# How to set up a dedicate browser profile for TCTWS O365 account access

It is highly recommended that you use a dedicated browser profile to access your TCTWS account if you will access on a computer that you also use a work-provided Microsoft account. Doing this should eliminate the issue of your other/work account information getting confused with your TCTWS Microsoft credentials.

<u>**Chrome Profile**</u>

1. Open Chrome and click on the *circle profile icon* in the upper right corner (could have a picture or could have a gray person icon) (A)
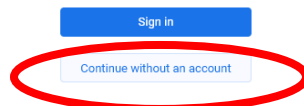2. Then click on *+Add* at the very bottom of the panel (B).
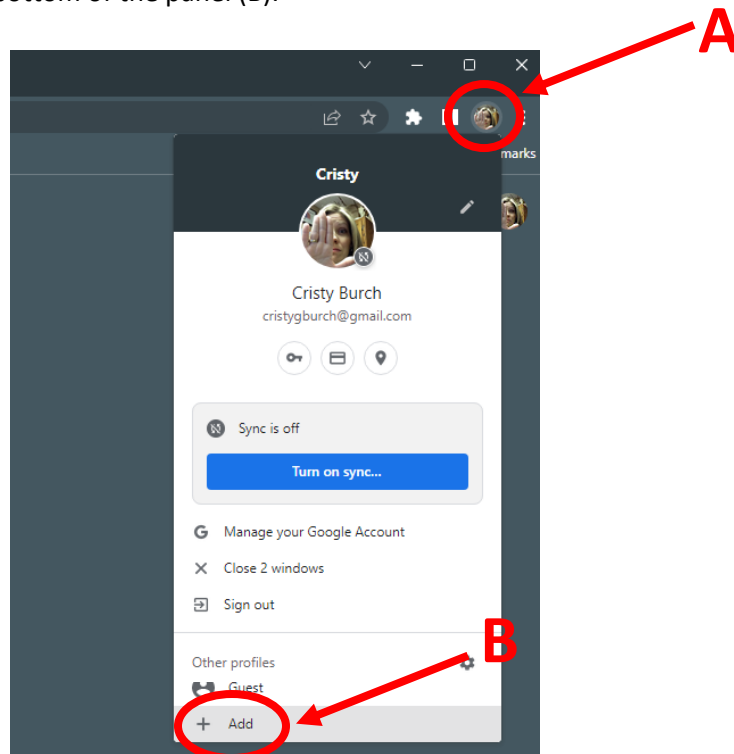
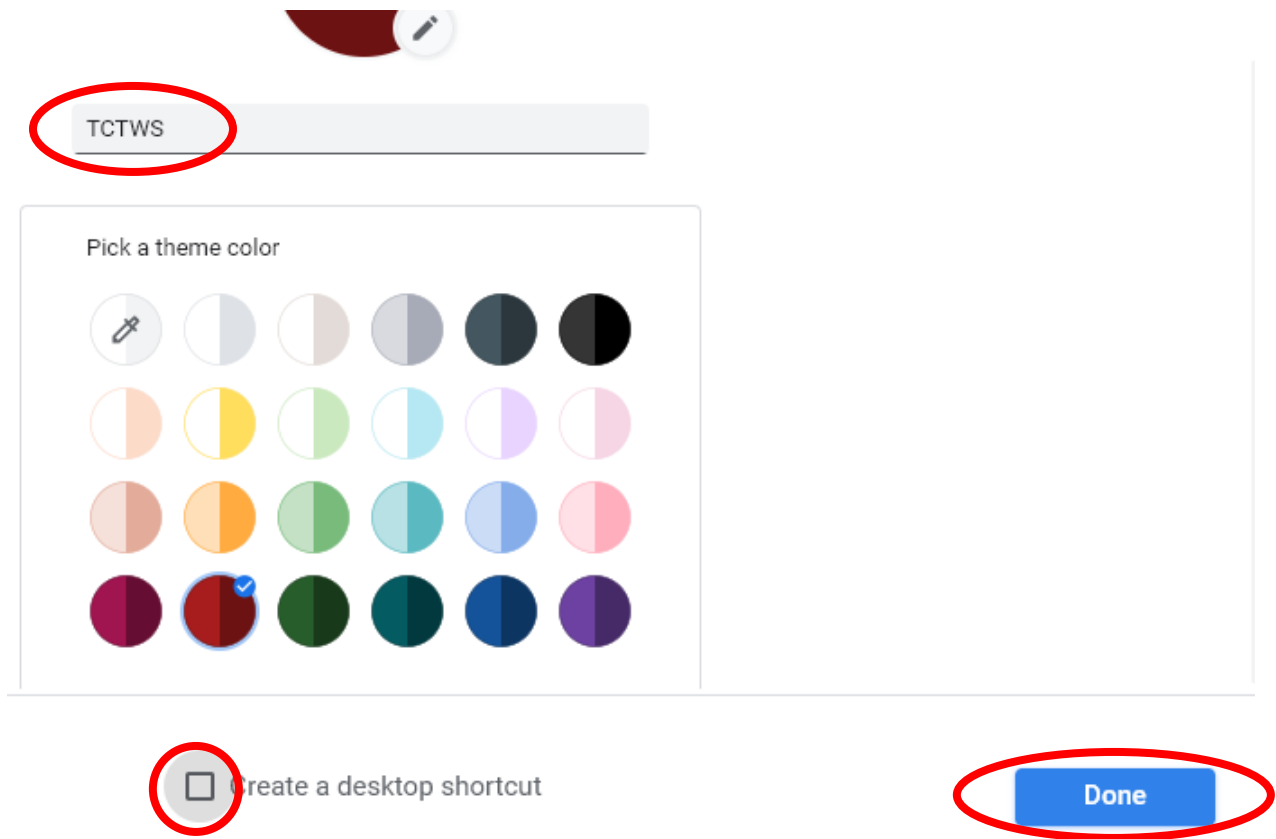3. Click on the '*Continue without an account'* button.

