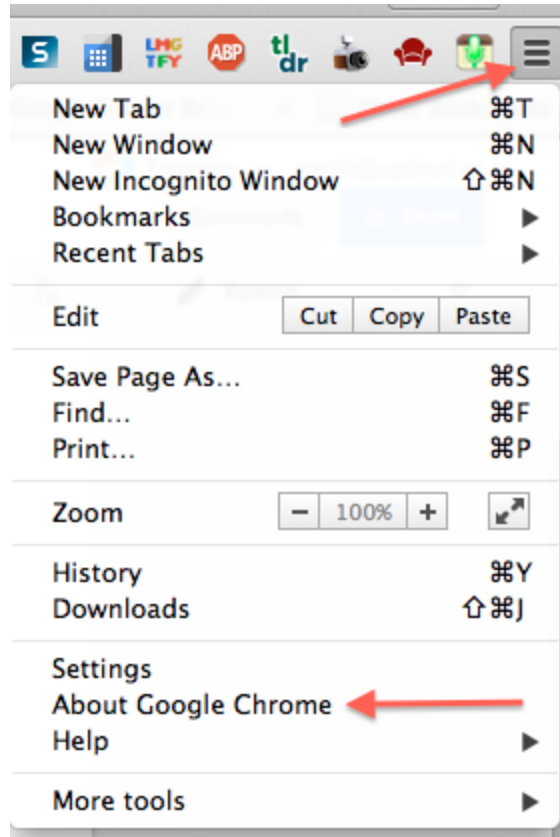


## Multiple Users on Chrome

### Step 1: Updating Chrome

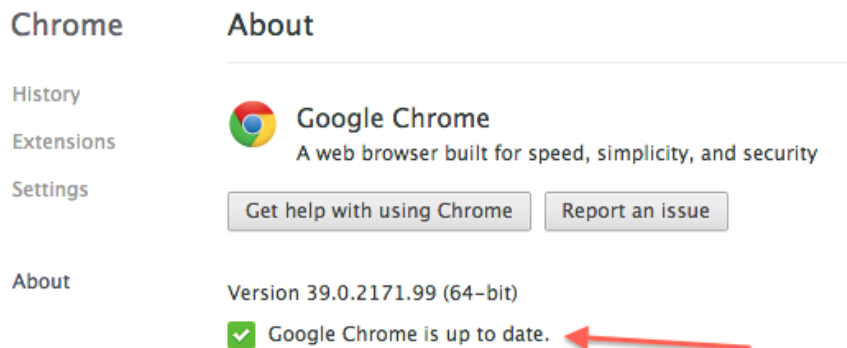
Ensure you have your chrome updated, by clicking on the three horizontal bars in the top right hand corner of the browser. Scroll down & click on “**About Google Chrome**”.




It should say, “**Chrome is up to date**” with the most current version number. If it does not, click to update Chrome. It will require you to relaunch Chrome for this to happen. This may take a minute after you click to relaunch.

Also, as a second step, it is a good idea to click to setup automatic updates. You will need to type your computer password (not your Google password) to give permission for Chrome to update automatically.

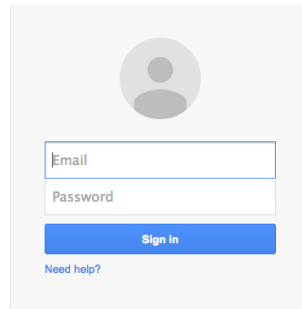
When you are done, this is how your screen should look in the “**About Google Chrome**” window:



## Step 2: Adding Multiple Users

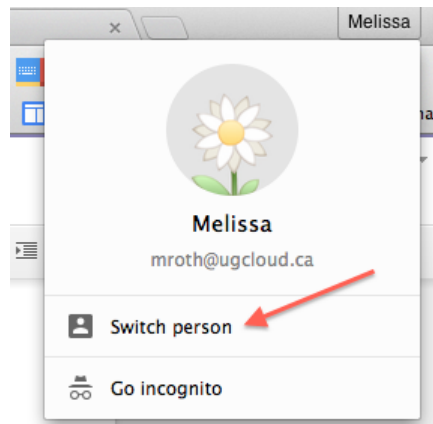
On the new version of Chrome, new users can be added through the little person who appears in the upper right hand corner of your screen. 

