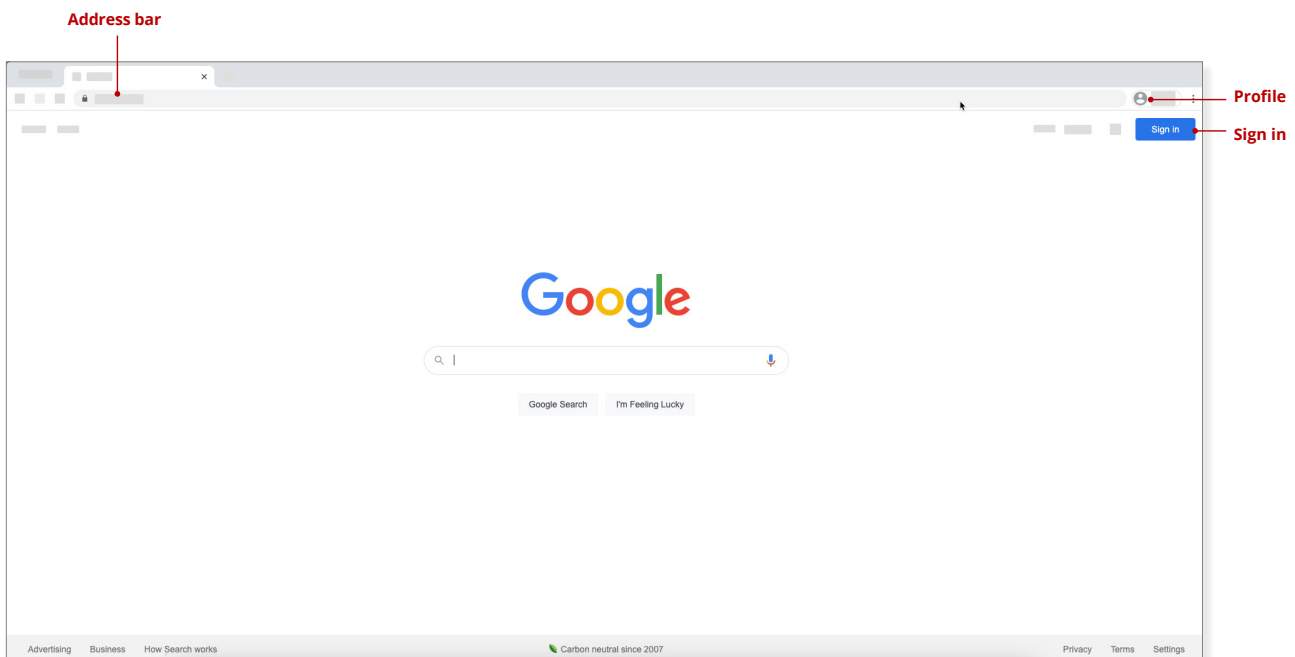




Get Started with  
**Google Chrome**

# Welcome to Google Chrome

To help you get up to speed quickly, we've combined everything you need to get started with Chrome.



## Set Your Browser to Always Open Google Mail and Calendar

You may not be used to working in your email and calendar from a browser. We recommend you set your browser to always open your email and calendar until you get used to the change.

### Chrome:

1. Click **Menu > Settings > Default browser.**
2. Under **On startup**, click **Open a specific page or a set of pages.**
3. Click **Add a new page** and enter **email.cmu.edu.**
4. Click **Add.**
5. Click **Add a new page** and enter **calendar.google.com** to open your calendar in a new window.
6. Click **Add.**

If you are using a browser other than Chrome, visit the help section within your preferred browser for customized guidance.

# Working in Chrome

## Use Multiple Google Accounts in Chrome

If you need to [manage more than one Google account](#), there are two solutions that you can use to simplify your work life.

- Use a different browser for different accounts. For your main account use Chrome, then use Firefox for your second account.
- Create profiles in Google Chrome. This allows you to switch between profiles without signing out and signing back in.

**NOTE:** Remember, if you're logged on with your personal Google account and then need to access CMU services, you will be denied. This solution allows you to easily switch between profiles.

## Add a Profile to Chrome

1. Open **Chrome**.
2. Click the **Profile** icon (top) to the right of the address bar. This should contain either your picture or your initials.
3. Click **Add** (bottom).
4. Enter a **name** and **select an image** for the account.
5. Click **Add**.
6. When prompted [Turn on sync](#) to use bookmarks, history, and more for the account in Chrome. Repeat the steps above as needed.

## Switch Profiles in Chrome

1. Open **Chrome**.
2. Click the **Profile** icon (top) to the right of the address bar. This should contain either your picture or your initials.
3. Click the profile you would like to switch to. You're now working within that profile.

## Group Tabs in Chrome

Chrome now allows you to group tabs. Although they won't save when you close Chrome, they will allow you to simplify your work in the browser. To group tabs:

1. Right-click on any open tab in Chrome and select **Add Tab to New Group**.
2. Enter a **Name** for the group and select a color. The group name will display to the left of the tab.
3. To add other tabs to the group, drag and drop them onto the group you just created. This is a great way to group related work in a browser or multiple calendars together.