4. Give your profile a name (i.e. TCTWS), make any change to color and click Done. You can choose to uncheck the *Create a desktop shortcut* box if you would like.
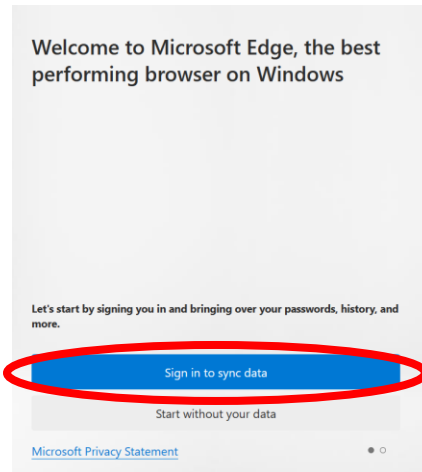

5. Skip to the section for setting up your O365 account.
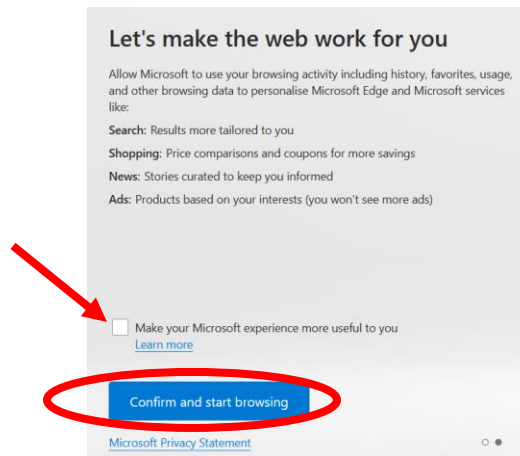
Edge Profile

1. Open Edge and click on the *circle profile icon* in the upper right corner (could have a picture or could have a gray person icon) (A)
