

G Suite Learning Center

English

Get started with Chrome Browser

What can you do with Chrome Browser?

When you use G Suite products, such as Gmail and Google Calendar, for work or school, you usually work in a web browser.

With Chrome Browser, you can:

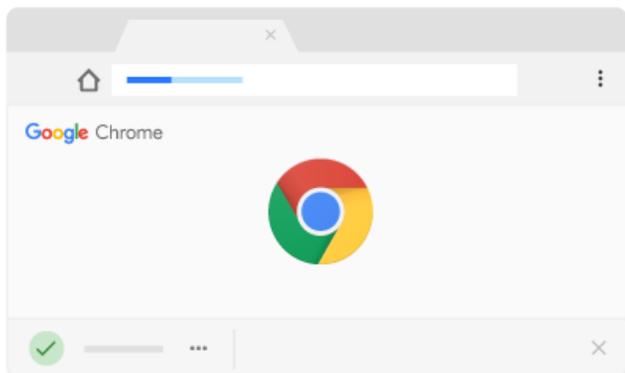
- Get personalized search results that appear instantly as you enter text.
- Synchronize bookmarks and settings across all your devices.
- Use G Suite products, such as Google Docs, Sheets, Slides, and more.
- Add to your browser's functionality with [Chrome Web Store](#) extensions, such as photo editors and project-management tools.

Note: Your IT administrator might apply Chrome policies to manage Chrome Browser for your organization. To see if your admin is managing Chrome Browser, in your address bar, enter **chrome://settings**. Next to a setting, you'll see Managed  if it's being managed by your admin.

What you need:

 Google Account

 10 minutes



1

Access Chrome Browser

Start by installing the browser.

[1.1 Download Chrome Browser](#)

1.1

Download Chrome Browser

You can install Chrome Browser on Windows[®], Mac[®], Linux[®], and on your Android or Apple[®] iOS[®] devices.

On Windows:

1. [Download the installation file](#).
2. If prompted, click **Run** or **Save**.
3. If you chose **Save**, double-click the download file to start installing.
A Chrome Browser window opens when the installation is complete.

On Mac:

1. [Download the installation file](#).
2. Open the **googlechrome.dmg** file.
3. In the window that opens, drag Chrome to the **Applications** folder.
4. If prompted, enter the administrator password. If you don't know the administrator password, drag Chrome to a place on your computer where you can make edits, such as your desktop.
5. Go to **Chrome > Finder**.
6. In the sidebar to the right of Chrome, click Eject .

On Linux:

Use the same software that installs programs on your computer to install Chrome Browser. You need to enter the administrator account password. Chrome Browser is added to your software manager so it stays up to date.

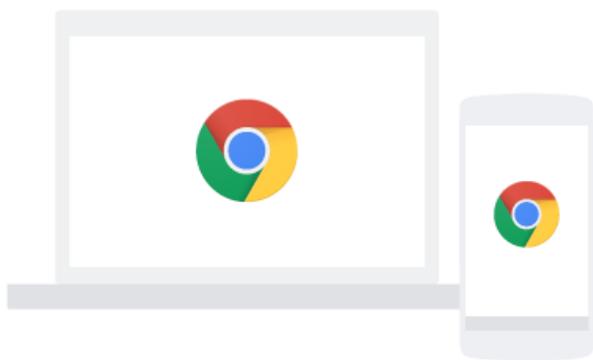
1. To open the package, click **OK**.
2. Click **Install Package**.

On Android devices:

1. Tap Play Store to open Google Play.
2. Install the [Chrome app](#).

On iOS devices:

Install the [Chrome app](#) for Apple iPhone® or iPad®.



2

Set up Chrome Browser

After you install Chrome Browser, you can add profiles, import your bookmarks, sync settings across your devices, and more.

- 2.1 [Create Chrome Browser profiles](#)
- 2.2 [Set your homepage and startup page](#)
- 2.3 [Import and manage your bookmarks](#)
- 2.4 [Sync Chrome settings to your Google Account](#)
- 2.5 [Manage personal data](#)
- 2.6 [Turn notifications on or off](#)

2.1

Create Chrome Browser profiles

Creating different Chrome profiles lets you switch between your work account and your other Google accounts, such as personal or test accounts, without signing out each time.

