

# Web Browser Basics



1. Address Box -  
www.google.com  
2. Search Box -  
Google

3. Current Google User  
& Apps Launcher  
4. Chrome Login

## BCHO Cloud Services Requires a Web Browser, Chrome is Recommended!

1. Enter a Web Addresses Only ([www.google.com](http://www.google.com)). This will take you to a specific website.
2. Enter Search Text Only. This will return a list of Websites to choose from.
3. See who is logged in for the Tab showing! Click the icon to switch or login to a different account.
4. Shows which account Chrome is using to save your passwords & bookmarks. This should only be your most used personal account and never a BCHO Cloud account!

2024 Browser Usage,  
Data Shows:

- ★ Chrome 65%
- ★ Edge 13%
- ★ Safari 12%
- ★ Firefox 6%



# Online Accounts

Online Accounts keep others from seeing your information, related to you. What if your Bank did not provide a Login to access your bank account. Everyone could see and access all accounts. Accounts provide security separating Users private Information.

- ★ The Norm Today is Having Many Accounts Requiring Users to Remember Logins
- ★ Web Tools To the Rescue - Most Web Browsers today Remember your many Usernames and Passwords

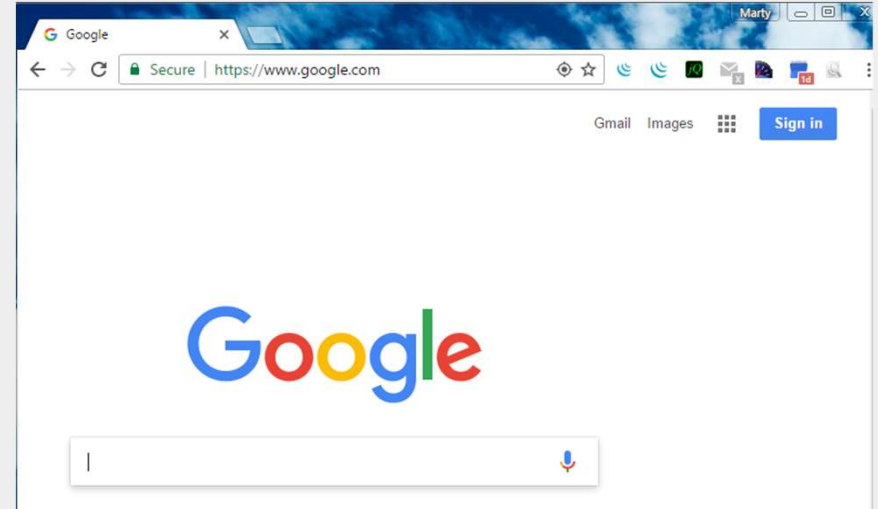
## #4 on Previous Page - Sign-in to Chrome

Signing into Chrome connects your Google Account to your browser for a more personalized browsing experience. All your Chrome data, like your bookmarks, history, passwords, and other settings, is synced to your Google Account and available on any device where you sign in to Chrome. You'll also be automatically signed into Gmail, YouTube, Search, or other Google services. Never use your BCH Cloud Account for this, this should be your personal account only. Use this same account for all your devices when using the Chrome Web Browser. Have a MAC or iPhone, download and run Chrome, so all your passwords are remembered to your same personal account.

# BCHO Cloud Login

Go to [www.google.com](https://www.google.com)

If not already logged in Pick Login in the Upper Right corner of the Web Browser Window.



If you Don't see "Sign In" then you are logged in.

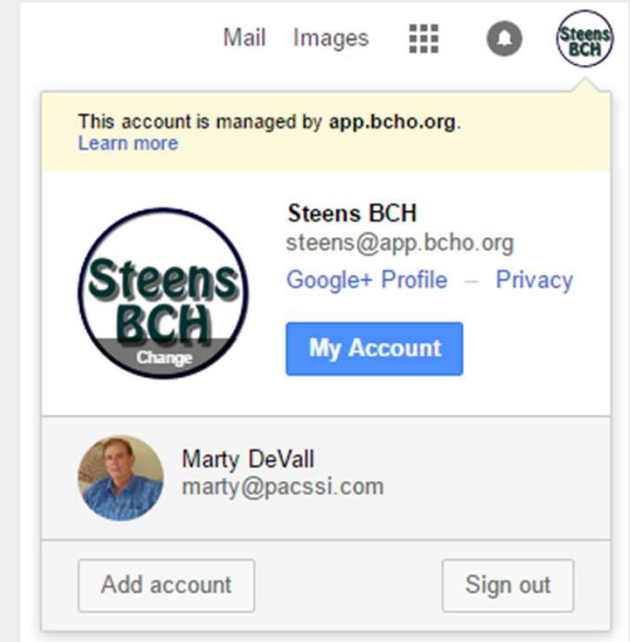
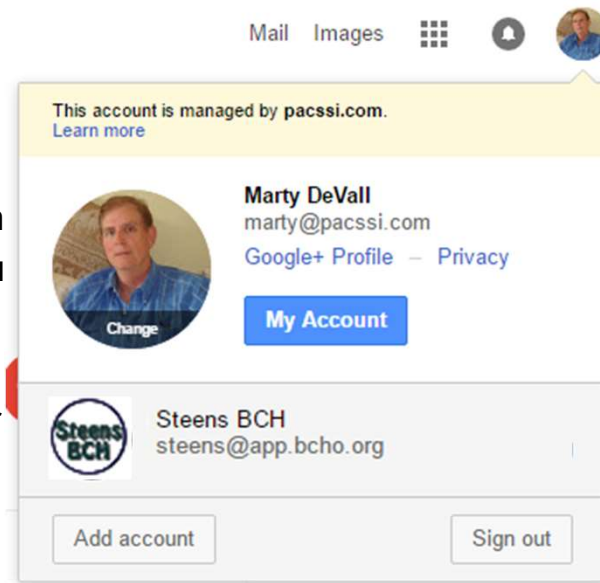
What Account are you logged in as?

# Multiple Cloud Logins

At [www.google.com](http://www.google.com), If you Don't see "Sign In" then you are logged in. What Account are you logged in as?

Because you may have a personal Gmail (Google) account, so to Login to a BCHO Cloud Account you could sign out of your Personal Account first before you log in a BCHO Cloud Account.

The other option and sometimes preferred, you just login to both. When signed into both you need to pay attention to which account is active for any given App you are using.



- ★ Click on the Icon Symbol in the Upper Right Corner to Open the Login Status Window.
- ★ The Account Listed on Top is the Current Selected Account.
- ★ To Login to Multiple Account just Click on "Add Account" .
- ★ To Switch to a Different account just Click on the Account you want to switch to.

# Open BCHO Cloud Apps

At [www.google.com](http://www.google.com), Click on the App Launcher Icon:  It is located in the Upper Right Corner.

The App Launcher Window provides a long list of Apps to Open and Use. All are free for your use. The common ones you might use are Drive, Calendar, Docs, Sheets, Slides and Mail.

Simple click on the Icon associated with the App you want to Open.

Because you may also be logged into your personal Gmail (Google) account, pay close attention to the upper right corner for the Icon representing your BCHO Cloud Account vs. your Personal Account. The one showing indicates which account the App applies to.

All files associated with your App are not stored on your PC but on you own Cloud File System. These can all be seen from the App Drive. Any change made are saved automatically, there is no save command.

- ★ To switch accounts In any App, Click on the User Icon Symbol in the Upper Right Corner, from the User Selection window just Click of the Account you want to switch to.