2. Hover over *Other Profiles* then select *Add Profile*.
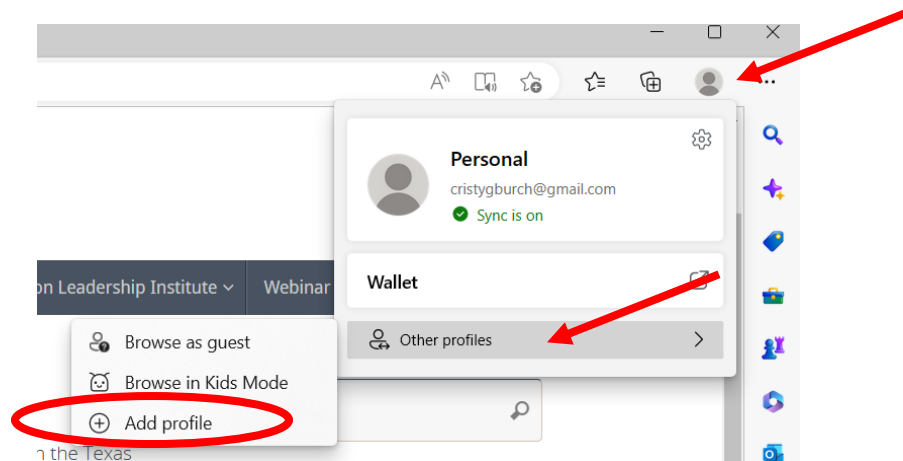
3. Click '*Start without your data*'.

4. Uncheck '*Make Microsoft experience more useful for you*' and click '*Confirm and start browsing*'.

5. Click '*Skip*'.

6. Customize any colors and click '*Next*'
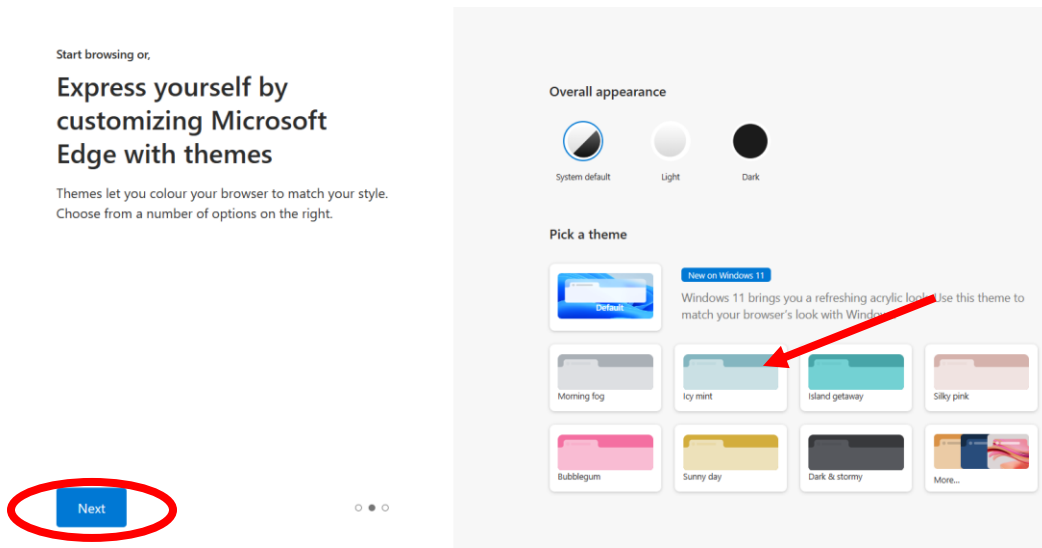
7. Click '*Finish*'.
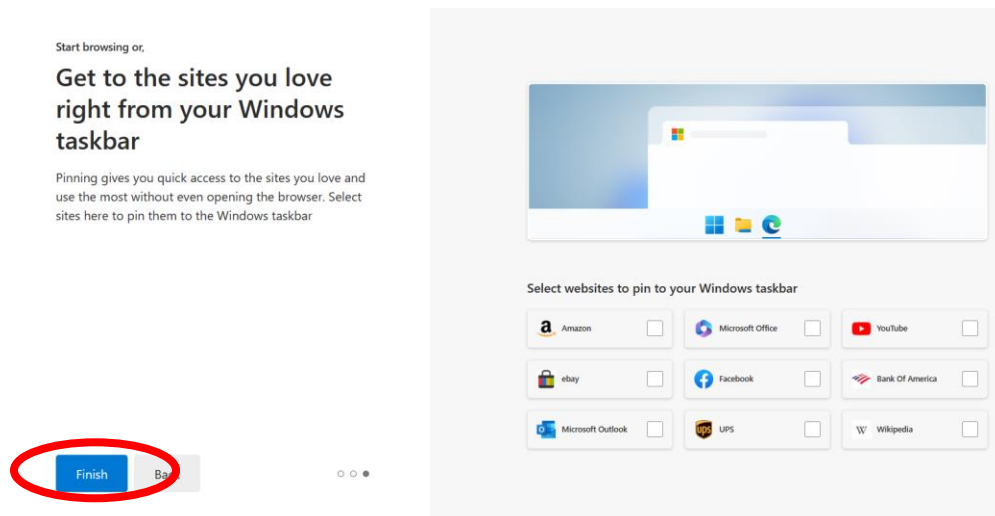
8. Click the Profile icon in the top right and click the gear icon.