Add a Chrome profile:

1. In Chrome Browser, at the top right, click More  > **Settings**.
2. In the **People** section, click **Manage other people**.
3. At the bottom, click **Add Person**.

4. Enter a name, choose an image, and click **Add**.
5. In the new window that opens, sign in with a Google Account for your new profile.

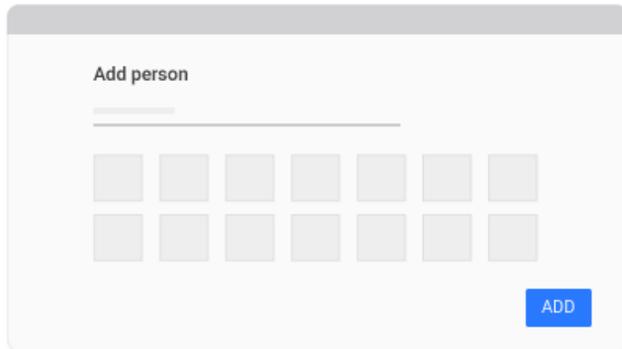
Switch to another profile:

1. In the top-right corner, click your name or People .
2. Click the profile you want to switch to.

Remove a profile:

If you remove a profile from Chrome Browser, your profile bookmarks, history, passwords, and other settings are removed from your computer.

1. At the top right, click More  > **Settings**.
2. In the **People** section, click **Manage other people** and hover over the person you want to remove.
3. Click More  > **Remove this person**.
4. Click **Remove this person** again to confirm.



2.2

Set your homepage and startup page

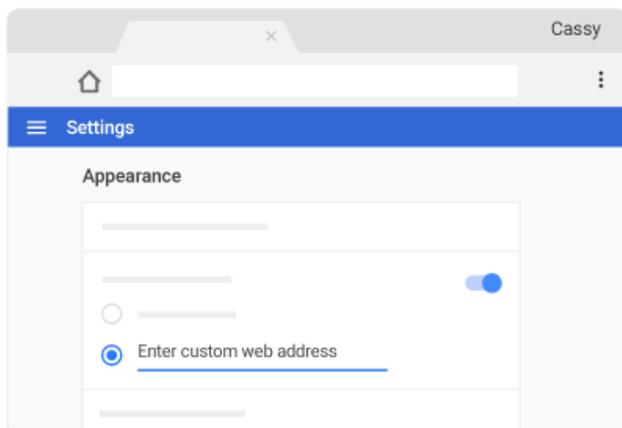
You can customize Chrome Browser to open a specific page for your homepage and startup page.

- Your homepage appears when you click Home .
- Your startup page appears when you open Chrome Browser on your computer. You can have more than one page open.

Set your homepage:

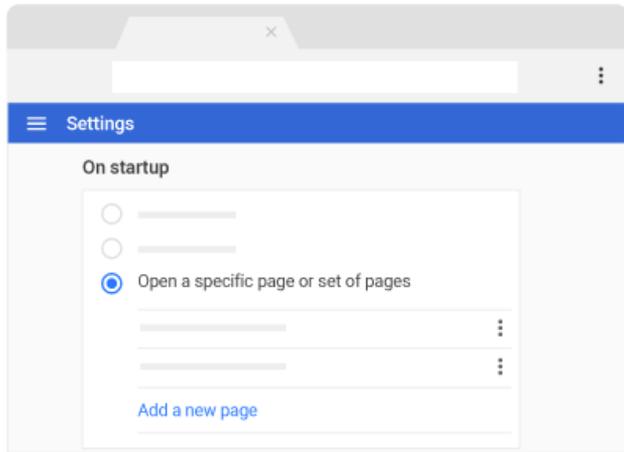
1. In Chrome Browser, at the top right, click More  > **Settings**.

