## Managing Multiple Google Accounts

First, be sure that you are signed out of all Google accounts in your browser. To do this, open a new tab and click on your profile picture in the upper right hand corner of the screen. If you see multiple accounts listed, select **Sign out**.



Repeat this process until you are signed out of all of your accounts. Once you are signed out, you'll see a list of all of your accounts. Select **Remove an account**.



Click on the X next to the accounts you wish to remove (you'll be able to add them back later).



## Confirm that you want to remove the account



Once you are down to one account, select it and follow the prompts to sign back in.



To make it easier to manage multiple Google accounts on one computer, you may wish to create a separate Chrome profile for each account. For a video version of these instructions, check out this tutorial: <u>https://youtu.be/5QX5XCfqp91</u>. (Note: these screenshots are taken from a PC. For a Mac based tutorial, please see video: <u>https://youtu.be/vnYFZSBmNR4</u>)

First, create a Chrome profile for your current Google account. Click on the icon in the top left corner that looks like a person's head and select **Sign in to Chrome**.



Enter your Google account information. If adding a CCS Google account, be sure to add the @ccs.k12.in.us

Sign in to Chrome	@ccs.k12.in.us
Sign in with your Google Account to get your bookmarks, history, passwords, and other settings on all your devices. Enter your email @ccs.k12.in.us	Password Forgot password?
More options	

Linking your data means that changes you make on this device (adding bookmarks, search history) will be synced to your account. In most cases, **Link data** is the best choice.



## Select OK, GOT IT



Now, instead of a person icon, Chrome will list your name in the upper right hand corner.



To add additional Google accounts to this computer, click on your name and select Manage People



In the box that pops up, select Add Person



On the next screen, you may want to uncheck the box to 'Create a desktop shortcut for this user.' You don't need to add a name or select an icon, as Chrome will pull in your name and picture from your Google account. Select **Save**.

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A new Chrome window will open. Select **SIGN IN** and follow the prompts to sign in with your other Google account. Repeat these steps to add any additional accounts



To switch between Google accounts, click on the name in the top left hand corner of the screen and choose the account you wish to open.



To change the display name of a Chrome account, or to remove an account from your computer, click on the three dots in the upper right hand corner of the screen and select **Settings**.



To change your display name, click on your name under **People** and the enter your desired name for this account.

People		
@gmail.com	K.	SIGN OUT
← Edit person		
Kate - Innovator/Trainer		

To remove an account from your computer click on Sign Out under People

People		
6	Kate - CCS @ccs.k12.in.us	SIGN OUT

A regular @gmail.com account will give you the option to choose if you want to delete your data from the device or not. A managed account, like CCS, will only give you the option to delete your data and sign out.

Sign out of Chrome X	Sign out of Chrome ×
Changes to your bookmarks, history, passwords, and other settings will no longer be synced to your Google Account. However, your existing data will remain stored in your Google Account and can be managed on Google Dashboard. CANCEL	Because this account is managed by <b>ccs.k12.in.us</b> , your bookmarks, history, passwords, and other settings will be cleared from this device. However, your data will remain stored in your Google Account and can be managed on Google Dashboard.
Also remove your existing data from this device	