9. Click the three dots next to the Sign in button and select Edit.

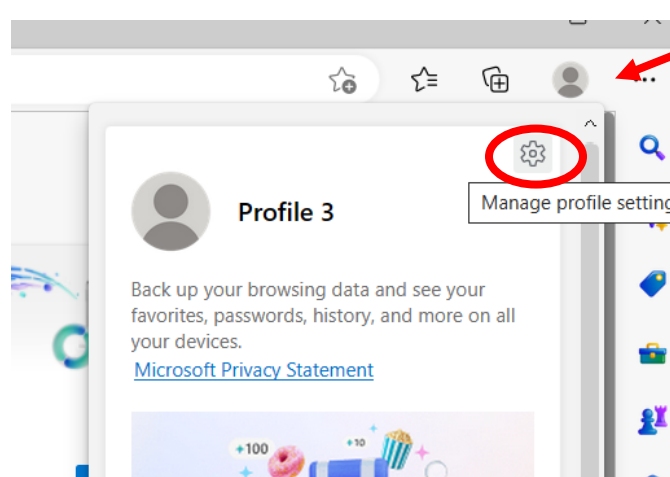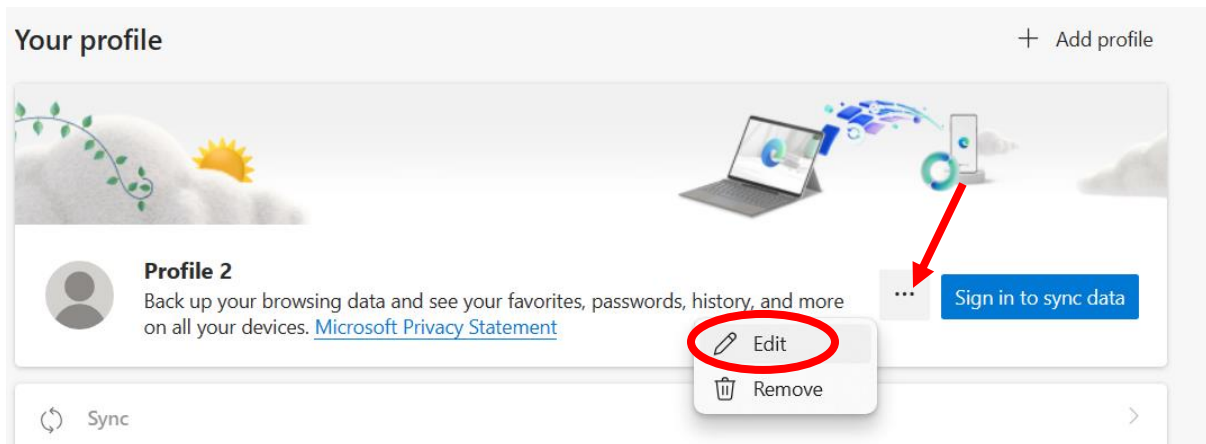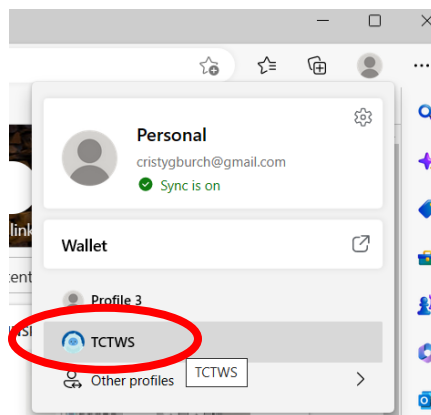10. Give your profile a name (i.e. TCTWS), customize your profile icon if desired, and click *Update*.
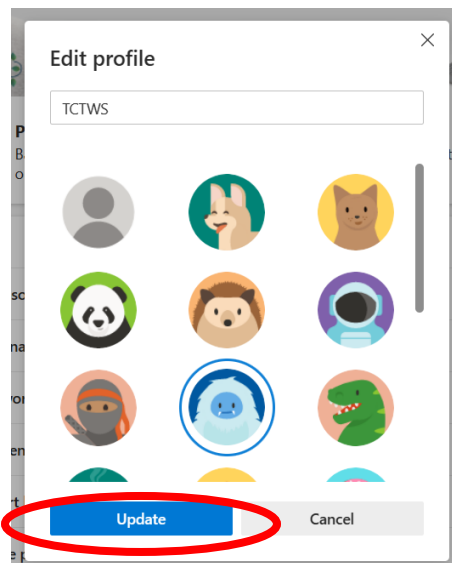
11. Next time when you open Edge, you can click the profile icon in the top right hand corner and select the TCTWS profile before logging in to O365.

