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Introduction

This document aims to provide various methods for effectively managing multiple Microsoft Office accounts on web browser. Many of us can find ourselves needing to juggle personal, work, and Guides Office accounts, and doing so can be challenging due to the limitation that Microsoft Office does not permit simultaneous logins to multiple accounts.

This guide will present three distinct approaches for managing multiple accounts, each accompanied by a step-by-step guide. You can choose the method that suits your preferences and needs.

The following three approaches will be outlined in this document:

- Using Incognito Mode
- Using separate web browser
- Using Browser profiles

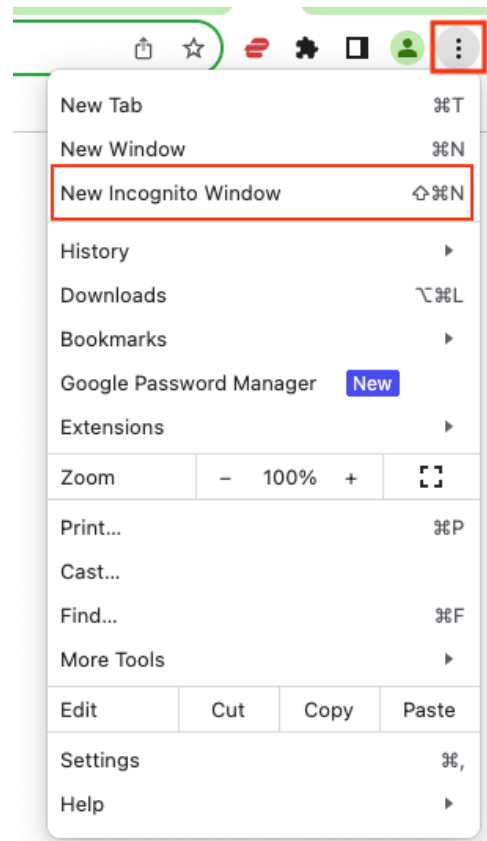
Using Incognito/private Mode

This feature is available in the web browser, which operates independently of your regular browsing session. This helps you to login to a new office account.

Follow these steps below to operate incognito/private mode:

Google Chrome:

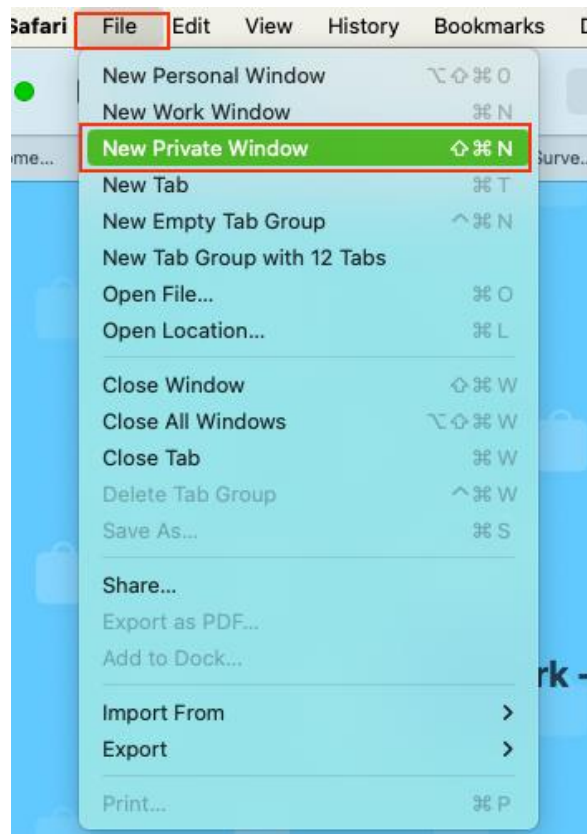
- Open Google Chrome.
- Click on the three-dot menu icon in the top-right corner.
- Select "New Incognito Window" from the dropdown menu or use the keyboard shortcut Ctrl+Shift+N
- A new incognito window will open, where you can browse privately.



Safari (Mac):

In safari it is called private mode.

