



Updating Chromebooks

- Step 1: Log in to the Chromebook.
- Step 2: Click in lower right-hand corner of screen where you see the time, battery, WiFi, etc. icons.
- Step 3: When the next screen pops up (it is usually dark gray), click on the **Settings** icon on the top line that looks similar to this .
- Step 4: In upper left-hand corner, you will see **Settings**. At the end of the list under **Settings**, you will see **“About Chrome OS.”** When you click on it, the Google Chrome symbol  followed by the words **Google Chrome OS** will appear. The device will then either automatically begin checking for updates **or** you will see a box with **Check for Updates** (click on it) and a blue line will begin circling.
- Step 6: Allow the CB to continue updating (you will see its progress) until you get the message to **restart** the computer. It takes about 10-15 minutes to reach 100% completion before you receive the prompt to restart; however, the process could take much longer on some Chromebooks than others. Pay no attention to any pop up messages in the lower right-hand corner regarding updates; they should disappear when you click on *Restart*.
- Step 7: The CB should then turn off and come right back on. If, by chance, it does not, simply shutdown and turn back on.