Click “Sign into Chrome”. Sign in using your email address: \_\_\_\_\_@ugcloud.ca & password. Make sure you always click to “**Link your Data**” when signing into Chrome. This will give you access to all apps & extensions.

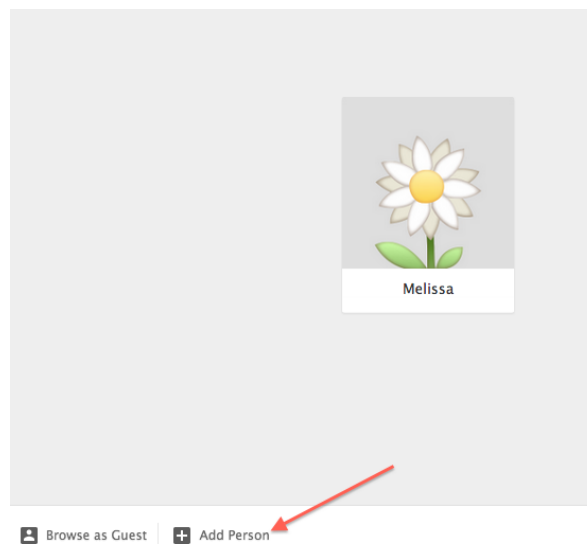


A sign-in form with a grey circular profile icon at the top. Below it are two input fields: "Email" and "Password". A blue "Sign In" button is positioned below the fields. At the bottom left, there is a link that says "Need help?".

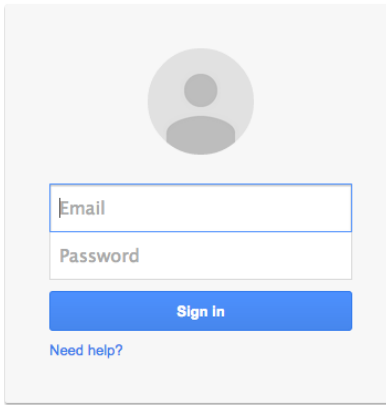
Once Signed in, you may click “**Switch Person**”.



Click “**Add Person**”.

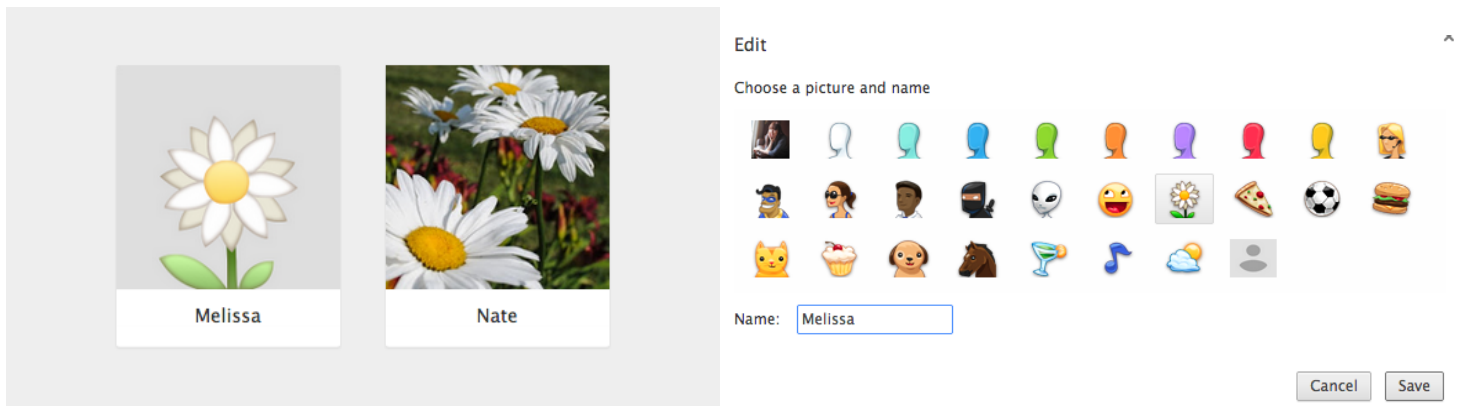


To add the new account, it will open a new window & ask you to provide the email address & password.



