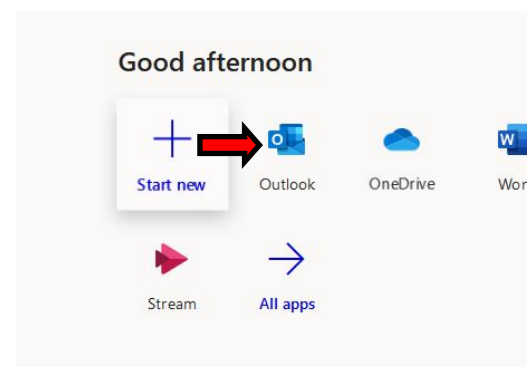
![Everett Public Schools logo]

Quick Start for Students on Chromebook

Office 365 Sign-In (E-Mail, OneDrive, MS Word, etc.)

Once on the Student Tools page, locate the **Office 365** sign-in towards the bottom and click. Sign-in with your student ID number@apps.everettsd.org (**#####@apps.everettsd.org** for example). On the following screen if prompted, sign-in only with your **student ID number** and **password**
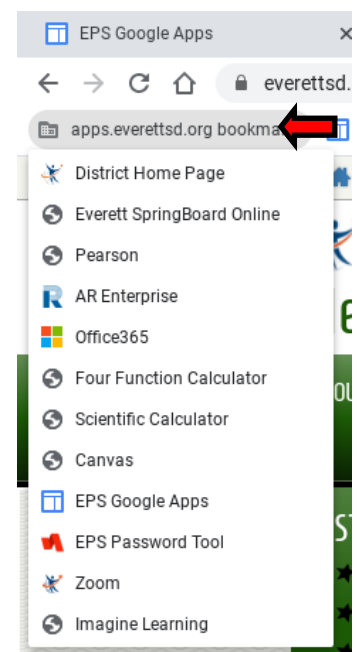
Once signed-in, choose **Outlook** on the top to access your student e-mail online

Managed Bookmarks

Managed bookmarks are located on the top-left of the Chrome browser. Here you will have quick access to Office 365, Canvas, and Zoom for example
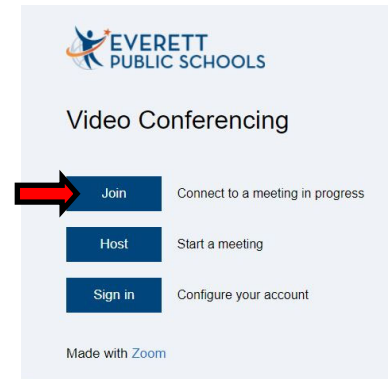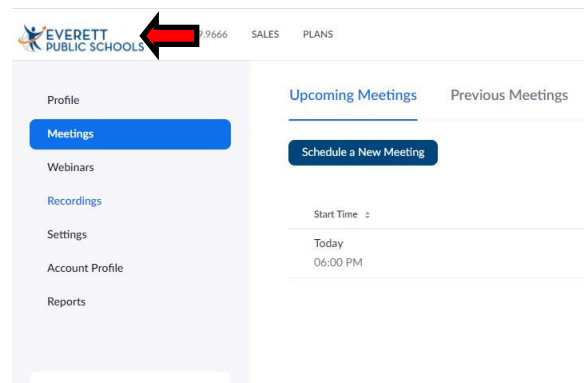
Quick Start for Students on Chromebook

Zoom

In Managed bookmarks, locate the **Zoom link** on the bottom. Click **Join** to join a meeting and enter the **meeting ID** provided to you. You may also be asked for the **meeting password** which should have also been provided to you

On the main Zoom link, choose **Sign in** to adjust your Zoom settings and view upcoming meetings with teachers. Sign-in with your **student ID** and **password** if needed. Confirm on the settings page that you are signed into the EPS Zoom account by seeing the **EPS logo** on the top-left

Additional Chromebook Tips

Connect to the **Internet** clicking on the clock on the bottom-right and then choosing the fan icon on the top-left of the pop-up menu

Adjust the **brightness** using the two wheel keys on top of the keyboard

Adjust the **volume** using the three speaker keys on top of the keyboard

Zoom in and **out** of the screen using the CTRL + and - keys on the keyboard
   CTRL and 0 key to reset the zoom

Rotate the screen if needed using the CTRL-SHIFT-Refresh keys on the keyboard
   Refresh key is the circular-arrow on top of the keyboard

Adjust overall **Chromebook settings** clicking on the clock on the bottom-right and then choosing the wheel icon on the top of the pop-up menu