

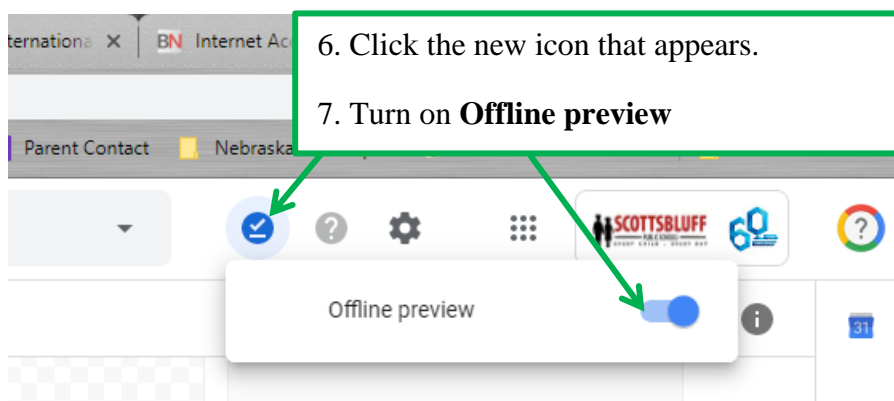
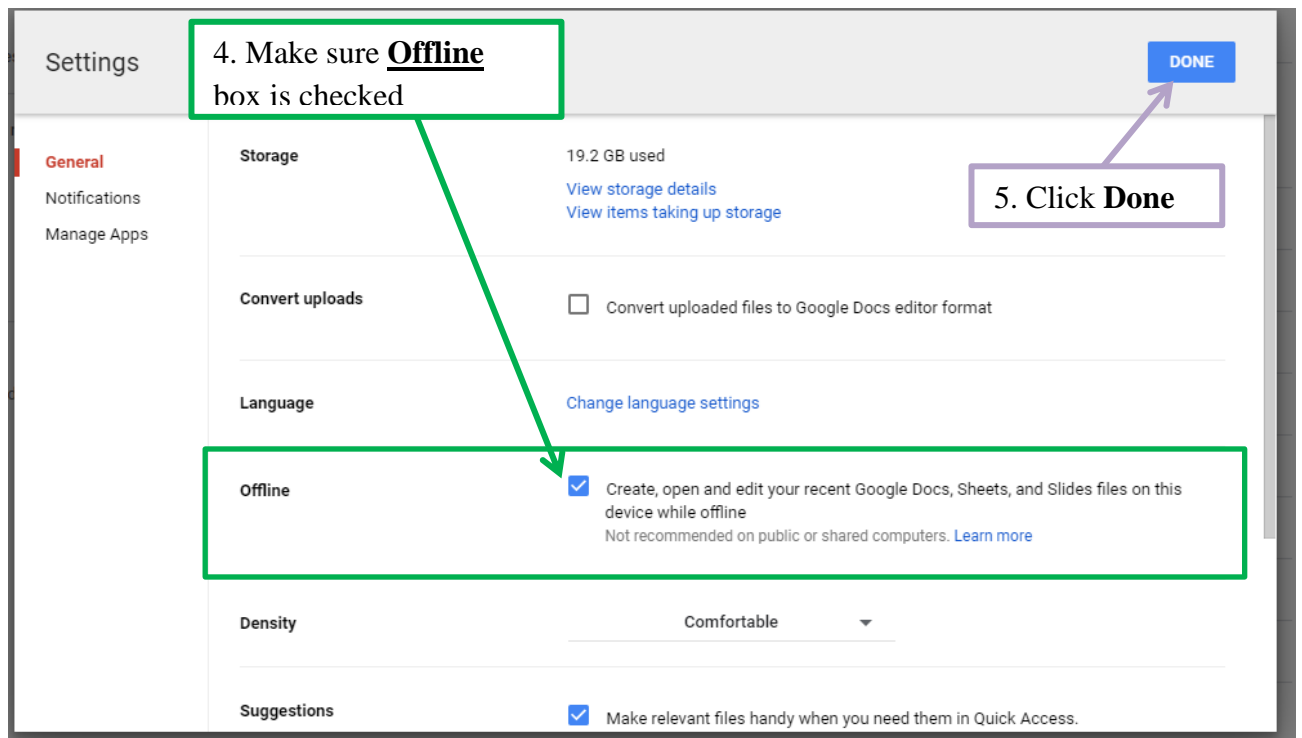
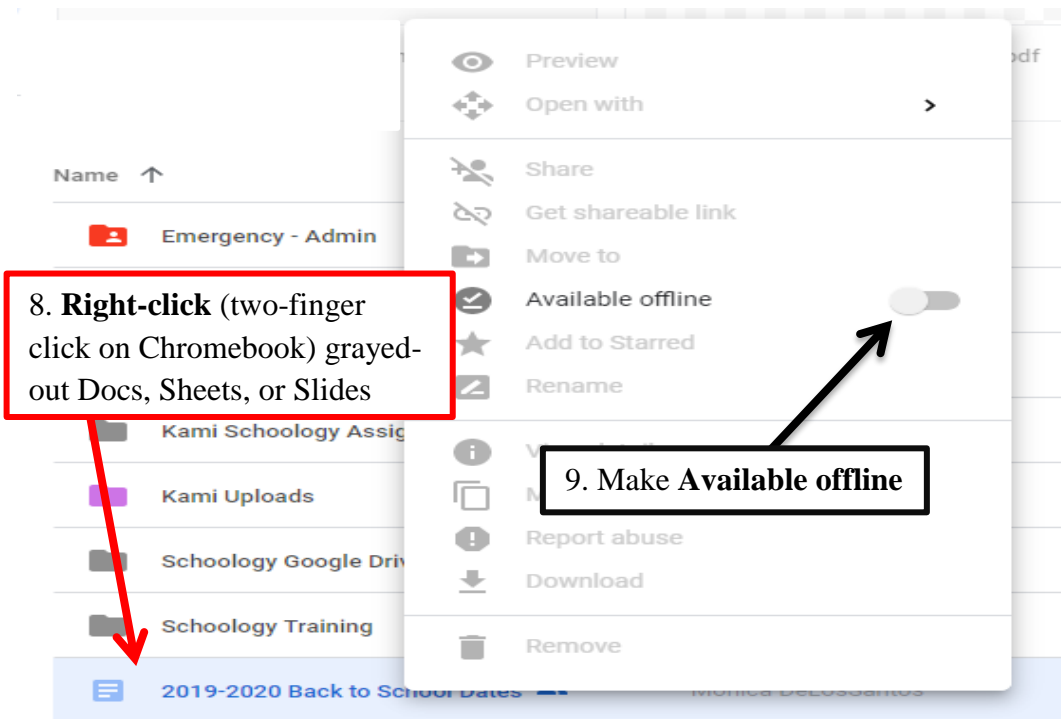


# Google Docs Offline Setup

1. Open Google Drive  while connected to the internet (at school, hotspot, public Wi-Fi).
2. Click  in upper right portion of the screen.
3. Choose **Settings** in the new menu that appears.





10. Recent Google Docs, Sheets, and Slides may be available offline automatically. All previous steps will need to be completed with internet access.
11. You may now close your Chromebook and access those specific files even when disconnected from the internet.
12. Changes to documents will sync once the device is reconnected to the internet.