12. Skip to the section for setting up your O365 account.

Firefox Profile

1. Firefox allows multiple profiles also but it is a little more complicated to set up – so contact me (texas.chapter@tctws.org) if you need to setup a new profile in Firefox and hit a snag 😊 .
2. Skip to the section for setting up your O365 account.

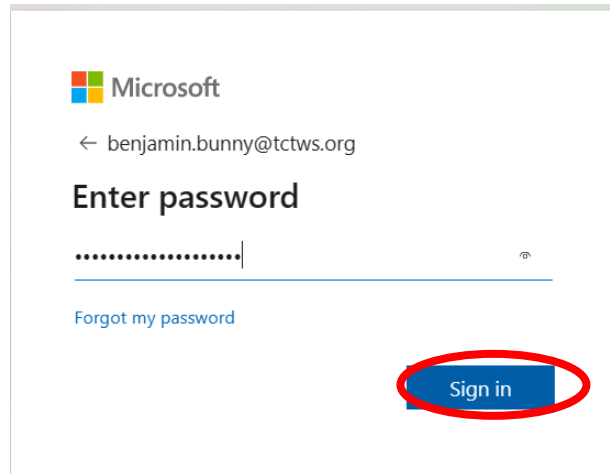### First time Login of your tctws.org O365 account

