

CHROME PROFILES AND LOGGING IN

To access the Google Workspace products, you'll be using Google's browser - Google Chrome. That means you should not be using Internet Explorer for your Gmail and Calendar.

As a best practice, we're asking all employees to create their own Chrome profile. These instructions will explain what a Chrome profile is and walk you through creating a profile and logging in to your @Unicity.com Google Workspace account.

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What is a Chrome profile?

- A Chrome user profile allows you to maintain all of your browser details as one distinct unit: apps, extensions, settings, browsing history, bookmarks, saved passwords, themes, and open tabs.
- For users who have more than 1 Google account, creating Chrome profiles allows you to easily switch between the different accounts while keeping your preferences and settings separate.
- Chrome profiles let you pick up where you left off on any device.

How do I create a Chrome profile?

1. Open a new Chrome window
2. If you have never used Chrome, click **Get Started**. If you are already a Chrome user, click **Sign in** (jump to step 4).

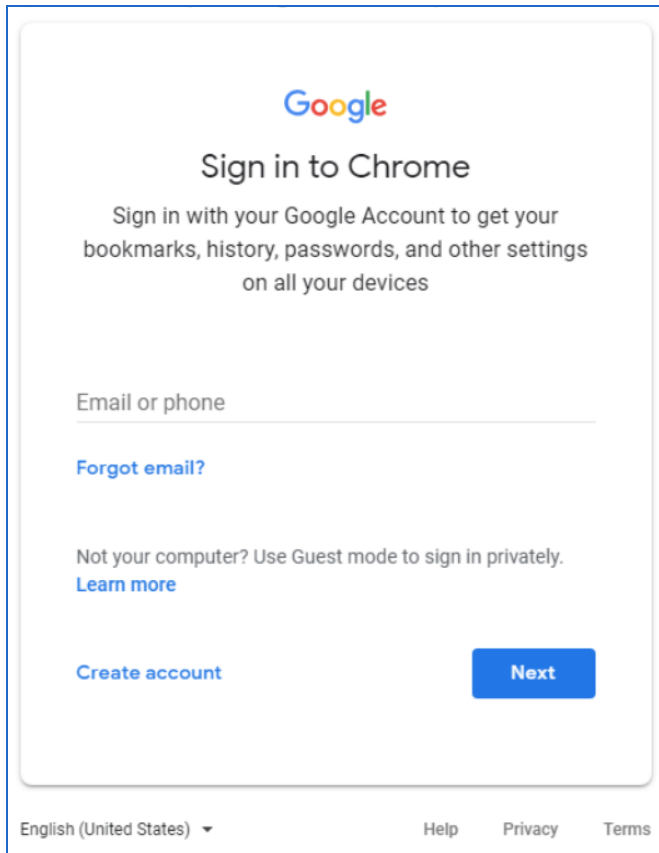
Set up your browser in a few simple steps

Make Chrome your own

Get Started

[Already a Chrome user? Sign in](#)

3. If you choose **Get Started**, you will be asked some questions about your personal preferences (i.e., bookmarks, backgrounds, etc.)
4. It's now time to sign in using your @Unicity.com email and password.



The image shows a Google sign-in dialog box titled "Sign in to Chrome". It prompts the user to sign in with their Google Account to sync bookmarks, history, passwords, and other settings across devices. The dialog includes a text input field for "Email or phone", a "Forgot email?" link, a note about Guest mode with a "Learn more" link, a "Create account" link, and a blue "Next" button. At the bottom, there are links for "English (United States)", "Help", "Privacy", and "Terms".

Google

Sign in to Chrome

Sign in with your Google Account to get your bookmarks, history, passwords, and other settings on all your devices

Email or phone

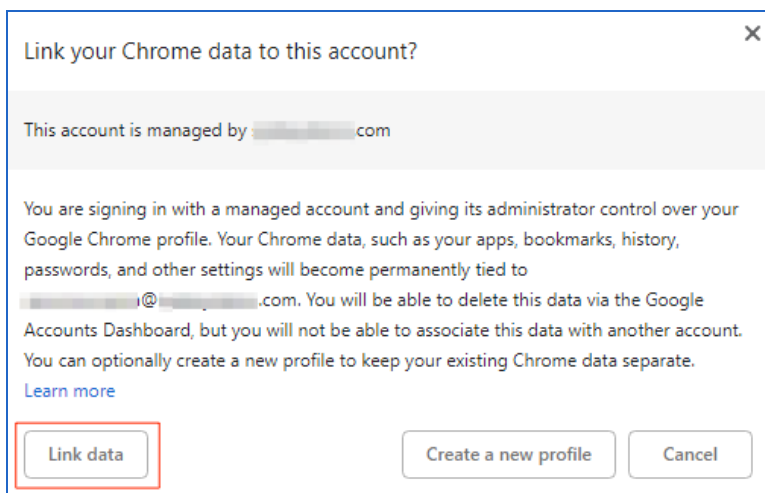
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

English (United States) [Help](#) [Privacy](#) [Terms](#)

5. When prompted, select **Link Data**. This will give you access to any extensions and bookmarks that are pushed out by Unicity.