Note: If you don't see More , you might need to restart Chrome Browser to update it.
2. Go to the **Appearance** section and next to **Show home button**, click Turn on .
3. Choose an option:
 - To specify a custom page, select **Enter custom web address** and enter a URL.
 - To open a new tab, select **New Tab page**.



Set your startup page:

1. Click More  > **Settings**.
2. In the **On startup** section, choose an option:
 - Select **Open the New Tab page** to have a new tab open.
 - Select **Continue where you left off** to have the last open tabs appear.
 - Select **Open a specific page or a set of pages** and specify the page or pages you want to open.
 - To remove or edit a page, next to it, click More  > **Edit** or **Remove**.
 - Click **Add a new page** to add another page.
 - Click **Use current page** to use the page you have open.



2.3

Import and manage your bookmarks

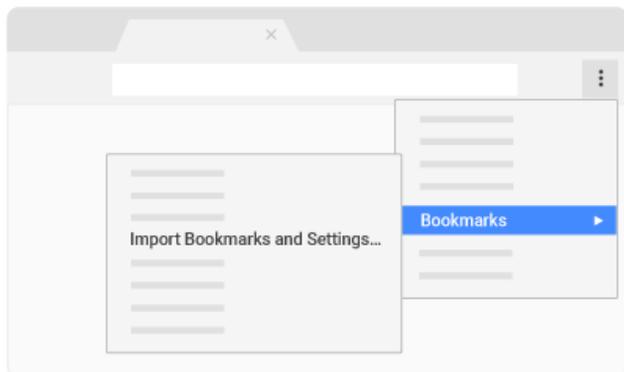
Migrate your bookmarks, browsing history, and saved passwords from any other browser to Chrome Browser.

Import your bookmarks:

1. In Chrome Browser, at the top right, click More  > **Bookmarks** > **Import Bookmarks and Settings**.
2. Select the program that contains the bookmarks you want to import.
3. Click **Import** > **Done**.

Manage your bookmarks:

1. At the top right, click More  > **Bookmarks** > **Bookmark Manager**.
2. On the left, click a folder to see its contents.
3. Drag to reorder a folder or bookmark.
4. Next to a bookmark, click More  and select an option to edit, delete, or customize.

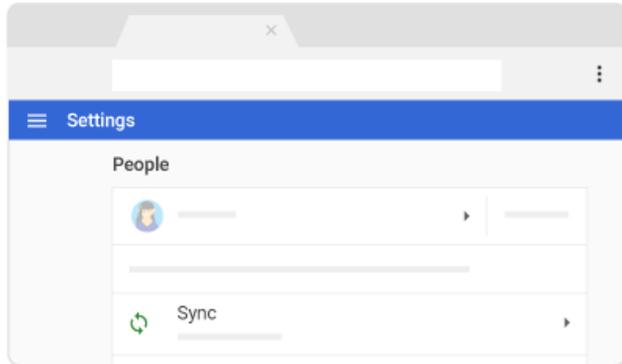


2.4

Sync Chrome settings to your Google Account

Your preferences and settings are saved in Chrome Browser, not on a computer. By syncing your Chrome settings, you'll see your preferences when you sign in to your account on any device and open Chrome Browser.

1. In Chrome Browser, at the top right, click More  > **Settings**.
2. Go to the **People** section and next to **Sync**, click the Right arrow .
3. Choose an option:
 - To sync all your settings, turn on **Sync everything**.
 - To sync one or more of your settings, turn on an individual setting.



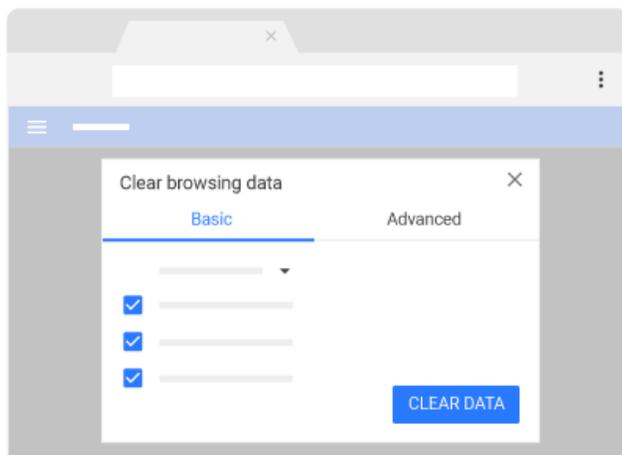
2.5

Manage personal data

If you sync your data, deleting browsing data on your computer will delete it everywhere it's synced, including your other devices and your Google Account.