- Open Safari.
- Go to "File" in the menu bar.
- Choose "New Private Window" or use the keyboard shortcut Shift+Cmd+N.



- A new private window will open.

Note: Using incognito/private mode is a quick way to access new MS office account. However, this mode does not retain browsing history, bookmarks, or saved password. Consequently, you'll be required to manually enter your login credentials each time you wish to access your accounts after closing the private browsing tab.

Using separate web browser

Using two different types of web browser to open two different Office accounts can be an effective option.

These are the popular web browser options available to download as below:

1. **Google Chrome:**
 - Download Link: [Google Chrome](#)
2. **Mozilla Firefox:**
 - Download Link: [Mozilla Firefox](#)
3. **Microsoft Edge:**
 - Download Link: [Microsoft Edge](#)
4. **Apple Safari (for macOS):**
 - Download Link: [Safari for Mac](#)

Please note that the availability of these browsers may vary depending on your operating system. Click on the provided links to visit the respective download pages and choose the version that matches your system.

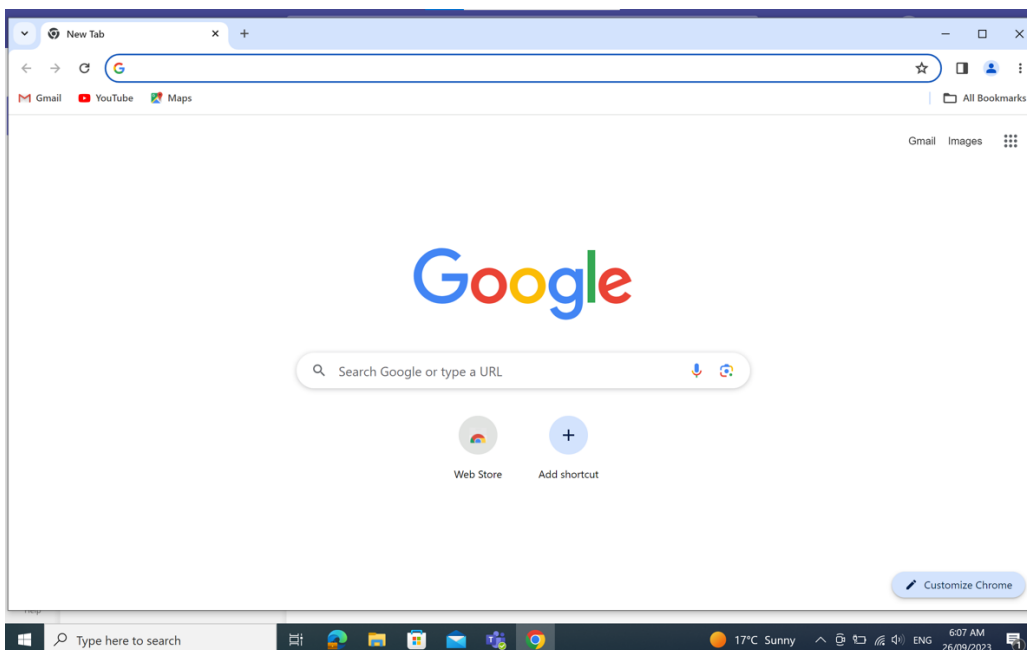
Using browser profiles

Google chrome and safari has a feature which lets you make multiple profiles. Each profile maintains its own set of bookmarks, extensions, and settings, allowing you to keep your work and Guides activities separate and organised. Please see below step-by-step guide to create a profiles on the browser.

