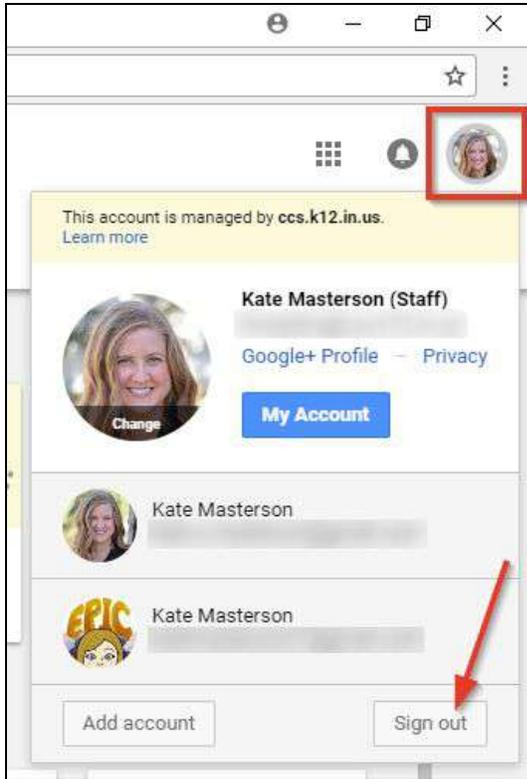
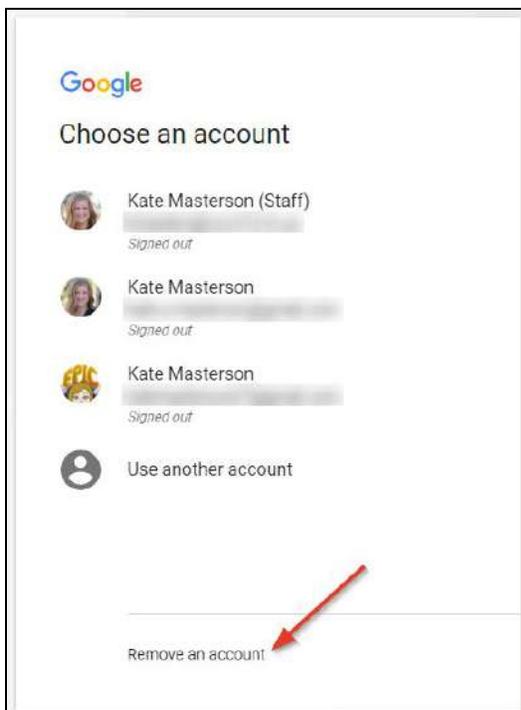


Managing Multiple Google Accounts

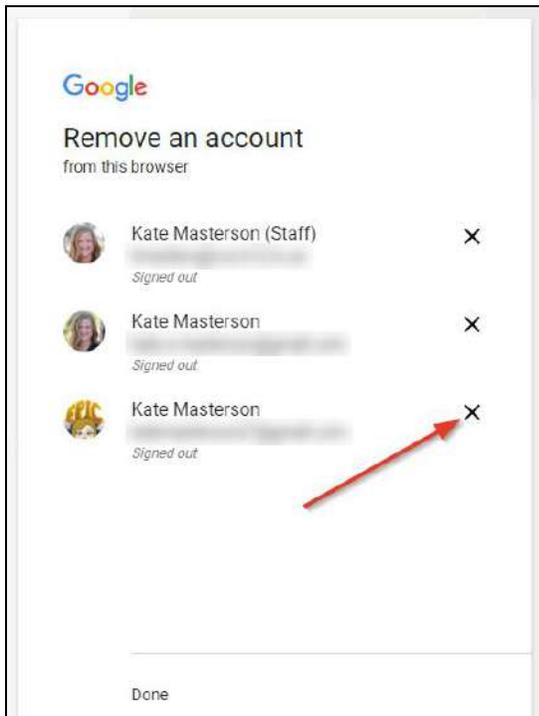
First, be sure that you are signed out of all Google accounts in your browser. To do this, open a new tab and click on your profile picture in the upper right hand corner of the screen. If you see multiple accounts listed, select **Sign out**.