1. From your TCTWS dedicated web browser (set up in the instructions above), visit office.com
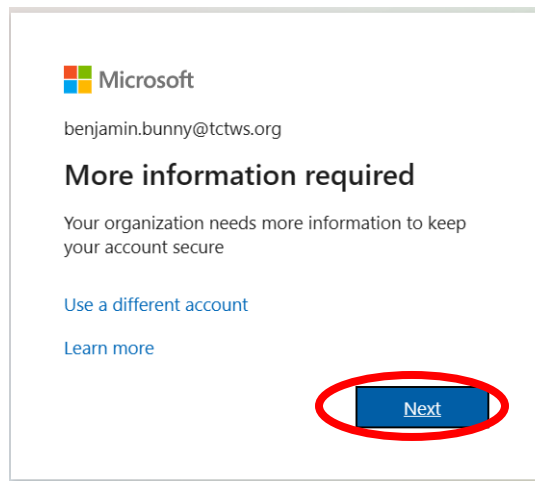2. Select Sign In.

3. Enter your tctws email address and click Next.
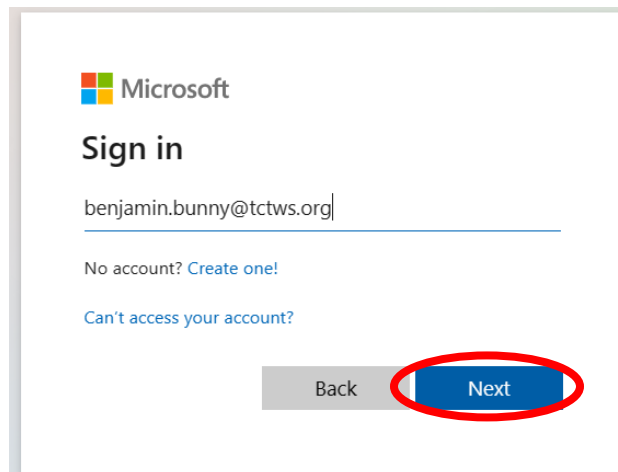
4. Enter your password and click Sign In

