

Google Drive Offline Access

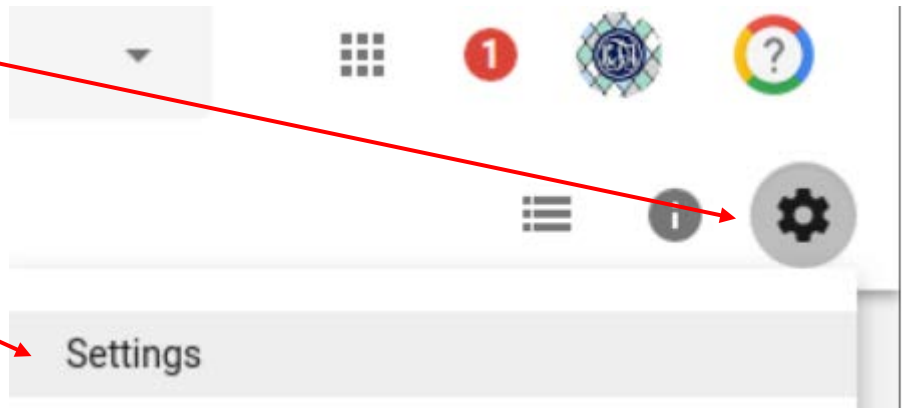
To access Google Drive documents when offline, users will need to activate this feature while online. Once this feature is activated, all Google Drive documents will be made available offline and changes will sync when the Chromebook is connected again to Wi-Fi.

To save your Google Drive documents for offline use:

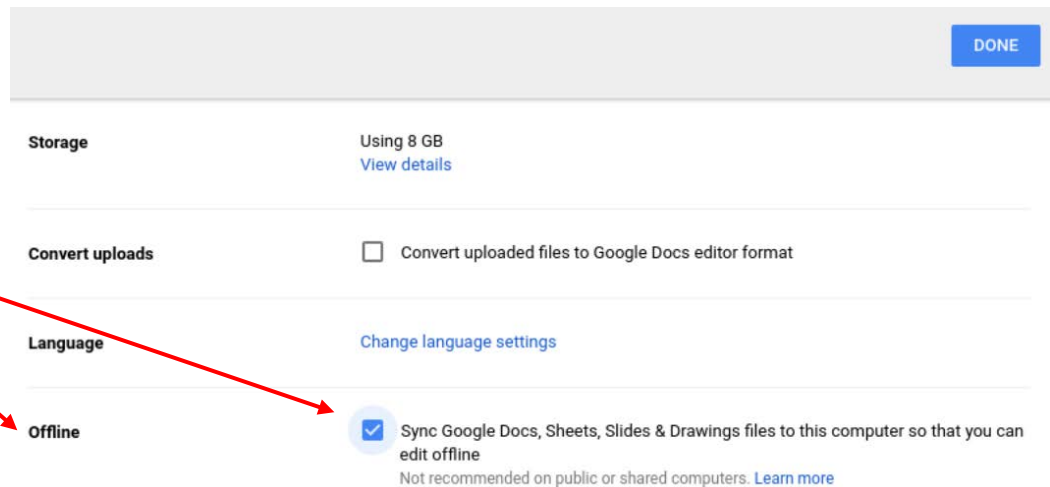
1. Sign into the Chromebook and make sure it is connected to Wi-Fi.
2. Open the Chrome browser and in the address bar type in drive.google.com.



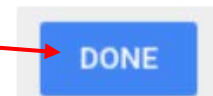
3. In the upper right corner, click the settings icon.
4. In the drop down menu that appears, click **Settings**.



5. In the "Offline" section, check the box for **Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline.**



6. In the upper right-hand corner, click the blue **Done** button to save this setting.



7. Wait for a few minutes. The Chromebook will automatically save most recent Google Drive document to be read or edited offline. If there many files, a message may appear that files are syncing.