

# A guide to using Google Chrome

This guide takes you through the process of installing and using the Google Chrome web browser. You can use Chrome as a standard web browser, or you can create/sign-in with a Google account and it will save your bookmarks, history and frequently visited websites and make them available across all your devices.

## 1. Install Google Chrome

### Install Chrome on Windows

- [Click here](#) to access the Google Chrome installation file
  - If prompted, click **Run** or **Save**
  - If you chose **Save**, double-click the download to start installing
- You can then start Chrome.

### Install Chrome on Mac

- [Click here](#) to download the Google Chrome installation file
- Open the file called 'googlechrome.dmg' and, in the window that opens, find **Chrome**
- Drag Chrome to the **Applications** folder
  - You might be asked to enter the admin password. If you don't know the admin password, drag Chrome to a place on your computer where you can make edits, like your desktop
- Open **Chrome > Finder**
- In the sidebar, to the right of Google Chrome, click **Eject**

For steps on how to install Google Chrome on other devices, [click here](#)

## 2. Make Chrome your default browser

### Windows 10:

- On your computer, click the **Start** menu
- Click **Settings**
- Click **System** and then **Default apps**
- At the bottom, under **Web browser**, click your current browser
- In the **Choose an app** window, click **Google Chrome**.

### Mac:

- On your computer, open **Chrome**
- In the top right, click **More**
- Click **Settings**
- In the **Default browser** section, click **Make default**.

### Others:

For steps on how to make Chrome your default browser on other devices, [click here](#)

### 3. Sign-up for a Google Account

We've given you steps to sign-up with your Northumbria Email address. If you'd prefer to keep things separate, you can create a new Google account.

- 1 Open Google Chrome from the desktop
- 2 In the address bar (at the top of Google Chrome), type: <https://accounts.google.com/SignUp> and click **Enter** on the keyboard to proceed



- 3 Fill in your first name and last name and click **Use my current email address instead**

Enter your Northumbria University email address

Complete this stage by entering a memorable password. It is advised that you use a password featuring letters and numbers

Click **Next** once complete

- 4 You will be sent a verification code to your Northumbria email account. Check your email and then enter the verification code in the box provided

Click **Verify** to complete the verification process

- 5 You will now be prompted to enter a phone number (optional) and your Date of Birth – this is for account security purposes

Once completed click **Next** to move onto the final stage

- 6 You will be presented with the terms and conditions

The screenshot shows a scrollable area with a "MORE OPTIONS" dropdown at the top. Below it are two checkboxes: "I agree to Google's Terms of Service" and "I agree to the processing of my information as described above and further explained in the Privacy Policy". At the bottom of the scrollable area are "Cancel" and "Create Account" buttons.The screenshot shows the "Create your Google Account" form. It includes fields for "First name", "Last name", "Username" (with "@gmail.com" as a placeholder), "Password", and "Confirm". There is a "Use my current email address instead" link and a "Next" button at the bottom right.The screenshot shows the "Welcome to Google" form. It includes a "Phone number (optional)" field with a dropdown menu for country selection (currently showing the UK flag). Below it are fields for "Day", "Month", and "Year" for the date of birth, and a "Gender" dropdown menu. There is a "Next" button at the bottom right.

If you are happy to agree, scroll down and tick the two boxes, before clicking **Create Account**

- 7 You will be asked to confirm the creation, click '**Confirm**' to complete.

## 4. Sign-in and sync across all your devices

Sync is useful if you want to have your favourites, browsing history and passwords available across all your devices.

**1** Open Google Chrome from the desktop and click on the profile icon in the top right corner

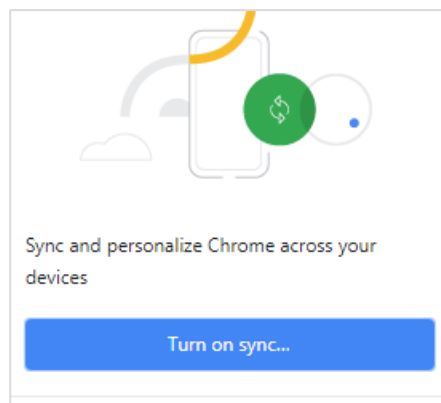


**2** Click **Turn on sync...** and you will be taken to the Google sign in page

**3** Sign in using your Google Account details - you will be prompted for your email address, then your password

Click **Next** on each prompt to proceed

**4** Once completed you will be presented with a screen detailing the advantages of using sync.



**5** Click **Turn on** to complete the process - your profile picture (or initials) will appear on the top right of Google Chrome to indicate you have signed in

**6** Once signed in, any bookmarks you save, or websites you visit, will automatically be available on any device that you sign into

**Please note:** this also includes any passwords that you allow Google to save for you

For more information about Google's privacy policy, please visit:

<https://safety.google/privacy/privacy-controls/>

## 5. Adding Bookmarks (Favourites)

### Add a bookmark

- Open Chrome and go to the site that you want to visit again in the future
- To the right of the address bar, click the **Star**
- You'll be asked to confirm the name of the bookmark (you may want to make it shorter if you have lots of bookmarks).

### Find a bookmark

- Open Chrome and, at the top right, click **More > Bookmarks**
- Find and click a bookmark

To turn the bookmarks bar on or off, click **More** and then **Bookmarks** and then **Show Bookmarks Bar**.


## 6. Importing bookmarks, favourites and settings from other browsers

- Open Chrome and at the top-right, click **More**
- Select **Bookmarks** and then **Import Bookmarks and Settings**
- Select the program that contains the bookmarks that you'd like to import
- Click **Import > Finished**

## 7. Do even more with Chrome

There's even more to learn via the [Do more with Chrome webpage](#)

### IT Support - open 24 hours, 365 days a year

Email    it.help@northumbria.ac.uk  
Phone    0191 227 4242  
Chat      northumbria.ac.uk/itchat  
    twitter.com/NorthumbriaIT