

## Student Guide:

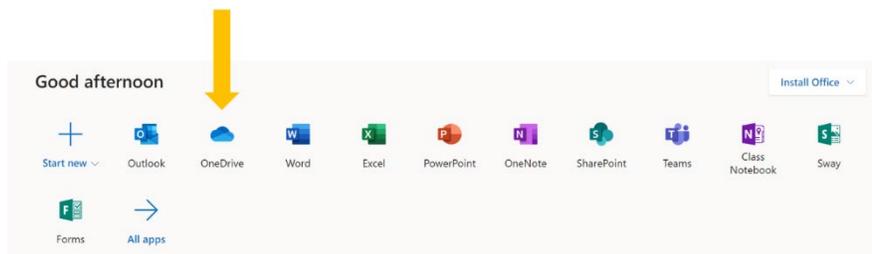
# Chromebook Tips

### Basic Chromebook Commands:

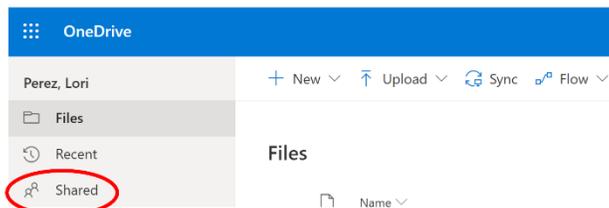
- To right-click on a Chromebook: click the touchpad with two fingers.
- To scroll on a Chromebook: place two fingers on touchpad and move up and down or left to right.

### Access Your OneNote Class Notebook:

1. Open a web browser and go to: **portal.office.com** to log into Office 365.
2. Log in with your school Microsoft account: **firstname.lastname@livingston.org** (NOT @lps-students.org)
3. Click on the **blue OneDrive** tile (NOT the **purple OneNote** tile).



4. Click **Shared** on the left side of the screen.

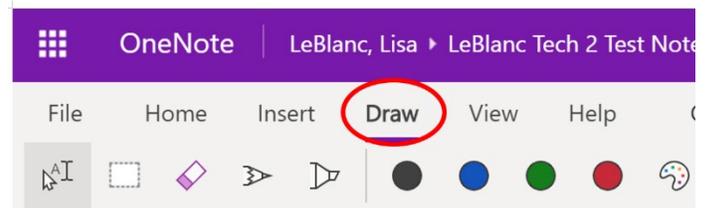


5. Locate your class notebook and click on the name of the notebook. Your notebook will open in the online version of OneNote.

### Draw in OneNote Online:

You can use your finger or a stylus to draw in OneNote Online.

- Click **Draw** on the purple ribbon.
- Select your tool (eraser, pen, or highlighter).
- Select your color from the basic options (for more options, click on the color palette).
- Select the thickness of your tool to the right of the color palette.
- Draw on the screen with your finger or a stylus.



## Set up Printer and Print:

### **Add the Printer:**

- Log into the Chromebook with your LPS email and password.
- Go to: <https://tinyurl.com/yc632som>
- Click the blue **Add Printer** button. (You should see a yellow bar that says **LPS-ChromePrint has been added.**)

### **Print from Google Chrome:**

- Click **File**
- Select **Print**
- Change destination to **LPS-ChromePrint**
- Click **Print**