Google Chrome Profile

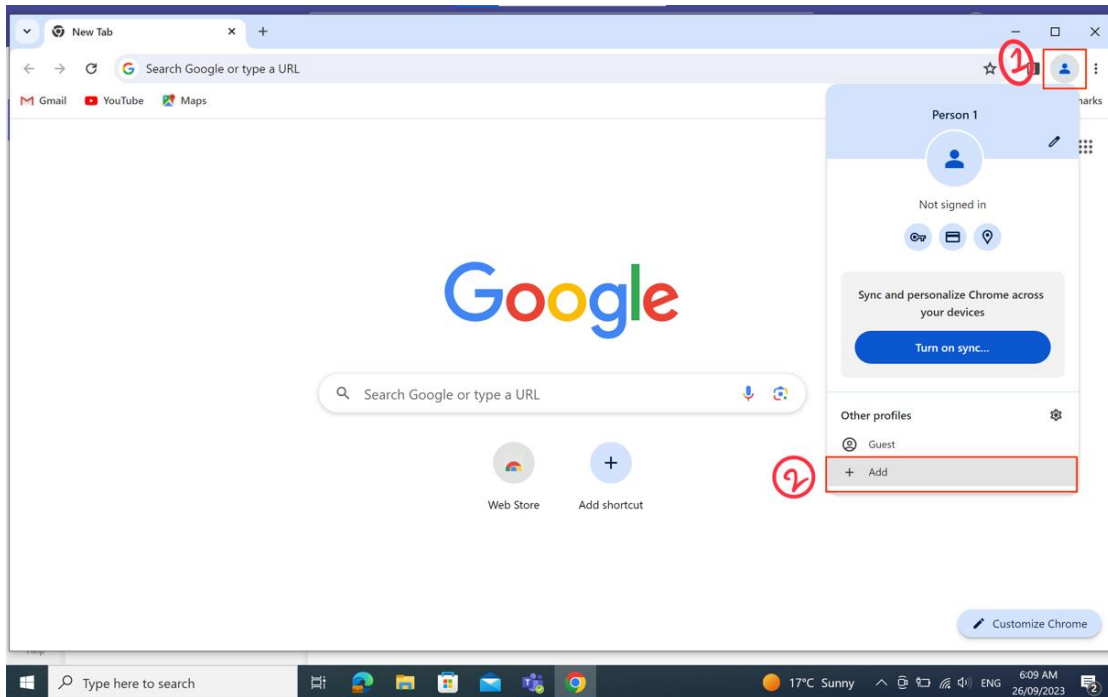
1. Open Google Chrome:

Ensure you have Google Chrome installed on your computer. If it's not already installed, you can download it from the [official website](#).



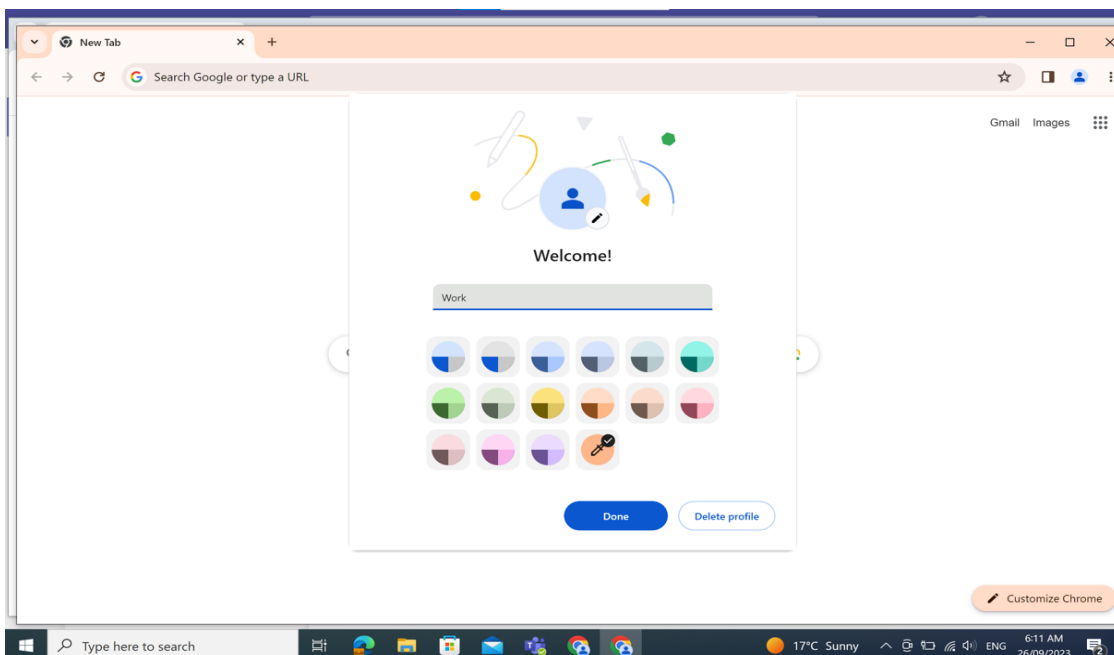
2. Create a New Chrome Profile:

- Click on your profile picture or name in the upper-right corner of the Chrome window.
- From the dropdown menu, select "Add" to create a new profile.
- Name the profile accordingly, such as "Work" and "Guides," to distinguish between the two accounts.
- You can also choose a profile picture/icon for easy recognition.



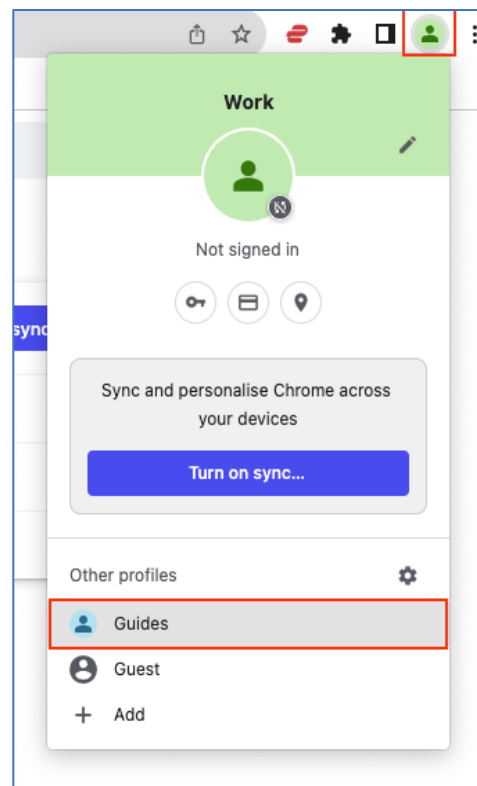
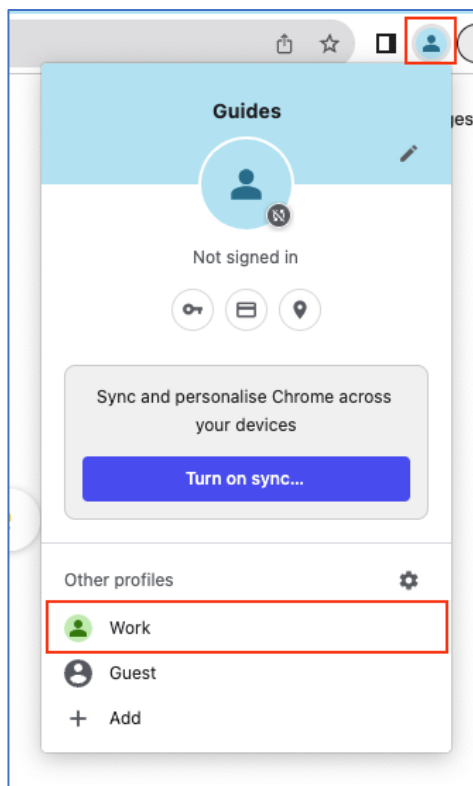
3. Customize Your Profiles:

- For the "Work" profile, you can customize your bookmarks, extensions, and settings related to your work Office 365 account. Sign in to your work account.
- For the "Guides" profile, customize your bookmarks, extensions, and settings for your Guides Office 365 account. Sign in to your Guides account.



4. Switch Between Profiles:

- To switch between profiles, click on your profile picture in the upper-right corner.
- Select the profile you want to use (either "Work" or "Guides")



5. Use Separate Windows for Each Profile:

- Open a new Google Chrome window for each profile. You can do this by clicking on your profile picture and then selecting the profile you want. This will open a new browser window dedicated to that profile.

