Using Microsoft Edge

Syncing, settings and personalisation

User Guide

breakwater IT
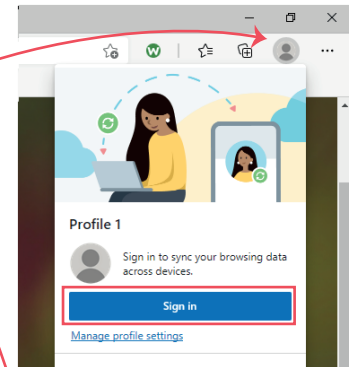
Sign in to your business account

When you sign in to Edge using your Microsoft workplace credentials, your account will sync up with other apps including SharePoint and OneDrive. You can also sync your browser across multiple devices.

When you open Edge, click on the grey icon in the top right.

The menu will appear, you'll then want to click 'Sign in'.

A pop-up will appear. In most cases, your work account login should appear, allowing you to select this. If not, you can select 'Use a different account' and enter your Microsoft login credentials.

Next, you will be asked if you want to sync your profile. This will sync passwords and data from any device you've signed into using your Microsoft account.
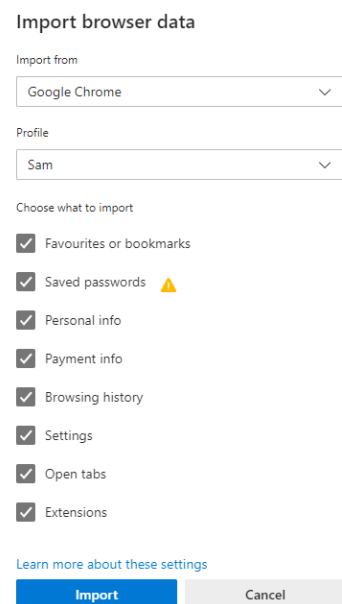

Settings

Once you've logged in, the grey icon in the top right will change to your Microsoft profile picture. This is where you'll access your settings by selecting the 'Manage profile settings' cog.
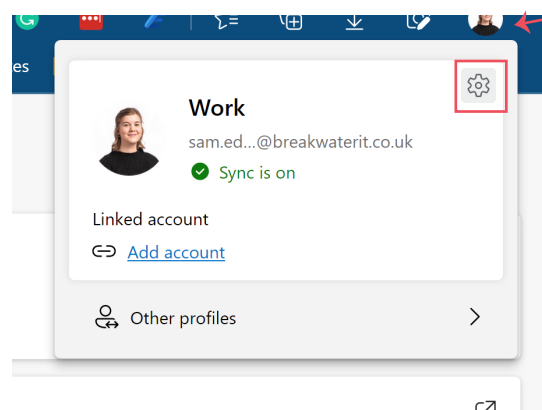
If you are moving to Edge from another browser and weren't signed in using your Microsoft account, you can still sync the browsers. Under 'Profiles' in settings, select 'Import browser data'.

You can then choose to import data from Google Chrome, IE11 or other browsers including passwords, favourites, history and more.

To note: when importing passwords, any existing passwords you have saved for sites will be overwritten by the import.

There are a few other settings you may want to consider reviewing before you continue using Edge.

Privacy, search and services >
Here you can choose your tracking prevention level and security and privacy options.

You can also change your default search engine. Edge automatically sets your search engine to Bing, but if you'd prefer something like Google, scroll to the bottom, select 'Address bar and search' and change your preferences.

Appearance >
Here you can customise the look of your Edge browser. This includes showing icons such as downloads, history and favourites in your toolbar. You can also set font size.

Cookies and site permissions >
Here you can review permissions when browsing. For example, do you want Edge to ask you if you're happy to share you location with a site every time. Other options include camera access and extra devices, such as a USB or VR headset plugged into your machine.
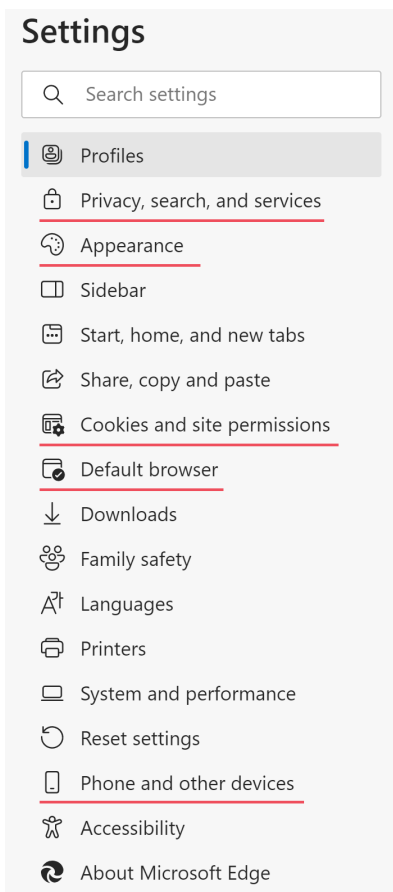
Default browser >
Here you can set Edge as your default browser. Anytime you access the internet, it will then open in Edge.

