



Candoo How To Chromebook Basics

Using the touchpad

The touchpad allows you to interact with the Chromebook by moving the pointer and clicking. Below are some of the things you can do with the touchpad:

Moving the pointer (cursor)

Move your finger across the touchpad.



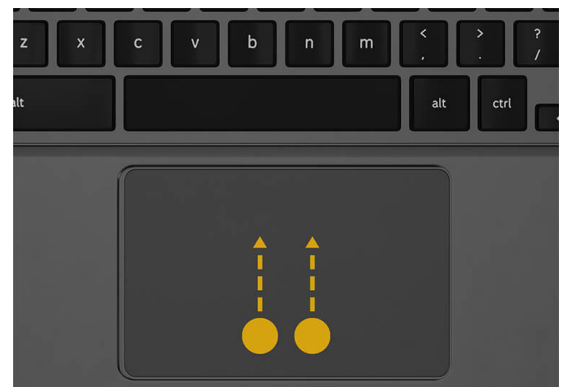
Clicking

Press or tap anywhere on the touchpad.



Scrolling

Place 2 fingers on the touchpad and move them up and down to scroll vertically, or left and right to scroll horizontally.





Get to know your keyboard

The Chromebook keyboard is a little different from most keyboards. Below are the unique Chromebook keys and the special function that each performs.

Top row keys

These keys appear along the top row of the keyboard (circled in picture to the right).




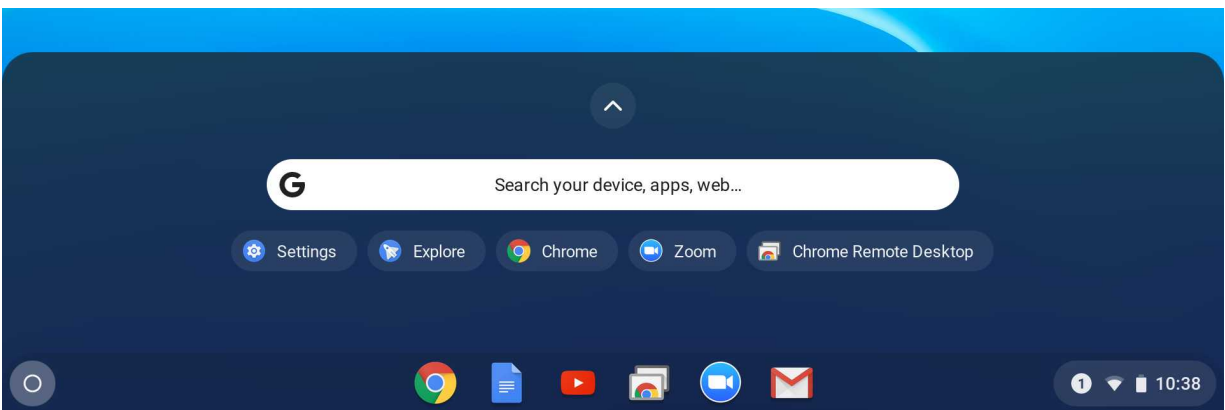
From left to right, they are:

esc	Escape	Stop loading your current page
←	Back	Go to the previous page
→	Forward	Go to the next page
↻	Refresh	Refresh your current page
⏏	Full screen	Make your page take up the full screen
☰	Show windows	Show all your open windows
⚙️	Brightness down	Decrease screen brightness
⚙️	Brightness up	Increase screen brightness
🔇	Mute	Turn off the sound
🔊	Volume down	Lower the volume
🔊	Volume up	Increase the volume
🔌	Power	Power on or off the Chromebook

