

## New Technology How To Guide

### Operating Chromebooks

- 1) Open Chromebooks
- 2) Sign in with your school issued email address (example with my name Robert Baird, first initial and last name, [rbaird@stambrosegodfrey.org](mailto:rbaird@stambrosegodfrey.org))
- 3) Enter password – *Please see separate Fast Direct email for password*
- 4) Go to [www.classroom.google.com](http://www.classroom.google.com) on a CHROME browser.
- 5) Select join all classes that show up in your homepage. Note: a registered student's classes should automatically appear.

### How to Check Email

- 1) Click mail icon at the bottom of the page.
- 2) Once you are logged into your Chromebook the email account will not require a password.

### How To join a Google Meet Session

- 1) Open the teacher's Google Classroom page.
- 2) Click on the Meet link.
- 3) Click on "Join now."

If you are having issues with any of the steps or the device itself, please contact our IT specialist, Steven Scheinschang at [sschienschang@stambrosegodfrey.org](mailto:sschienschang@stambrosegodfrey.org)