Use your Chromebook offline

When you aren't online, you can still do lots of things with your Chromebook:

- Write emails. <u>Gmail Offline</u> is built to support offline access, allowing mail to be read, responded to, searched, and archived without network access. Gmail Offline will send your messages as soon as Wi-Fi is available.
- **View appointments**. With offline access from the <u>Google Calendar</u> app, you can view a read-only version of your calendar.
- View, create, and edit documents. The <u>Google Drive</u> app lets you view and edit Google Docs, Slides, Sheets, and Drawings files.
- **View and edit photos**. Your Chromebook comes with a built-in photo editor, so you can view and edit photos that are saved to your Chromebook.
- **Listen to music**. You can play music stored on your Chromebook when you're offline. Copy music files to your Chromebook directly from a storage device like a USB stick or SD card.
- Watch videos. You can download movies and TV episodes to watch offline with the Google Play Movies
 <u>& TV app.</u> Learn how to download videos on your Chromebook.
- View Microsoft Office and Adobe .pdf files. You can easily use your Chromebook to view Microsoft
 Office or Adobe files without an Internet connection.
- **Take notes**. With <u>Google Keep</u>, you can take and save short notes that will save to the cloud the next time you're online.
- **Read offline web pages**. If you've saved web pages for offline viewing later, they will open in Google Chrome on your Chromebook.
- Use other web apps. Some web applications also have offline counterparts, which you can find in the Chrome Web Store. These include The New York Times and Cloud Reader from Amazon.
- Play games. The <u>Chrome Web Store</u> offers hundreds of games, many of which are also available offline, like <u>Angry Birds</u> and <u>Cube Slam</u>.