Delete your browsing data:

1. In Chrome Browser, at the top right, click More  > **More Tools** > **Clear Browsing Data**.
2. Depending on the content you want to clear, select the **Basic** or **Advanced** tab and then a time range to clear data, such as **Last hour** or **All time**.
3. Select the data you want to remove and click **Clear Data**.



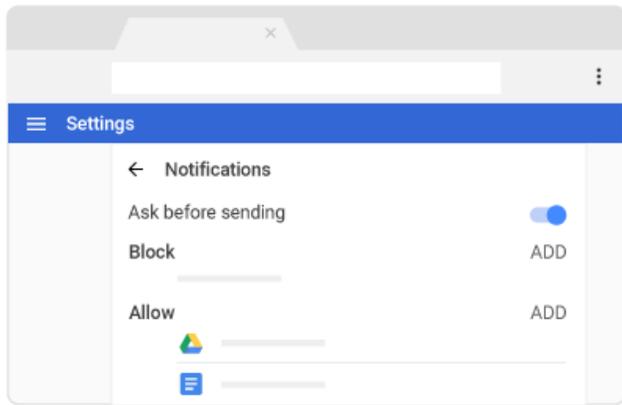
2.6

Turn notifications on or off

Chrome Browser alerts you whenever websites, apps, or extensions try to send you notifications. You can change your settings if you don't want to get notifications.

1. In Chrome Browser, at the top right, click More  > **Settings**.
2. At the bottom, click **Advanced**.

3. In the **Privacy and security** section, next to **Content settings**, click the Right arrow .
4. Next to **Notifications**, click the Right arrow .
5. Choose an option:
 - To block all notifications, next to **Ask before sending (recommended)**, click Turn off .
 - To block a notification from a site, next to **Block**, click **Add**. Enter the site and click **Add**.
 - To allow a site, next to **Allow**, click **Add**. Enter the site and click **Add**.



3

Use Chrome Browser

After you set up Chrome, start browsing the web.

In this section, you learn how to:

- [3.1 Search in Chrome](#)
- [3.2 Open new tabs or windows](#)
- [3.3 Use apps](#)
- [3.4 Manage extensions](#)
- [3.5 Download files](#)
- [3.6 Print files](#)

3.1

Search in Chrome

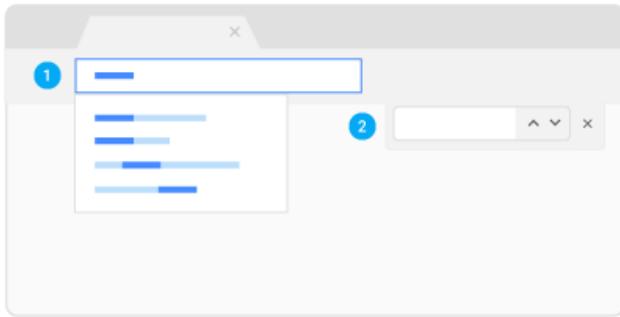
Use the address bar like a search box to look for content. You can also search for a specific word or phrase on a web page.

Search the web:

1. Open Chrome Browser and in the address bar, enter your search.
2. Click a result or press **Enter**.

Search a web page:

1. Open a webpage in Chrome Browser.
2. At the top right, click More  > **Find**. Or, use the keyboard shortcut **Ctrl + F** (Windows, Linux, and Chrome OS), or **⌘ + f** (Mac).
3. At the top right, in the search bar, enter your search term.
4. Press **Enter**. Matches are highlighted on the page.

