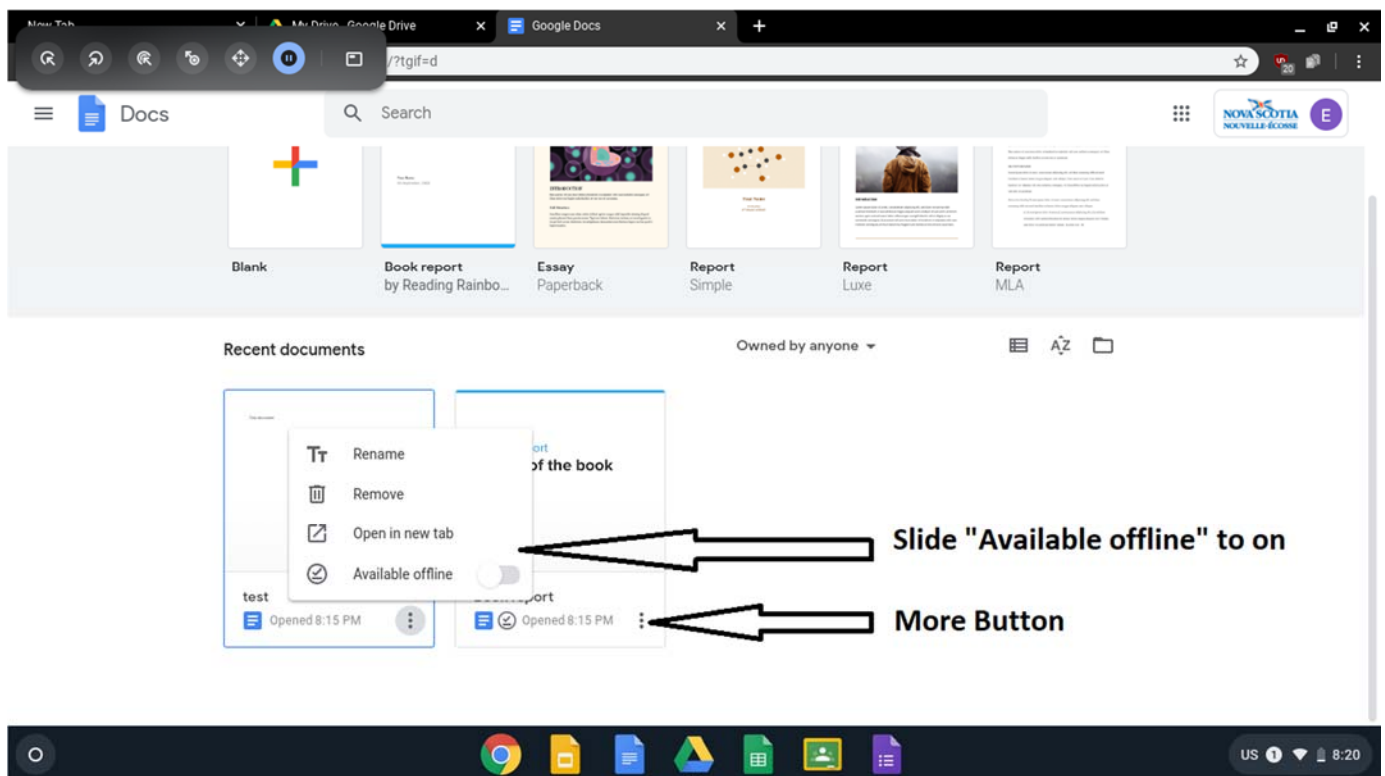




How do I use a Google Apps offline ?

Google Apps (Docs, Sheets, Slides)

- 1) Login to the chromebook before leaving the school or at another location with WiFi. This initial login will make a local copy of your user account.
- 2) Open each Google App that contains documents you want to make available offline. For example Google Docs, Google Sheets, Google Slides.
- 3) On each document click the “More” button (the three little dots under document name) and activate the “Available offline” feature. (see example below)