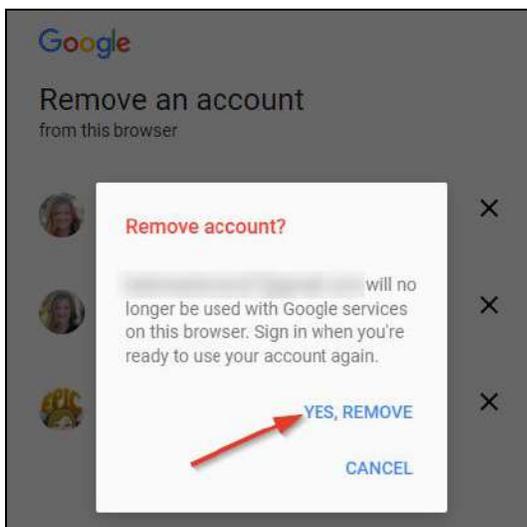
Repeat this process until you are signed out of all of your accounts. Once you are signed out, you'll see a list of all of your accounts. Select **Remove an account**.



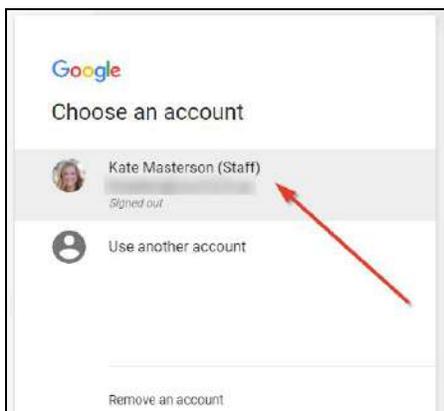
Click on the X next to the accounts you wish to remove (you'll be able to add them back later).



Confirm that you want to remove the account

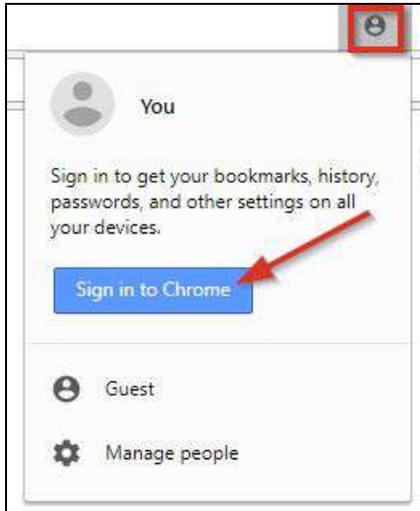


Once you are down to one account, select it and follow the prompts to sign back in.

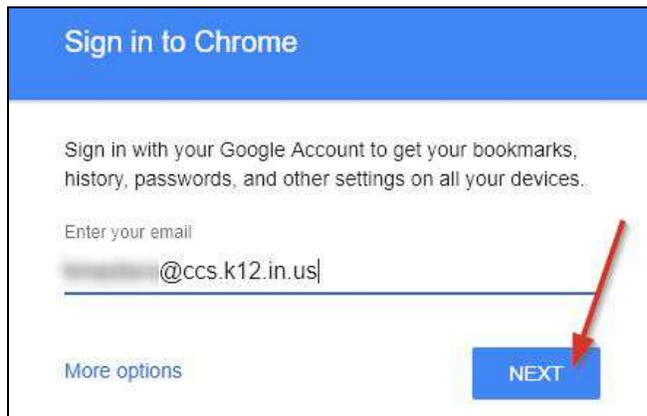


To make it easier to manage multiple Google accounts on one computer, you may wish to create a separate Chrome profile for each account. For a video version of these instructions, check out this tutorial: <https://youtu.be/5QX5XCfqp9I>. (Note: these screenshots are taken from a PC. For a Mac based tutorial, please see video: <https://youtu.be/vnYFZSBmNR4>)