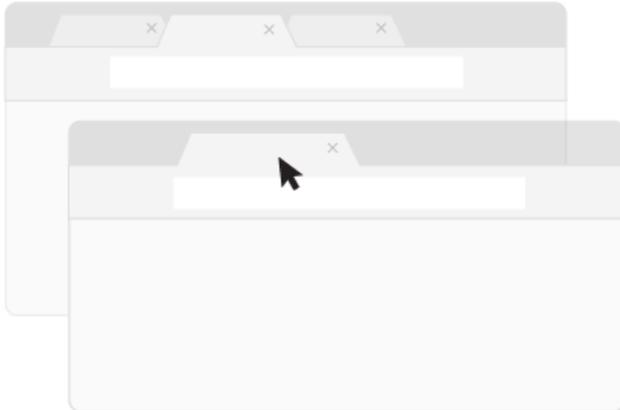


3.2

Open new tabs or windows

1. In Chrome Browser, at the top right, click More  > **New Tab** or **New Window**.
2. (Optional) To move a tab:
 - Drag it outside the existing window or into a new window.
 - Drag it to a different position in the window.

Learn more about using [tabs](#).



3.3

Use apps

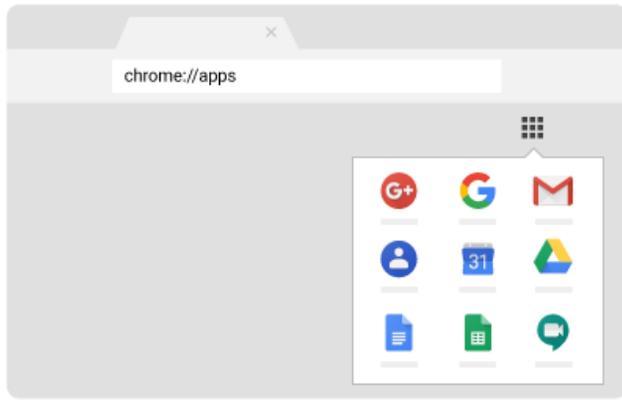
From Chrome Browser, you can run G Suite apps, such as Google Docs, Sheets, and Slides.

Open an app:

1. In Chrome Browser, open a new tab.
2. Choose an option:
 - At the top right, click the App Launcher  > the app you want to open.
 - In the address bar, enter **chrome://apps** and press **Enter**. Then, click the app you want to open.

Remove an app:

1. Go to the [G Suite Marketplace](#) and sign in with your Google Account.
2. On the left, click **Manage Apps**.
3. You'll see a list of administrator-installed apps and any apps you installed.
4. Locate the app you want to delete and click **Manage** > **Remove**.



3.4

Manage extensions

In Chrome Browser, you can add extensions to tailor Chrome to your needs or preferences. Add extensions, such as project-management tools and photo editors, from the [Chrome Web Store](#).

Add an extension:

1. Open the [Chrome Web Store](#).
2. On the left, click **Extensions** and find the extension you want.
3. Click .
4. Some extensions might need certain permissions or data. To approve, click **Add extension**.
5. To the right of your address bar, click the extension to open it.

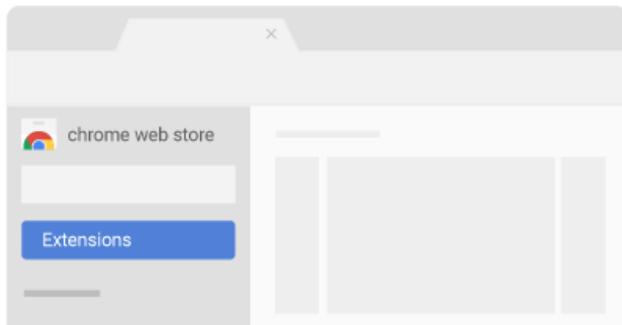
Note: Your organization might block some extensions. For help, ask your IT administrator.

