## **Google Chrome Profile for School**

The Khalsa Academy Wolverhampton



## Add a person or profile

- 1. On your computer, open Chrome.
- 2. At the top right, click Profile <a>.</a>
- 3. Click Add.
- 4. Choose a name and a photo.
- 5. Click Add. A new window will open and ask you to turn on sync.
- 6. Turn sync on by logging into the school google account. The image in the top right corner will display the school logo.

NOTE: Synced accounts store their bookmarks, history, passwords, and other settings. They will also stay logged into the school google account which makes it easier for students to use the services

## Switch to another person or profile

- 1. On your computer, open Chrome.
- 2. At the top right, click Profile (a).
- 3. Choose the person or profile you want to switch to.

## Remove a person or profile

After you remove someone from Chrome, their bookmarks, history, passwords, and other settings are erased from the computer.

- 1. On your computer, open Chrome.
- 2. At the top right, click Profile 🥌 .
- 3. Click Manage people 🍄 .
- 4. Point to the person you want to remove.
- 5. At the top right of the person, click More 🕴 🚴 Remove this person.
- 6. Confirm by clicking Remove this person.