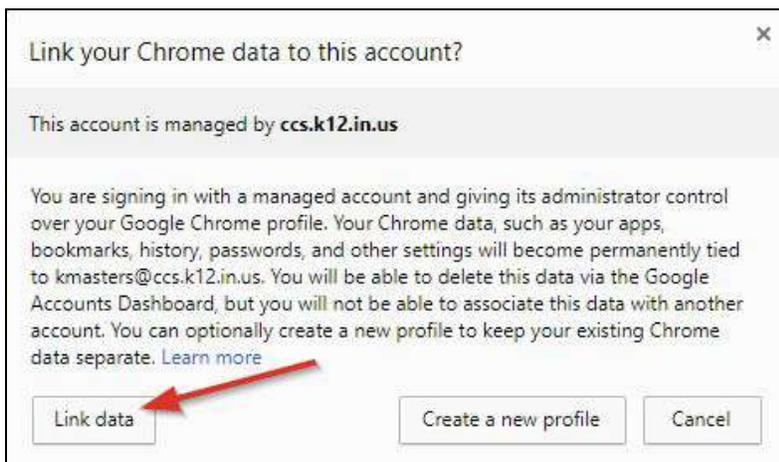
First, create a Chrome profile for your current Google account. Click on the icon in the top left corner that looks like a person's head and select **Sign in to Chrome**.



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



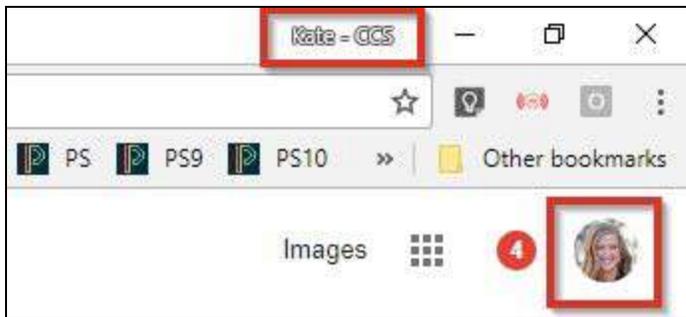
Linking your data means that changes you make on this device (adding bookmarks, search history) will be synced to your account. In most cases, **Link data** is the best choice.



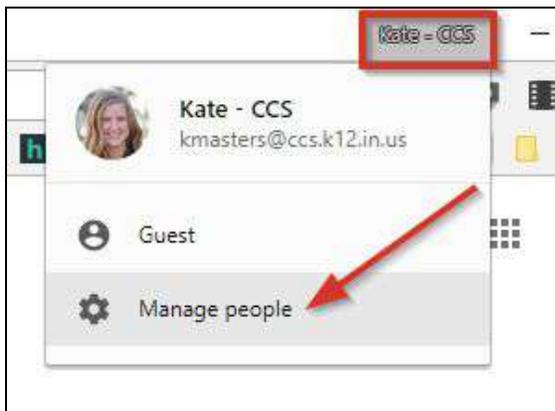
Select **OK, GOT IT**



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



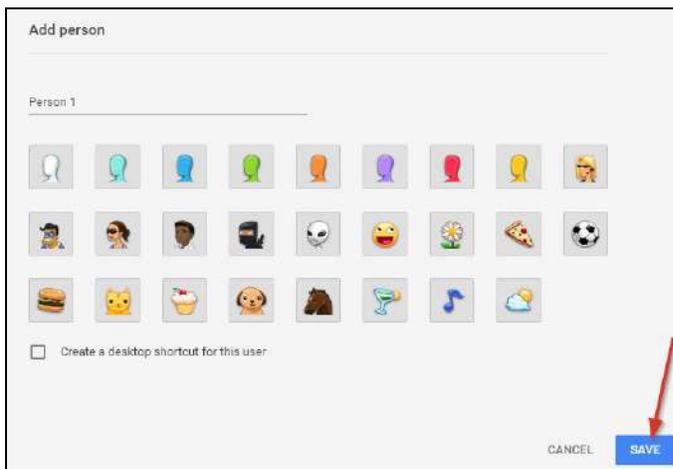
To add additional Google accounts to this computer, click on your name and select **Manage People**