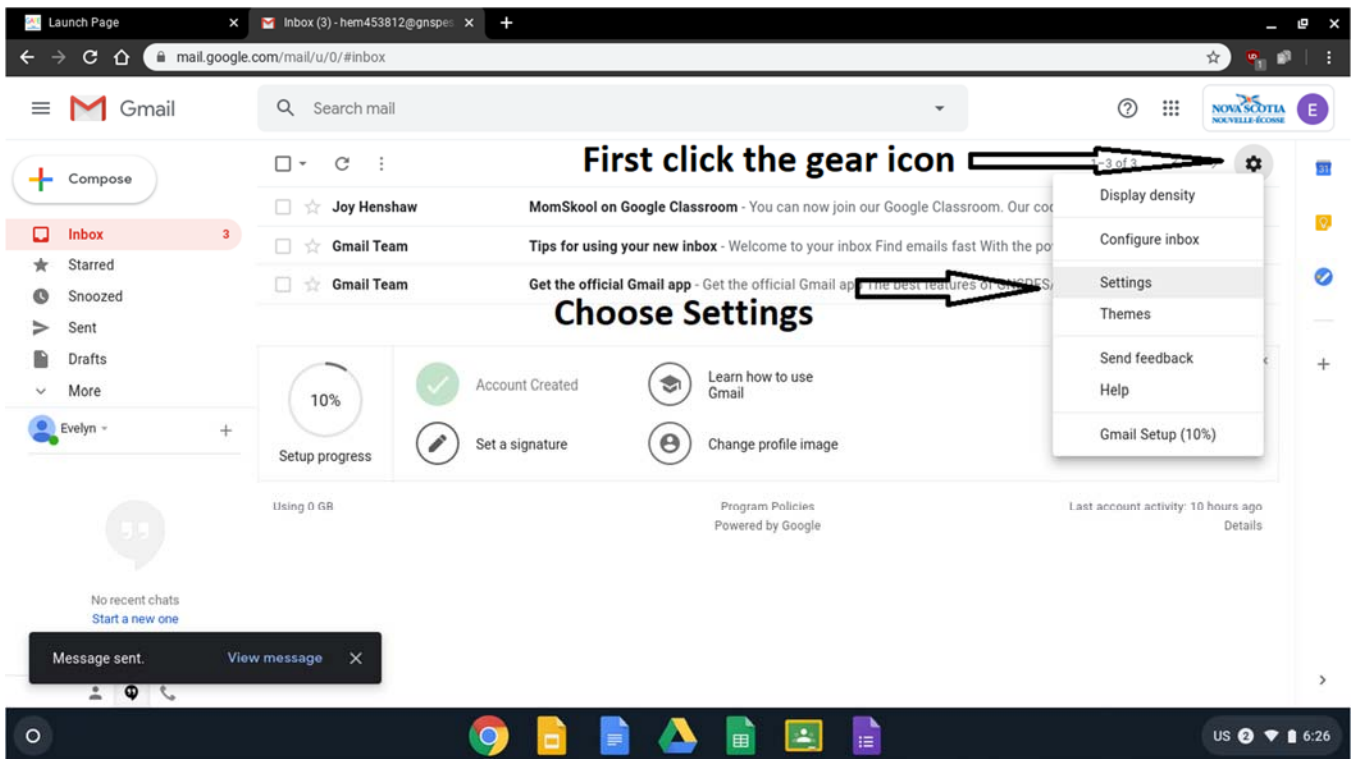
For Technical Assistance Call The AVRCE Helpdesk – 902-538-4674



How do I use a GMAIL offline ?