6. Access Office 365 Accounts:

- In the "Work" Chrome window, navigate to the Office 365 login page for your work account and log in.
- In the "Guides" Chrome window, go to the Office 365 login page for your charity account and log in.

Safari Profile

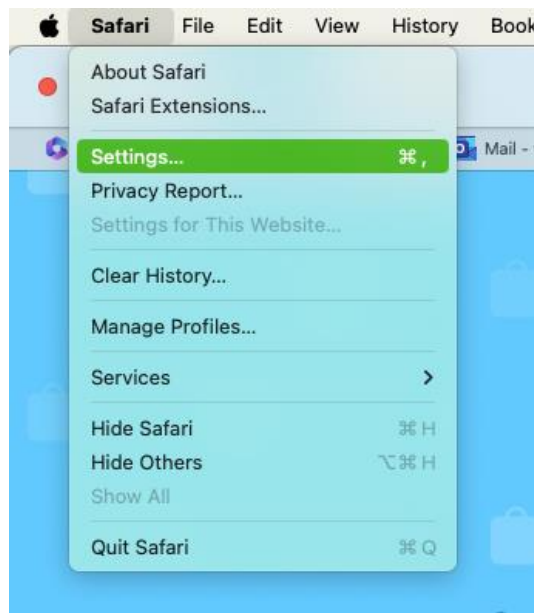
Here's a step-by-step guide to using Safari profiles for work and Guides purposes:

Step 1: Open Safari

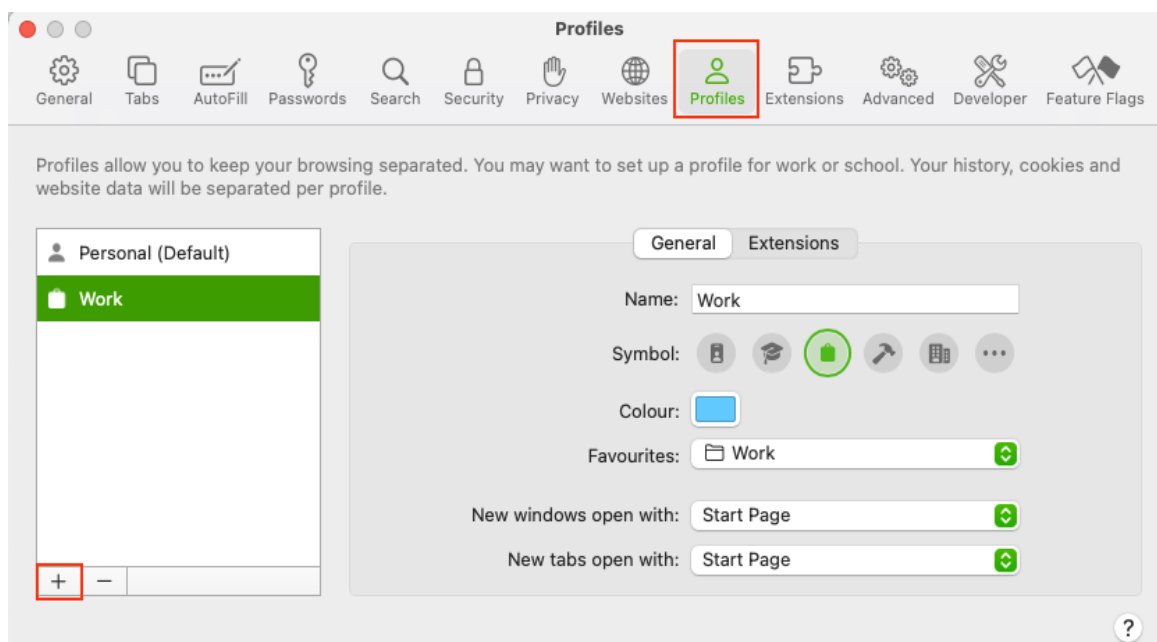
- Launch the Safari browser on your Mac or iOS device.

Step 2: Create a New Profile

- In Safari, go to the "Safari" menu on macOS or the "Settings" menu on iOS.