The image shows a dialog box titled "Link your Chrome data to this account?". It informs the user that the account is managed by a specific email address and that signing in will tie their Chrome data (apps, bookmarks, history, passwords, etc.) to that account. It also mentions that the data can be deleted via the Google Accounts Dashboard but cannot be associated with another account. A "Learn more" link is provided. At the bottom, there are three buttons: "Link data" (highlighted with a red box), "Create a new profile", and "Cancel".

Link your Chrome data to this account?

This account is managed by [redacted]@[redacted].com

You are signing in with a managed account and giving its administrator control over your Google Chrome profile. Your Chrome data, such as your apps, bookmarks, history, passwords, and other settings will become permanently tied to [redacted]@[redacted].com. You will be able to delete this data via the Google Accounts Dashboard, but you will not be able to associate this data with another account. You can optionally create a new profile to keep your existing Chrome data separate.

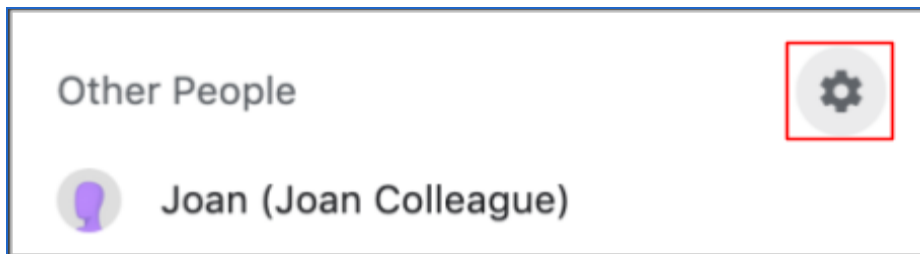
[Learn more](#)

[Link data](#) [Create a new profile](#) [Cancel](#)

6. You've now created your Unicity Chrome profile and are ready to get to work!

How do I add a second profile or manage my existing profiles?

1. To add or remove profiles, click on the profile image in the upper right corner of your browser and select the **settings gear** to the right of "Other people"



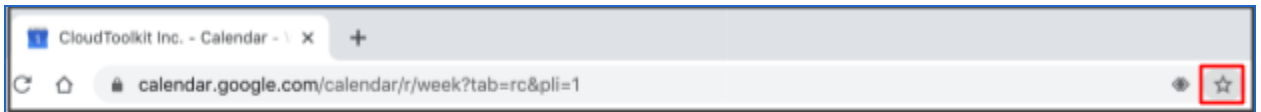
2. To add a profile, select **Add Person** located in the bottom right corner.
3. To remove a profile, hover over the image and click the 3 dots in the upper right corner.



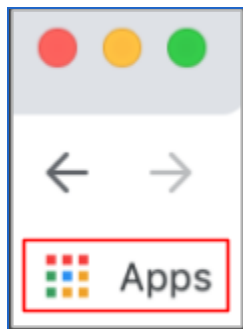
Chrome Tips & Tricks

- Easily move tabs around by dragging and dropping.
- Right-click on a Chrome tab to access tab options. Here are a couple helpful options when first starting out.

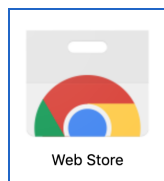
- **Add Tab to New Group** - Tab Groups help you organize your tabs with a custom name and color. Once tabs are grouped together you can drag and drop them to reorder.
- **Pin** - Pin a tab to keep from accidentally closing the tab. This can be especially helpful to ensure Google Calendar always stays open and you never miss a notification!
- Add a bookmark by clicking on the outlined star to the far right of the URL bar. Find out more about importing and exporting bookmarks [here](#).



- Personalize your Chrome browser with Themes and Extensions (if extensions are approved by IT)
 - Click on **Apps** in the upper left corner of your browser.



- Click on the **Web Store** icon.



- Browse the many options available and pick what works best for you!