TY23 Quick Guide to Using a Tax-Aide Chromebook

1. **To start your Chromebook**, just **open the closed cover** of your Chromebook
   a. If the Chromebook does not start, **be sure that the power cord is plugged in** and open the closed cover of your Chromebook again

2. If this is your **first time using your Chromebook**:
   a. Enter into the box on the screen labeled "Enter your email":
      i. your **nine digit identification number** (from your Tax-Aide name tag without the dashes)
      ii. along with **"ty23@aarpfoundation.org"** and
      iii. click the **"Next"** button.
   b. Enter this password: **TaxAide2023!**
      i. If you want to see the password you entered, click on the "show password" box
   c. Click the "Next" button
   d. **Enter a strong unique password** of your creation that has at least 10 characters (can include upper and lower case letters, numbers, and characters) into the box labeled "Create password"
   e. **Reenter the password you created** in the box labeled "Reenter Password." **Press enter**
   f. Leave all default options as they are and click **Accept and continue.**
   g. On the next screen, there is nothing to change. Click **More.**
   h. On the last screen, leave all the default options as they are and click **Accept.**
   i. Launch Chrome from the icon at the bottom of the task bar.
   j. Select "**Tax-Aide-Links**" in the far left of the bookmarks bar
   k. Then select **"Google Links->Update Recovery Info"** in the boxes that appear
   l. Scroll down the page to **Ways we can verify it's you!** and verify or enter your personal email address and cell phone number.

3. If you have **already used any Chromebook**:
   a. Enter into the box on the screen labeled "Enter your email":
      i. your **nine digit identification number** (from your Tax-Aide name tag without the dashes)
      ii. along with **"ty23@aarpfoundation.org"** and
      iii. click the **"Next"** button.

b. Correctly type in the strong password you created earlier into the box labeled **Enter password** and click the **Next** button.
c. On the "You're signed in" screen, click the "Accept and continue button" or press the enter button if you are asked.
d. **Launch Chrome** by clicking on the icon at the bottom of the task bar.

4. **To maximize Chrome** so it covers your entire screen, click on the square box in the upper right portion of the Chrome page

5. **If you stop working for several minutes** on your Chromebook, you will need to reenter your password in the window that appears on the screen.

6. **To make the print bigger or smaller** on your Chromebook:
   a. Click on the button at the lower right portion of the screen that **contains the time along with the WiFi and battery icons**
   b. Click on the icon that looks like a **small gear** which is at the bottom right portion of the settings box that appears
   c. Click on the **Device** option in the column of selections that appears on the left side of the Settings window
   d. Select the **Displays** option in the column of selections that appears in the middle of the page under the word Device
   e. In the **Built-In Display** option in the middle of the screen, **click and hold the little blue ball** on the line that is located just above the words "Small" and "Large"
   f. Move your mouse to move the blue ball to your desired display size
   g. Most people will probably prefer **130%** where the blue ball is right in the middle of the line
   h. To exit, select the X in the upper right corner of the Settings screen

7. **To bookmark VillagesTaxAide.com** so it will appear on your Chromebook every time you use it:
   a. **Launch Chrome** by clicking on the icon at the bottom of the task bar
   b. Type **"VillagesTaxAide.com"** in the address box located at the top of the screen to the right of the little house just under the tabs and press "Enter"
   c. When you see the VillagesTaxAide.com homepage, **press the star** that is at the end on the address box
   d. In the small window that appears, you can **shorten or change the name** of the bookmark in the Name text box

e. Then select the **Done** button
f. The edited VillagesTaxAide bookmark should now appear on the line just below the address bar

8. **To bookmark the Acuity scheduling page** so it will appear on your Chromebook every time you use it:
   a. **Launch Chrome** by clicking on the icon at the bottom of the task bar
   b. Type VillagesTaxAide.com in the address box located to the right of the little house just under the tabs at the top of the screen and press Enter
   c. When you see the VillagesTaxAide.com homepage, click on the link titled "Click here to make an appointment online for Tax Year 2022"
   d. In the small window that appears, you can shorten or change the name of the bookmark in the Name text box
   e. Then select the Done button
   f. The edited Acuity scheduling bookmark should now appear on the line just below the address bar
   g. Follow this procedure to create any bookmark for the site you type in the address for.

9. **To open a shared file** on your Google Drive:
   a. Click on the 1st bookmark labeled "Tax-Aide Links" on the left side
      -In the drop down box, **click "Google Links", then click "Google Drive"**
   b. The "Drive" window that appears lists all of the folders and files that you have on your Tax-Aide Google Drive account
   c. Click on the "Shared Drive" for the site reports file that you want to work with
   d. Be sure to choose the CORRECT SITE REPORT that corresponds to the site where you are currently working.

10. **YOU MUST Close Down after you are done using the Chromebook.** To close down the Chromebook:
    a. Click on the button at the lower right portion of the screen that **contains the time along with the WiFi and battery icons**
    b. Then click on the power button symbol located at the lower left of the window that appears
    c. Click "Shut Down" on the window that appears
    d. Note: The sign-out button does not close down the Chrome book, it only signs you out.