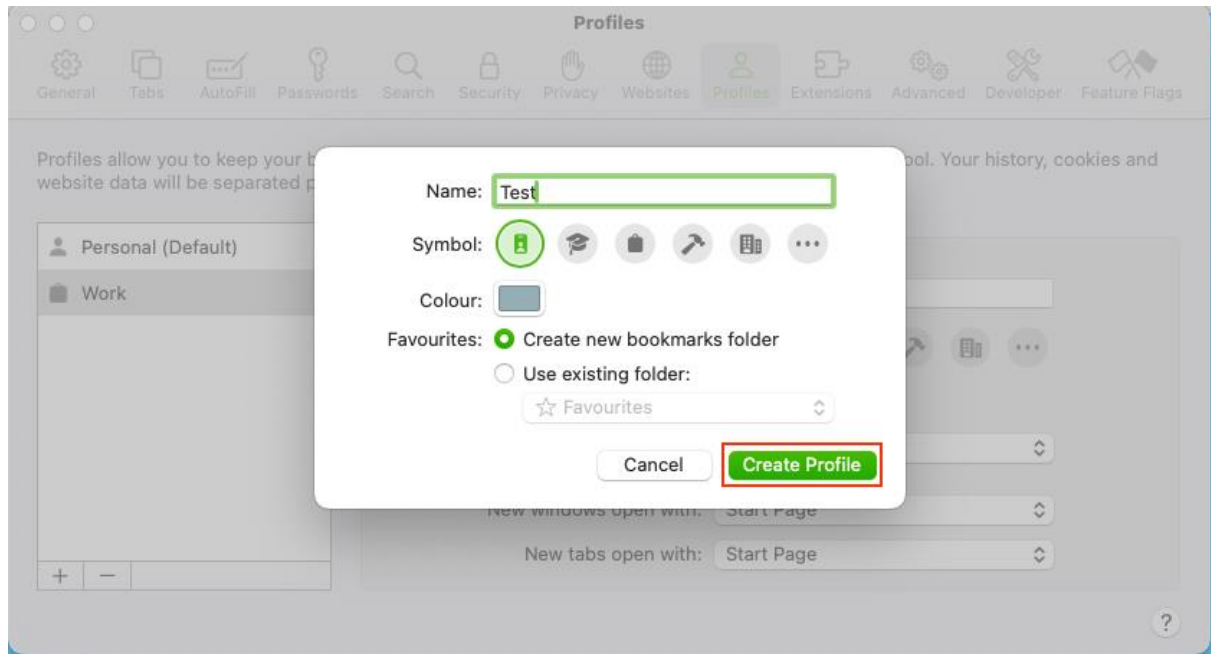


- Navigate to profiles on the settings



Step 3: Add a New Profile on macOS

- Click on "+"
- Name your profile. You can name it "Work" for your work-related browsing and Guides for guides related browsing.
- Choose an icon and colour for easy identification.



Step 4: Customize Your Profile

- Once your profile is created, customize it according to your preferences. You can set different search engines, homepages, and privacy settings for each profile. For work, you might want to use a work-related search engine, while for your Guide profile, you might use a different one.

Step 5: Use Your Profiles

- After creating your profiles, you can easily switch between them. To do this:
- Click on the profile icon (usually located on the top left of the Safari window).
- Choose the profile you want to use (e.g., "Work" or "Guides").

Step 6: Browsing with Profiles

- When you are using a profile, all your browsing activities, bookmarks, history, and settings are kept separate from other profiles. This means you can have distinct sets of bookmarks and browsing history for work and Guides activities.

Step 7: Managing Bookmarks

- You can also organize your bookmarks by creating separate folders for work and Guides bookmarks. To do this, simply create folders within your bookmarks and assign them to the respective profiles.

Step 8: Security and Privacy

- Remember that using profiles can help maintain separation between work and Guides activities, but it doesn't provide the same level of security as using separate user accounts on your device. Be cautious with sensitive data and consider using encryption and strong passwords.

By following these steps, you can effectively use Safari profiles to keep your work and Guides browsing activities separate and organized.

If you have any question, reach out to webmaster@guidesqld.org