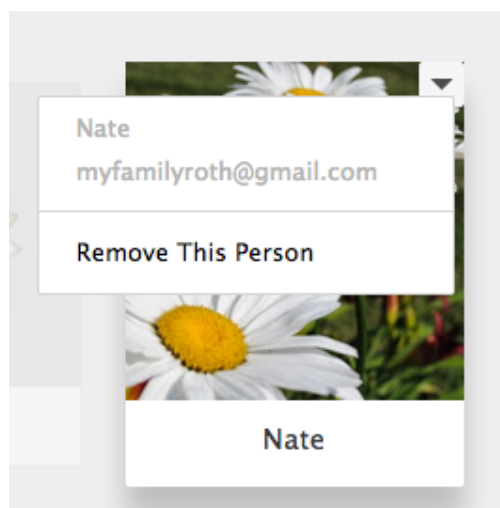
A sign-in form with a grey circular profile icon placeholder at the top. Below it are two input fields: "Email" and "Password". A blue "Sign In" button is positioned below the fields. At the bottom left, there is a blue link that says "Need help?".

Once you have multiple accounts, they will appear side by side when you click **“Switch person”**. Each “person” will open a new window, therefore allowing multiple users to be open on the same computer at one time. If the user has a picture associated with their profile it will show up, otherwise you can select a picture from the options.



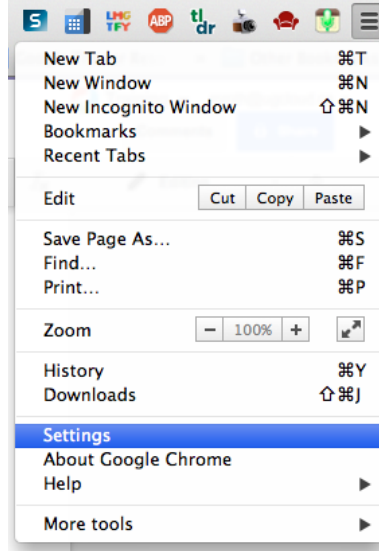
The "Switch person" interface shows two profile cards side-by-side. The left card has a daisy icon and the name "Melissa". The right card has a photograph of daisies and the name "Nate". To the right of these cards is an "Edit" window titled "Edit" with a small upward-pointing arrow in the top right corner. Below the title is the text "Choose a picture and name". There is a grid of 30 icons for selection, including various human avatars, a daisy, a pizza, a soccer ball, a burger, a cat, a cupcake, a dog, a horse, a martini glass, a musical note, a cloud with a sun, and a generic person icon. Below the grid is a "Name:" label followed by a text input field containing "Melissa". At the bottom right of the edit window are "Cancel" and "Save" buttons.

To delete a person from the computer, simple click on the drop down arrow in the right hand corner of their display picture on the **“Switch person”** page. Click **“Remove this Person”**.



A dialog box is shown over the "Nate" profile card. The dialog has a white background and a grey border. At the top, it displays "Nate" and "myfamilyroth@gmail.com". Below this is a button labeled "Remove This Person". At the bottom of the dialog, there is a small image of a daisy and the name "Nate". A small downward-pointing arrow is visible in the top right corner of the dialog box.

Other adjustments can be made to user profiles on your computer by going to the “**Settings**” page. This can be found by clicking the three horizontal bars that appear in the top right hand corner of your page.



On the “**Settings**” page you can scroll down and & make adjustments under the heading “**People**”.