5. Now you will be prompted to complete the Multifactor Authentication registration. Click Next.


6. You can use any authenticator app on your phone that you would like. These instructions will show how to do it with the Microsoft Authenticator. For other authenticator apps (i.e. Duo) the process will be the same, you just need to start by clicking *I want to use a different authenticator app* link on this page rather than just clicking Next. For Microsoft Authenticator, click *Next*.
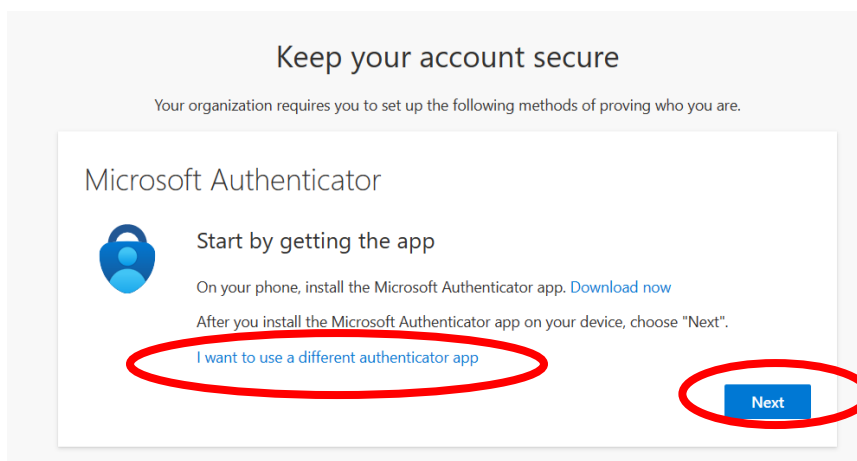
7. Hit approve on your phone when prompted, select to add an account, select "work or School" and click next on your computer.
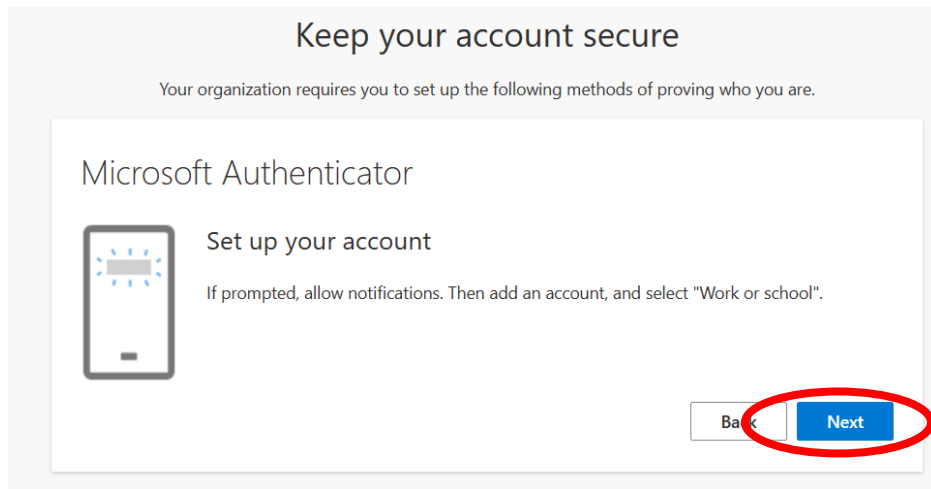
8. Use the camera on your phone to scan the QR code on your computer. Click *Next* on the computer.
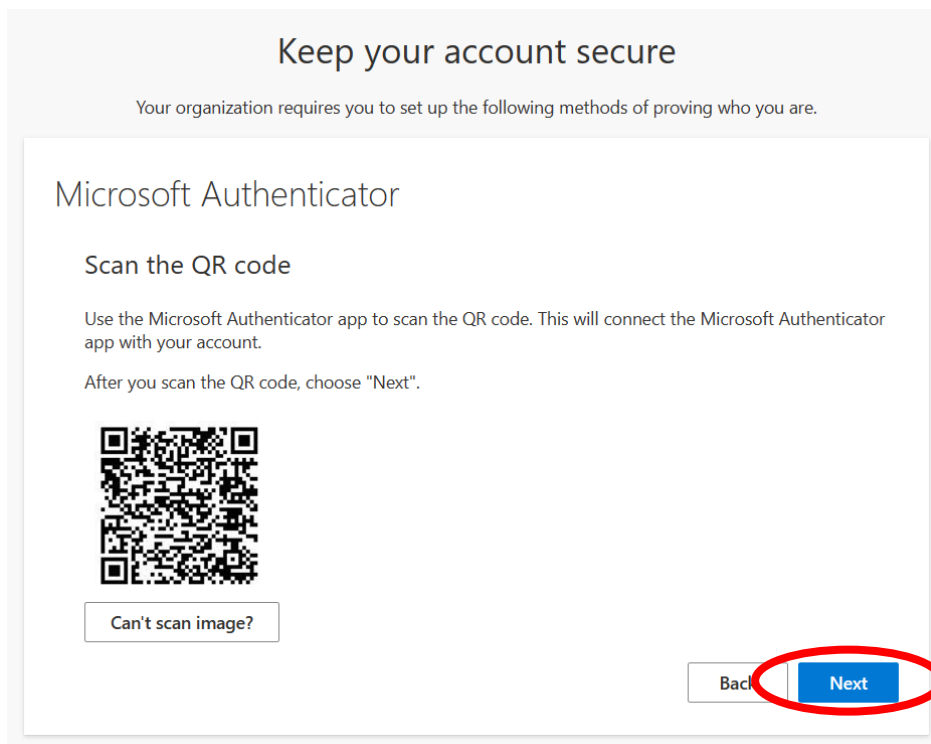
9. Click Next or Approve on any remaining fields. You will be logged in to your tctws.org account.
10. If you will check email using the browser, skip to the document Email Setup O365 web. If you will check email using a desktop Outlook client, skip to the document Email Setup Outlook Desktop Client. Your TCTWS email will show as a separate account in your desktop client (no inter-mingling of work and tctws accounts).