

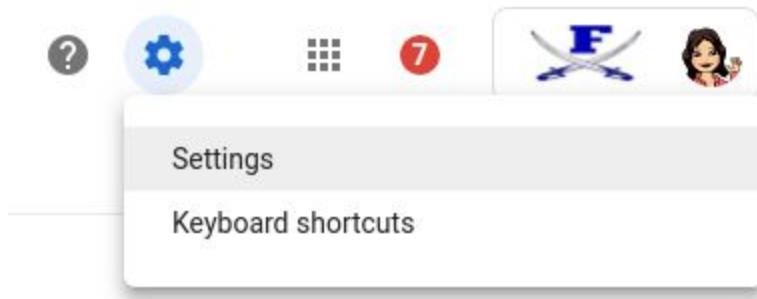
Working offline on your Chromebook

You can access and edit files in your Google Drive even if you aren't connected to WiFi. All of the Fannin County Chromebooks have the "Offline Extension" that allows for offline work. Follow the steps below in order to make your files accessible.

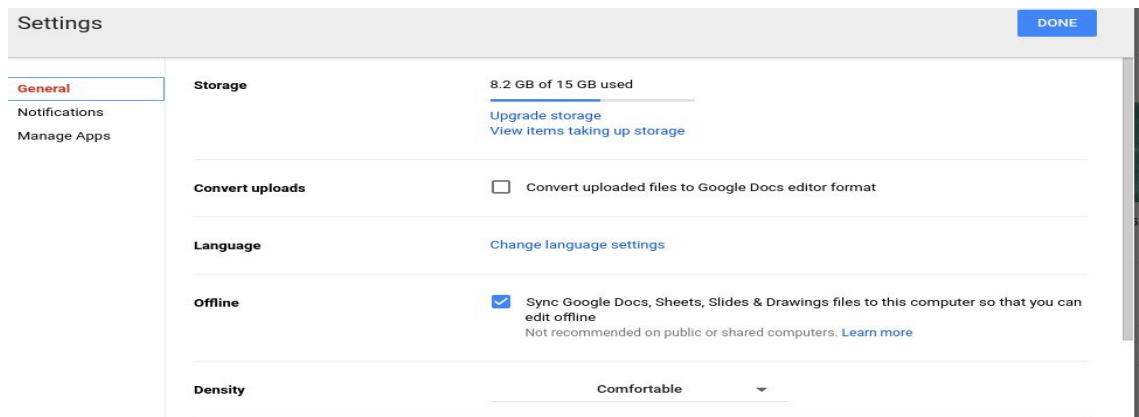
1. Sign into your Chromebook with your school account and then go to

Drive 

2. Go to Settings (Gear Icon) in the right corner



3. Check the box next to "Sync Google Docs, Sheets, Slides & Drawings"



Now you can create and edit documents (previously viewed) on your Chromebook without WiFi. Your work will sync up when connected to WiFi.

Note: Typically only recent files (opened within the past week or so) will be available. Be sure to open and view files you want to work on later while connected to WiFi to ensure access.