

Windows laptops & PCs | Easy | 2 min read

Browser profiles in Edge and Chrome: keeping work and personal separate

A browser profile is a separate set of bookmarks, passwords, history and settings. It is like having a different browser for each person or purpose, without needing a separate Windows account.

Why use profiles?

- Keep work and personal browsing apart.
- Share a PC with a partner or child, each with their own bookmarks.
- Stop work logins mixing with personal ones.

Add a profile in Microsoft Edge

1. Click your profile picture at the top right of the browser window.
2. Click **Add profile**, then **Add**.
3. Choose to sign in with an account or to continue without one.
4. A new window opens. It is a fresh browser with its own look.

Add a profile in Google Chrome

1. Click the profile picture or icon at the top right.
2. Choose **Add Chrome profile**, or **Add** at the bottom.
3. Sign in with a Google account, or choose to continue without an account.
4. Give the profile a name and colour, so that you can tell them apart.

Switch profiles

Click the profile picture and choose the one you want. Each profile opens in its own window, and the picture at the top shows which one you are in.

If you sign in with an account, the browser can sync bookmarks, passwords and more across your devices. You choose what to sync in **Settings**, then **Profiles** in Edge or **You and Google** in Chrome.

Removing a profile: a warning

Removing a profile deletes its saved bookmarks, history and passwords from this PC. If it is synced, a copy stays in the account, but if not, they are gone. Check the details on screen, and export anything important before you remove it. To remove one, click the profile picture, then the settings cog or **Manage profile settings**, and choose **Remove** or **Delete**.

Both browsers have a **Guest** option for someone borrowing the PC, which leaves no history behind.

When to get more help

Get in touch if you lose bookmarks or passwords after a change, if a work profile asks for an administrator, or if you want help moving bookmarks onto a new PC.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.