Phone and other devices >
Here you can sync edge to other devices, such as an app on a work mobile.

Import browser data

Import from

Google Chrome

Profile

Sam

Choose what to import

☑ Favourites or bookmarks

☑ Saved passwords ⚠

☑ Personal info

☑ Payment info

☑ Browsing history

☑ Settings

☑ Open tabs

☑ Extensions

Learn more about these settings

[Import]   [Cancel]

Settings

🔍 Search settings

👤 Profiles

🔒 Privacy, search, and services

🎨 Appearance

▭ Sidebar

▦ Start, home, and new tabs

↱ Share, copy and paste

🖥 Cookies and site permissions

🖥 Default browser

↓ Downloads

👥 Family safety

A̅ Languages

🖶 Printers

▭ System and performance

↺ Reset settings

📱 Phone and other devices

⚙ Accessibility

◈ About Microsoft Edge

Microsoft 365 Feed

When you open a new tab in Edge, you'll spot a bar along the page like this:

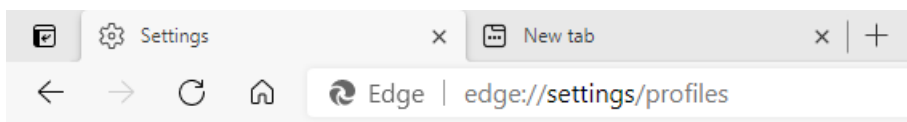Shows you the latest news under these topics.
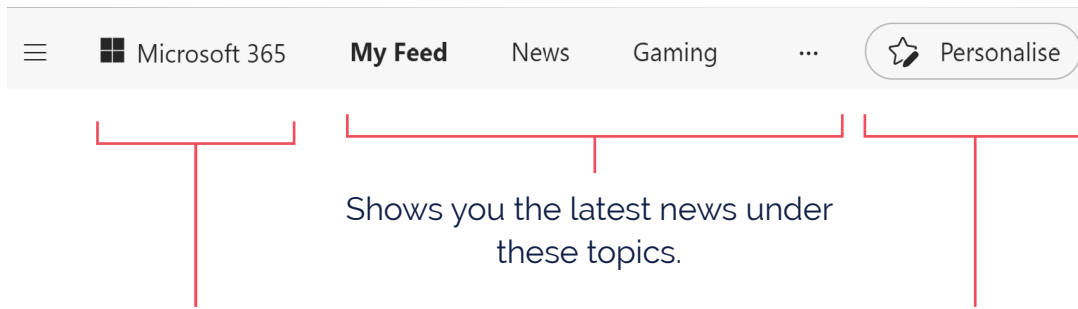
Microsoft 365 - Connects to your work account to show you things like upcoming calendar appointments, recent files and SharePoint sites.
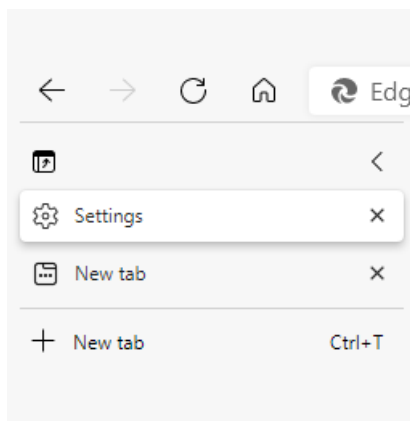
Allows you to personalise your news topics and more.

Vertical Tabs

A unique feature to Edge is vertical tabs. As standard your tabs will look like this:

The vertical tabs button is at the top left of the browser. You can click on the icon to switch between vertical and horizontal tabs. Vertical tabs look like this:

Expanded

Hidden

For any additional help with the Edge, or anything else you need, get in touch:

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