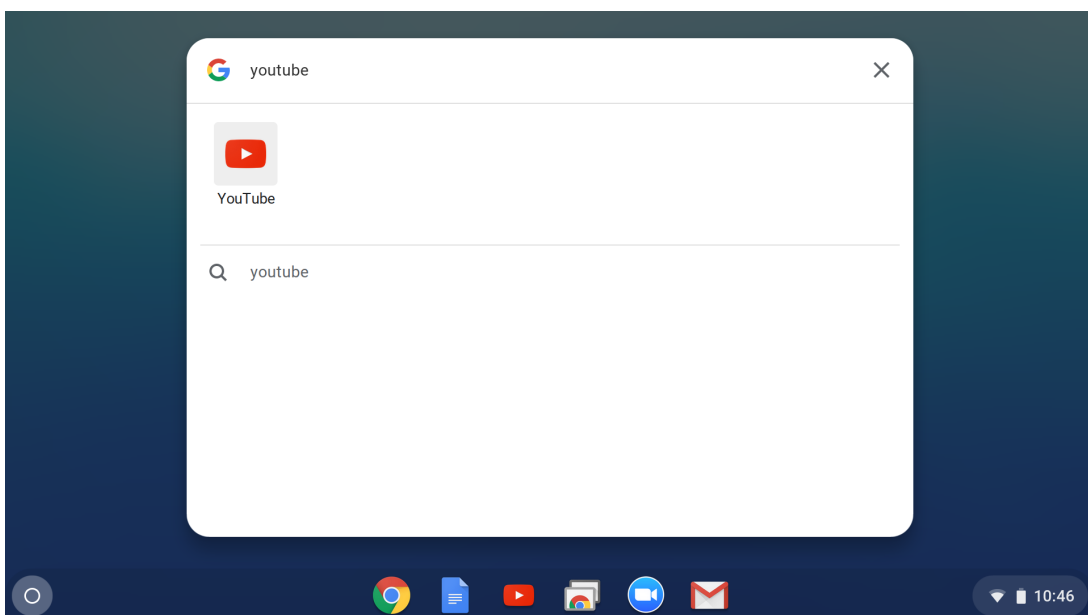
Search Button

Your Chromebook has the power and simplicity of Google search technology built-in. With the touch of a button, you can search for websites, apps, emails, music, and more!

1. Press the  search button on the left side of your keyboard to bring up the search box



2. Type your search term. As you type, search term suggestions will appear.



3. Press enter on the keyboard or click on your search term to view the search results.

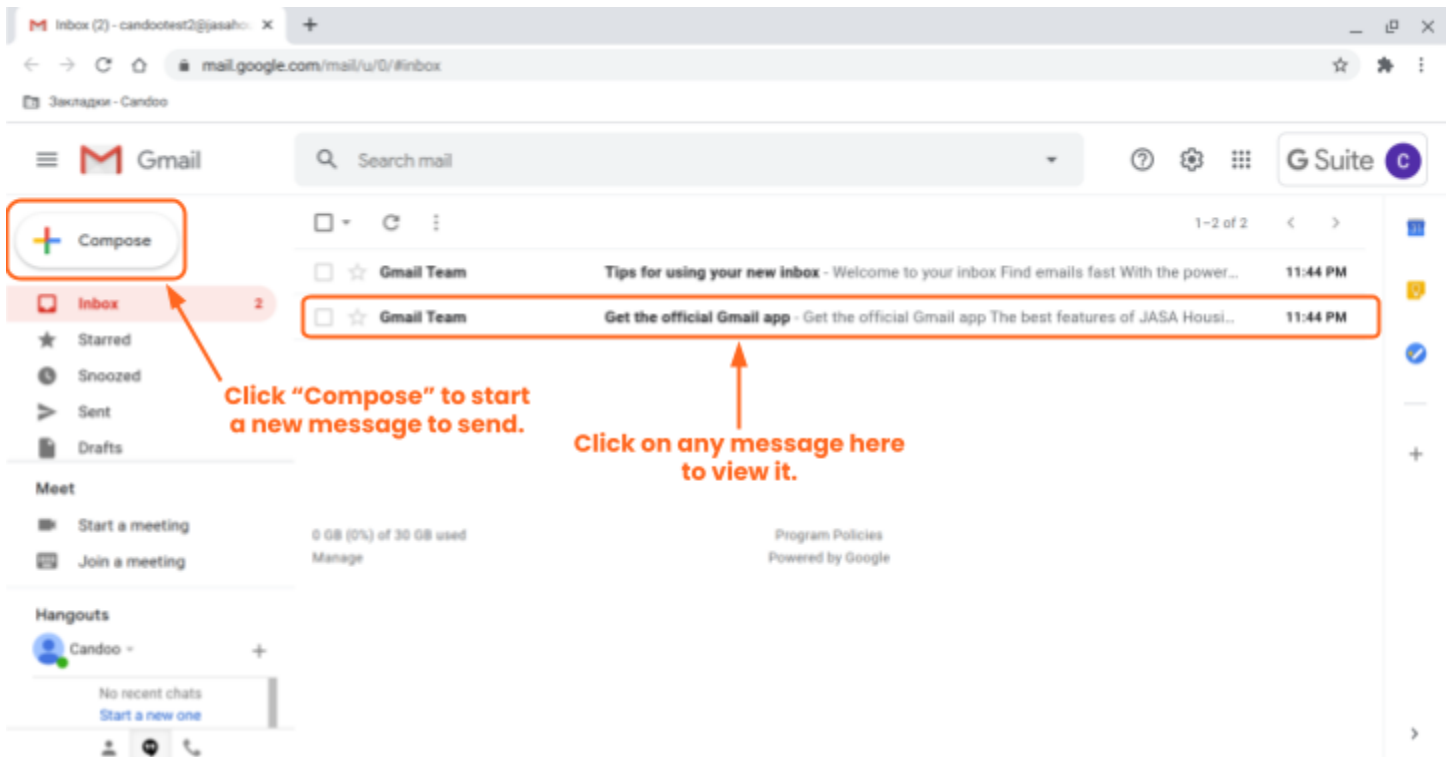
Access your email

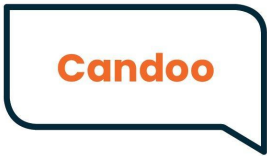
Your Chromebook comes with a new email address. You can read and send emails using the Gmail app.