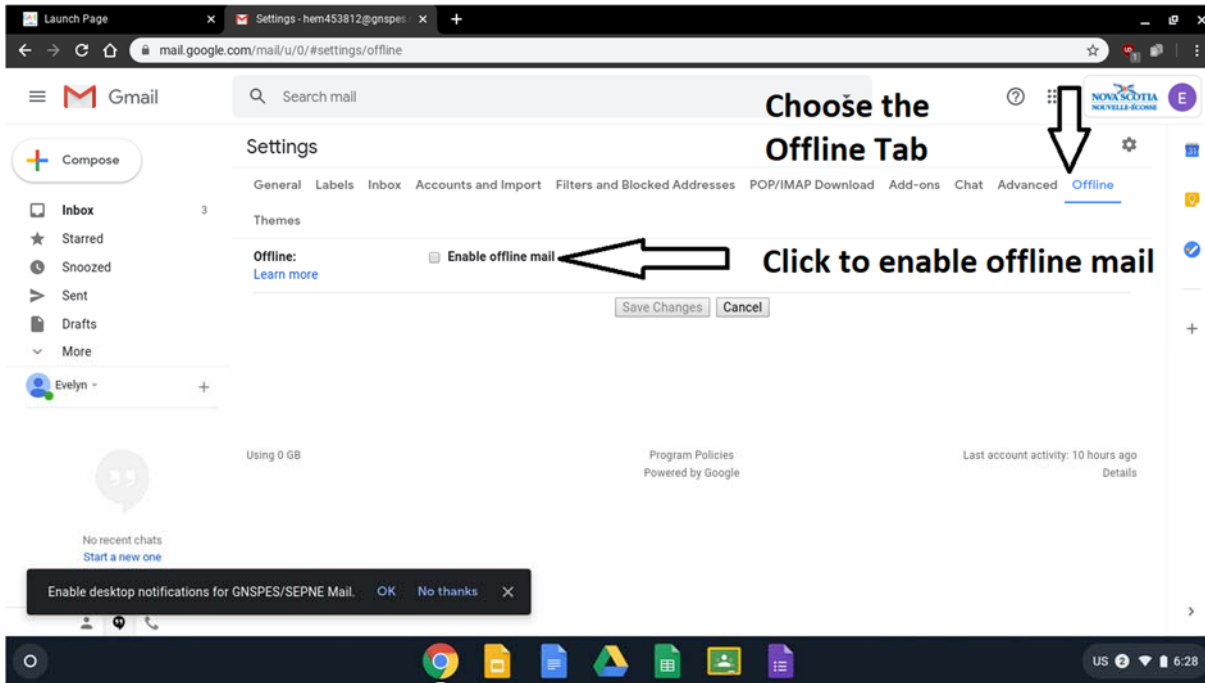
The following steps must be first performed while connected to WiFi. The Chromebook will download email to make it available while offline

- 1) Open the GMAIL App and go into "Settings"

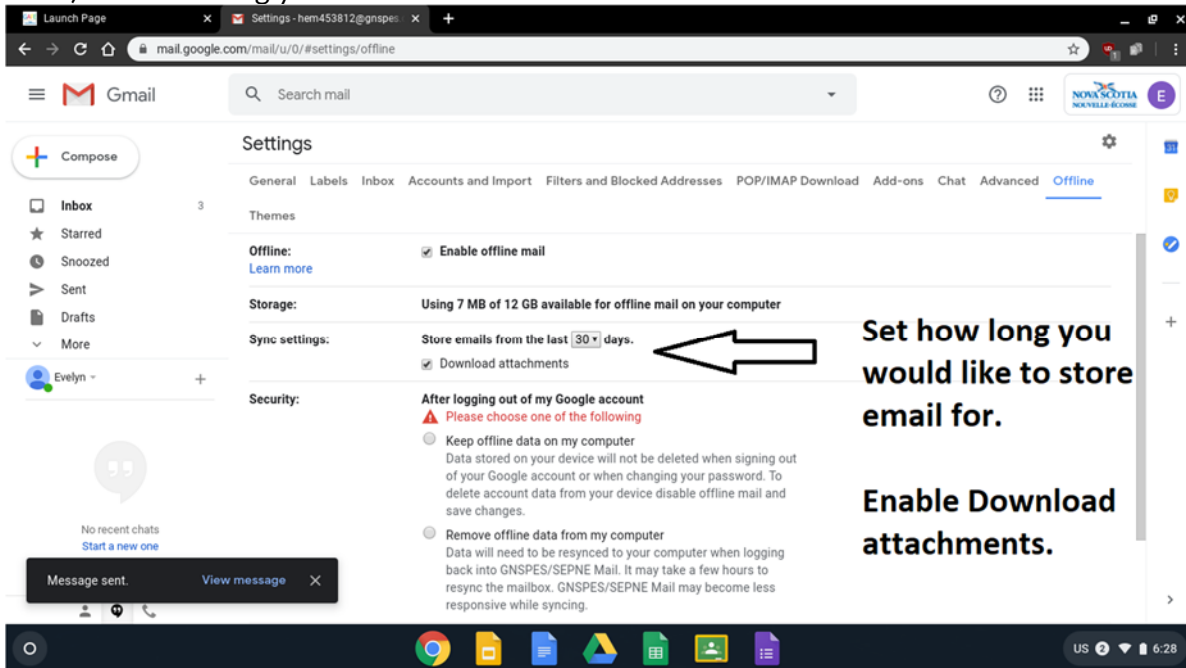




2) Under the Offline tab enable offline mail.



3) Set how long you would like to store email for and enable Download attachments.



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Coordinator of
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