



# DELL CHROMEBOOK HANDOUTS

## EMAIL AND DRIVE

Example of what students see when they first login to Gmail

Gmail Help Center: <https://support.google.com/mail/?hl=en#topic=3394144>

1. Student email accounts can only receive and send emails from QACPS email accounts.
2. Students cannot access their personal Gmail account on a Chromebook

The screenshot displays a Gmail inbox interface on a Chromebook. At the top, the browser address bar shows the URL <https://mail.google.com/mail/u/0/?pli=1#inbox>. The page header features the Queen Anne's County Public Schools logo and the email address @student.qacps.org. The inbox contains three emails from 'Gmail Team' with subjects: 'Tips for using your new inbox', 'The best of Gmail, wherever you are', and 'How to use Gmail with Google Apps'. A 'Setup progress' section indicates 10% completion with tasks: 'Account Created' (checked), 'Set a signature', 'Learn how to use Gmail', and 'Change profile image'. The footer shows '0% full Using 0 GB of your 30 GB', '©2014 Google', and 'Last account activity: 24 minutes ago'.



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## EMAIL AND DRIVE

Example of what students see when they click on Google Drive

Google Drive Help: <https://support.google.com/drive/?hl=en#topic=14940>

- **Offline Mode is enable by default: Set up offline access in Google Drive.** As soon as you do, all of your Google documents, spreadsheets, presentations, and drawings will be available for offline viewing and editing. Because of space limitations, Drive stores at most 4,000 items or 5 GB of data offline.

[https://support.google.com/drive/answer/2375012?hl=en&ref\\_topic=2375188](https://support.google.com/drive/answer/2375012?hl=en&ref_topic=2375188)

My Drive - Google Drive x

← → ↻ 🏠 [https://drive.google.com/a/student.qacps.org/?usp=chrome\\_app#my-drive](https://drive.google.com/a/student.qacps.org/?usp=chrome_app#my-drive) ☆ 📁 📄 📧 📧 📧 ☰

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Queen Anne's County Public Schools

Drive ⓘ ☰ ⚙️

CREATE 📄

Google documents, spreadsheets, and presentations are being synced for offline editing.  
To disable offline, go to the gear menu.

My Drive

Shared with Me  
Starred  
Recent  
Trash  
More ▾

Google Drive lets you keep all your files within reach from any smartphone, tablet, or computer.  
Add your files now using the red upload button.

0 GB (0%) of 30 GB used  
Manage

8:56