Open up Gmail by clicking on the Gmail icon at the bottom of your screen:



Gmail will then open up in a new window:



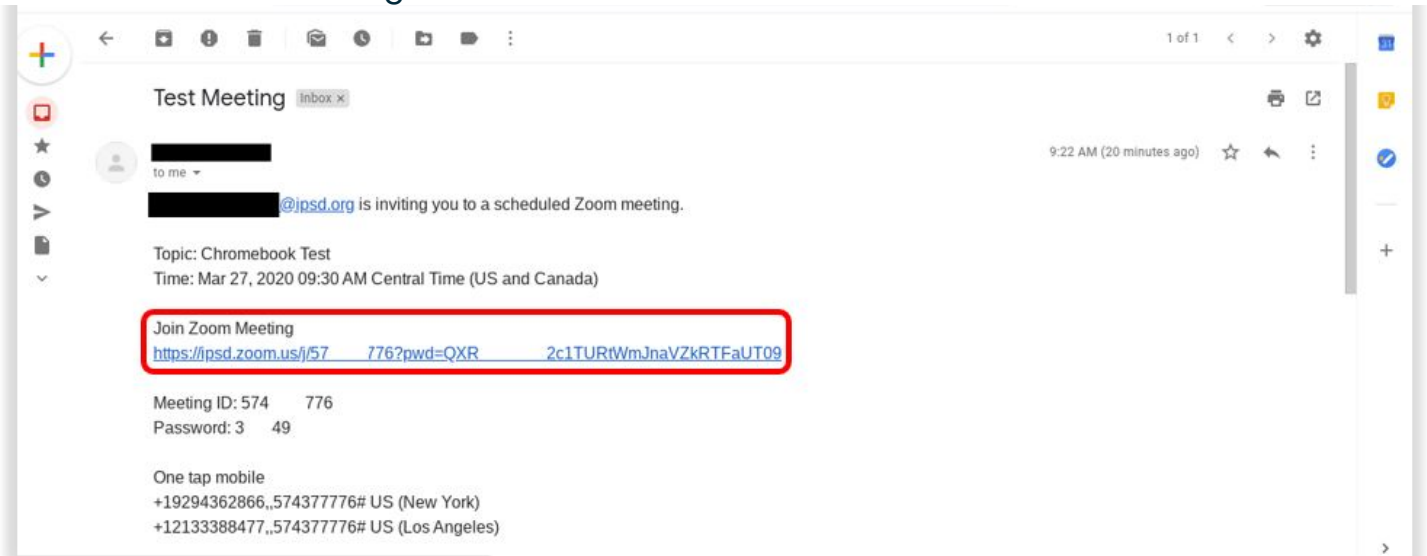


Join a Zoom video conference

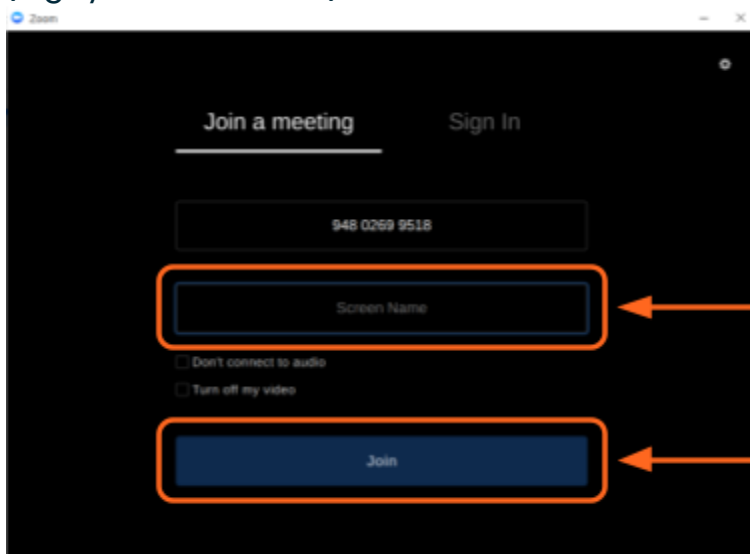
Below are instructions for joining a Zoom video conference call on Chromebook.

Note: You only need to follow these instructions if you've received an email invitation to a Zoom meeting.

1. Open the Zoom meeting invitation in your email and click on the blue link beneath "Join Zoom Meeting"



2. In a few moments, Zoom will open. Type a Screen Name of your choosing in the box (e.g., your first name) and click the blue "Join" button to join the meeting.



1. Screen name (What you want others to call you in the meeting)
2. "Join" (will take you to the meeting)

3. You will be asked if you want to join the meeting with video or without video.

