

Edgerton Local School

Working Offline

GMail Offline

Gmail Offline beta is a Gmail app built to support offline access, allowing mail to be read, responded to, searched and archived without network access. After first startup, Gmail Offline will automatically synchronize messages and queued actions anytime Chrome is running and an Internet connection is available. More than just an offline app, the streamlined user interface, based off Gmail's popular tablet interface, provides extremely fast response time with a pure, email focused experience.



To start offline Gmail, click on the blue Gmail icon that is pinned on your shelf.

Access your files offline

You can work on files on a Chrome browser even when you're not connected to the Internet. Chrome automatically syncs files in Drive, Docs, Sheets, and Slides so you can view and edit files offline.

Turn on and turn off offline access from settings

You can manually enable or disable offline access from your settings in Drive, Docs, Sheets, or Slides.

Only enable offline access on personal computers or computers that you use regularly. Turning on offline access on public or shared computers can put your data at risk, since others may be able to view your synced files.

In Drive:

1. On a Chrome browser, visit Drive at drive.google.com.

2. In the top right, click the gear icon 

3. Choose Settings.

4. Check the box next to "Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you

can edit offline" to enable offline access. Your files and folders will automatically be synced so that they'll be available without an Internet connection.

5. Uncheck the box to disable offline access

To access offline files, click on  that is pinned on your shelf

Where offline access is available

Offline access isn't currently available everywhere. See what is and isn't available below.

	Desktop		Mobile	
	View	Edit	View	Edit
Google Drive				
Google Docs*				
Google Sheets*				
Google Slides*				
Google Drawings				

Offline PDF (view only)

1. To view your PDF files while offline simply have them downloaded to your Downloads folder (Your local device storage). Then you can access them offline