

Chromebook User Guides



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HOW TO ADD A PRINTER AT HOME

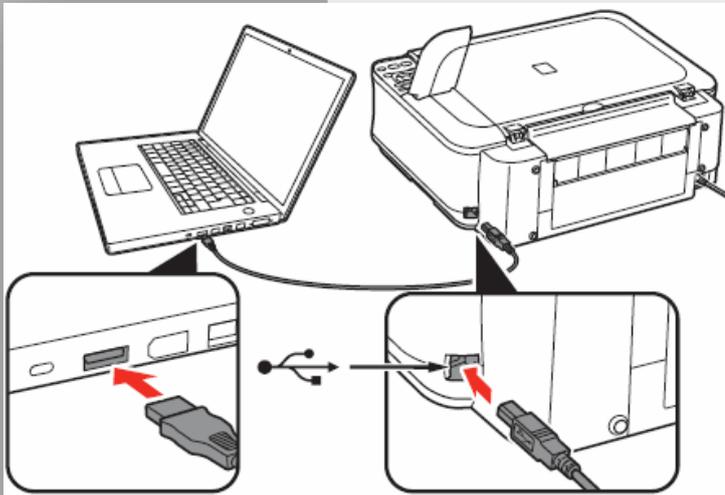
The basics, remember to charge your Chromebook before you come to school. Best practice is to leave your charger at home.

Keep it away from any drinks or food in your bag.

Don't let others use your Chromebook, its your responsibility to look after it and keep it safe.

Don't walk around with it in your hands.

Adding a printer to your Chromebook



The first method is to use the USB cable provided with the printer, just plug it into the Chromebook and your printer should be recognised.

If your printer is a new one you can use the Wi-Fi connection of the printer to the Chromebook, you will see this in the printer choices inside the programme you are using.

Try to remember if the work is for school you can print it when you get in to school, this saves on your print costs and the school printers are very high quality.

When you complete a piece of work the best way is to save it ready for the next time you are in school. Then you can choose how to print it, we have both colour and Mono printer throughout the buildings that can be accessed by our students.

Student will need to have filled out their data sheets including the finger print section, their finger print is how they access their work on the school printers.



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HOW TO ACCESS EMAIL

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OFFICE 365

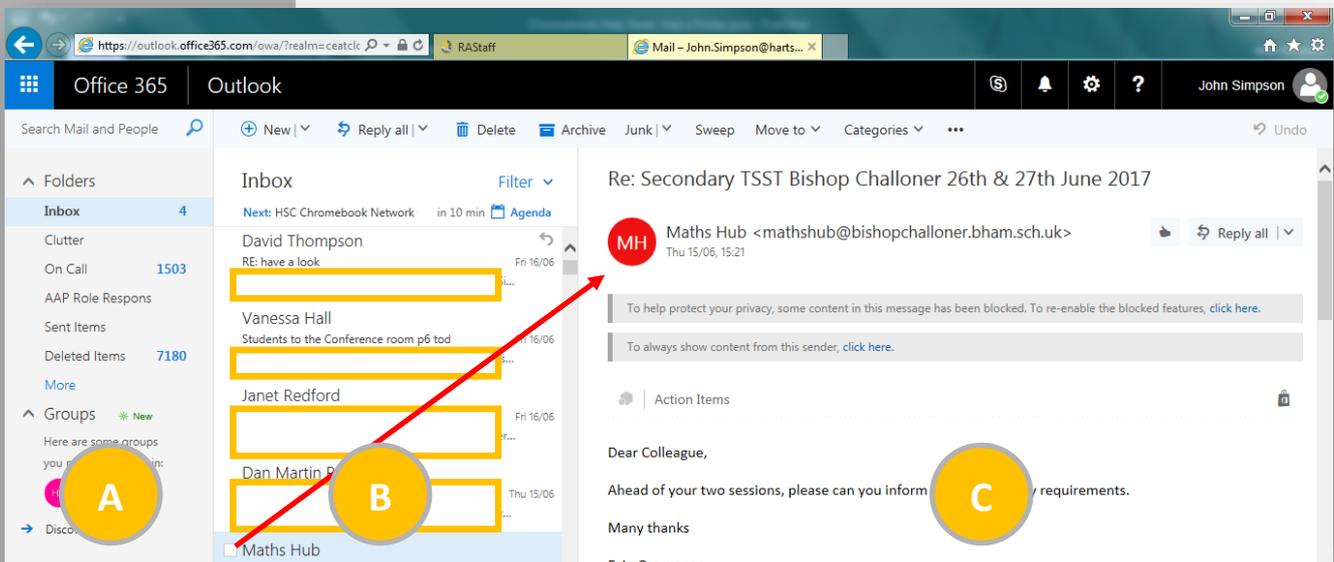
TILE

Email can be accessed through Office 365 your email account is in a piece of software called Outlook.

Your email address will be:

.....@hartschool.org.uk

When you access the email it will look like the image below.



There are three main areas. A,B and C.

A is where your Inbox , Sent Items and Deleted Items are. It shows you how many emails you have received, sent or deleted. A deleted email stays there until YOU empty the box.

B is where you can see who sent you the email and also see the subject line

TIP—always remember the subject line when composing an email to someone else.

C is the email its self this is where you read the full email and can respond to it.