

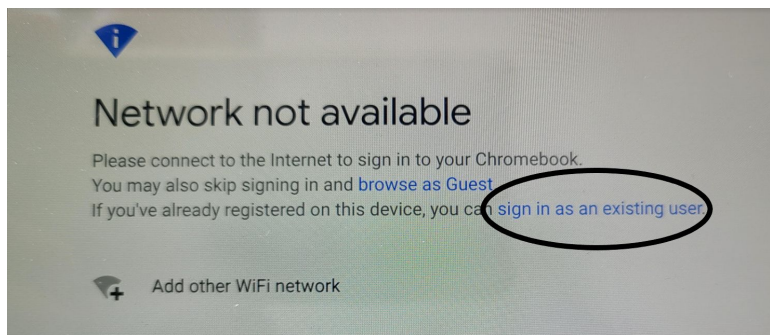
Using a Chromebook Offline

If you don't have an Internet connection, you can still use your Chromebook. You can access the following apps for both offline viewing *and* document creation:


- Google Docs 
- Google Sheets 
- Google Slides 
- Google Drawing 

Other Google apps and files, like Forms, are not available for offline use.

Signing in when offline:



1. First, click **“Sign in as an existing user”**. Enter your Clark County email address and password.
2. You will then login in offline mode.

Note: In Drive, you should be set up already for offline mode. However, to check, **while online**, go to the  in Drive and make sure the checkbox is checked where it says “Offline.” **If there are files in Drive you want to be available offline, you may need to**

right click on them and choose “Available offline.”  **Drive should have some recent files available.**

Once in offline mode, you can launch Drive . It may take a few moments for it to finally load. Unavailable files will be grayed out. Using the large “New” button



on the upper right, you can create new Docs/Slides/Sheets/Drawings. Alternatively, you can click the app icons for Docs/Slides/Sheets and launch them independently. In that mode, you will see available files, and in the lower right hand corner, there will be a large circular button with a + in it. That button will also allow you to create new files. These files will upload when you return to a live internet connection.