Download Instructions for Google Drive Files

1. Log into SVMS Gmail account from computer (not Chromebook) and open Google Drive
2. Click on file to be downloaded (to download multiple files, press Shift or Ctrl while clicking other files)
3. Right mouse click and click on "Download"
4. Click on downloaded file at the bottom left of the computer screen to open file
5. Save file to computer, flash drive, etc.

The link to Google's directions:

https://support.google.com/drive/answer/2423534?co=GENIE.Platform%3DDesktop&hl=en

OR

Send email from SVMS Gmail account with file(s) attached to another email account

Instructions for Powerwashing/Resetting to Factory Settings a Chromebook

From https://support.google.com/:

Factory reset your Chromebook

1. Sign out of your **Chromebook**.

2. Press and hold Ctrl + Alt + Shift + r.

3. Select Restart.

4. In the box that appears, select **Powerwash**. Continue.

5. Follow the steps that appear and sign in with your Google Account. ...

Lastly, create your own personal Gmail account to use with the Chromebook.