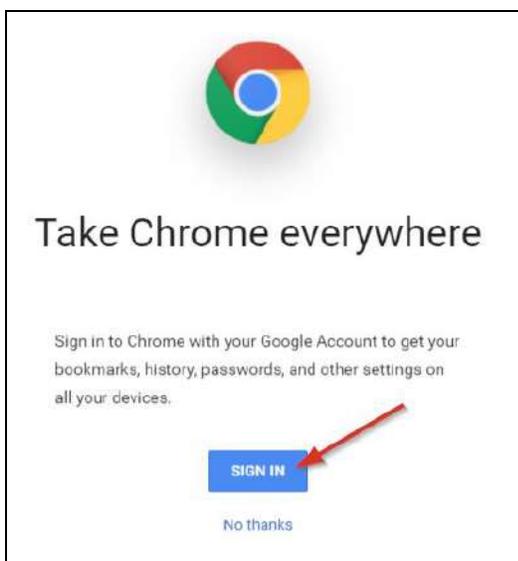
In the box that pops up, select **Add Person**



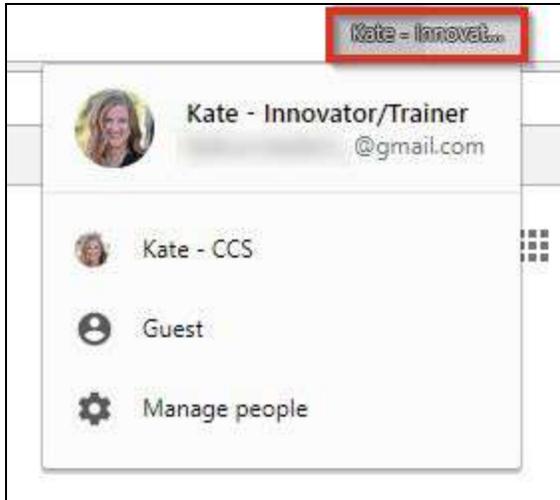
On the next screen, you may want to uncheck the box to 'Create a desktop shortcut for this user.' You don't need to add a name or select an icon, as Chrome will pull in your name and picture from your Google account. Select **Save**.



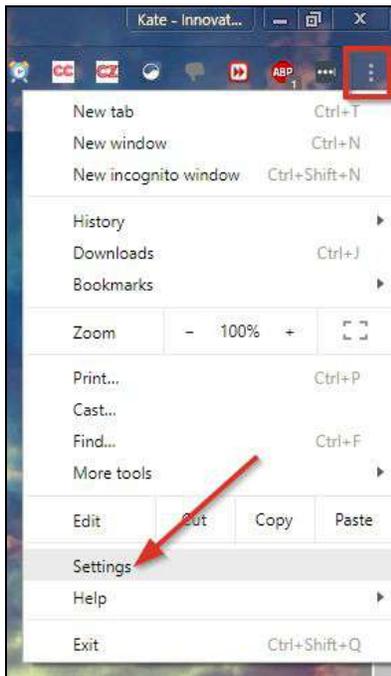
A new Chrome window will open. Select **SIGN IN** and follow the prompts to sign in with your other Google account. Repeat these steps to add any additional accounts



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.



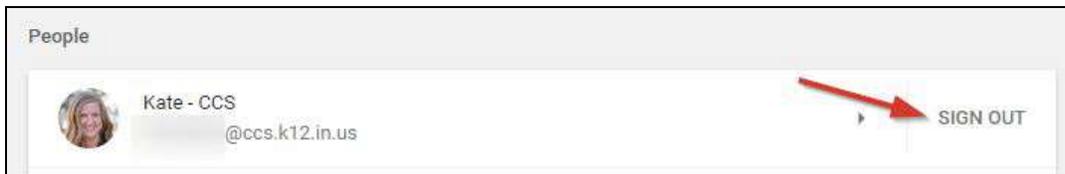
To change the display name of a Chrome account, or to remove an account from your computer, click on the three dots in the upper right hand corner of the screen and select **Settings**.



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



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



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.

