



Using Chromebooks Offline

Chromebooks have offline capabilities. In order to do this, there are a few steps that must be taken before you can use your Chromebook offline. Also, please note that some of the functionality of the Chromebook will be limited and you will not be able to access all of the features. There is also limited functionality when using Google Products like Classroom, YouTube, and others. In order to set your Chromebook up for offline use, follow these steps.

1. Download necessary applications and extensions

In order to enable your Chromebook to have offline functionality, there are a few things that you must first do. While connected to the network at school, please download the following apps and extensions from the Chrome Web Store.

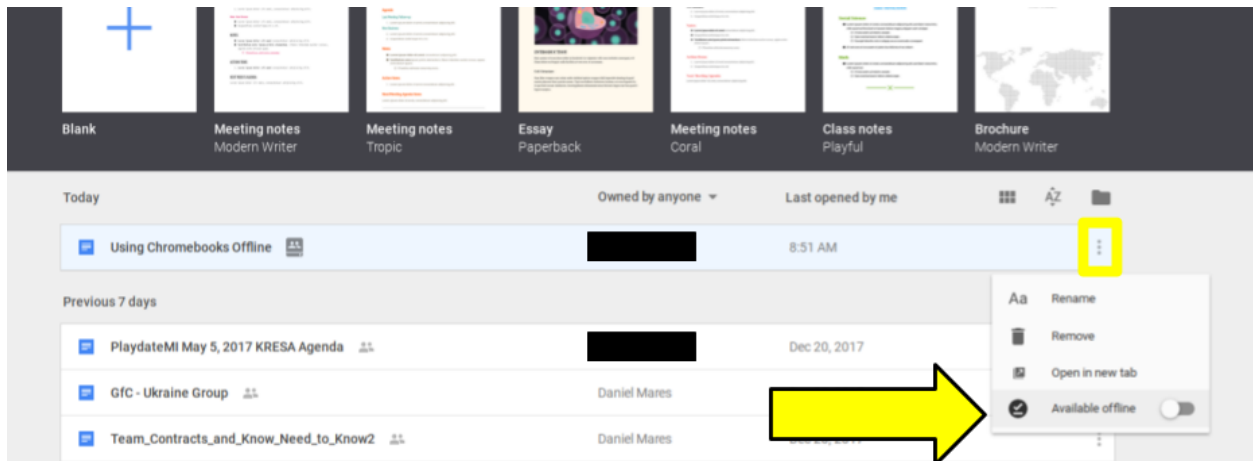
[Docs](#)

[Slides](#)

[Sheets](#)

[Google Docs Offline extension](#)

2. Next, using the launcher, you will open Google Drive, Docs, Slides, or Sheets and locate the file that you wish to use. On the line with the document title, click the three dots and select make available offline. This will start the download process.



3. Then, while offline, you can launch the appropriate app and start working. The device will locally store the items and will automatically sync the next time the device is connected to wifi.

If you have any questions, please do not hesitate to ask!