Manage an extension:

1. At the top right, click More  > **More Tools** > **Extensions**.
2. Choose an option:
 - **Turn an extension on or off**—On the extension, select **On** or **Off**.
 - **Allow incognito**—On the extension, click **Details**. Go to the **Allow in incognito** section and select **On**.
 - **Fix corrupted extensions**—Find the extension and click **Repair**. Click **Repair extension** again to confirm.

Remove an extension:

1. To the right of your address bar, right-click the extension and select **Remove from Chrome**.
2. If you don't see the extension next to the address bar:
 - a. Click More  > **More Tools** > **Extensions**.
 - b. On the extension you want to remove, click **Remove**.
 - c. Click **Remove** again to confirm.



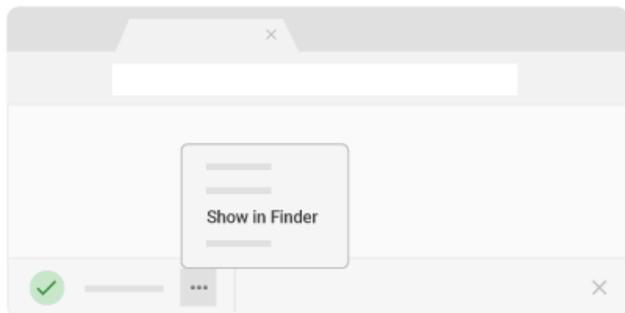
3.5

Download files

To save a file or image on your computer or device, download it. The file saves in your default download location.

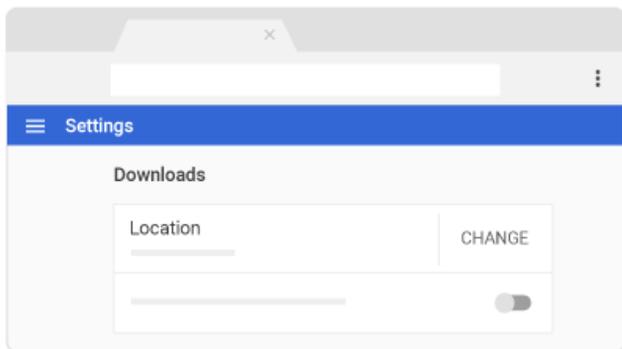
Download a file:

1. In Chrome Browser, go to the webpage where you want to download the file.
2. For most files, you click the download link or right-click the file and select **Save as**.
3. Sometimes, how you save a file depends on the file type:
 - **Images**—Right-click the image and select **Save Image As**.
 - **Videos**—Point to the video. Click Download . If this action isn't available, the video's owner or hosting site doesn't allow downloads.
 - **PDFs**—Right-click the file and select **Save Link As**.
 - **Webpages**—At the top right, click More  > **More Tools** > **Save Page As**.
4. Downloads appear at the bottom of the Chrome Browser window. Click the download to open it.
5. (Optional) To find a downloaded file on your computer, next to the filename, click the Down arrow  > **Show in folder**, or More  > **Show in Finder**. You can also see downloaded files on your **Downloads** page.



Change your download location:

1. In Chrome Browser, at the top right, click More  > **Settings**.
2. At the bottom, click **Advanced**.
3. Go to the **Downloads** section and choose an option:
 - To change the default download location for all files, click **Change** and select where you want to save your files.
 - To choose a specific location for each download, check the **Ask where to save each file before downloading** box.



3.6

Print files

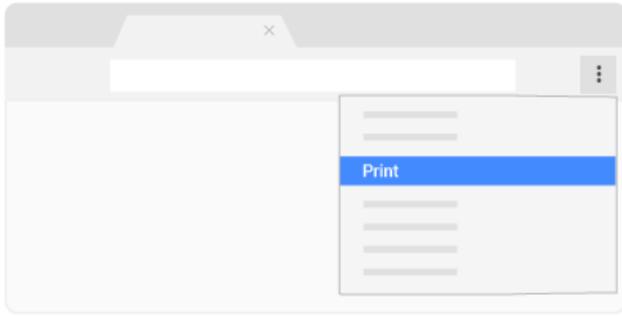
With Chrome Browser, you can print from your computer or mobile device.

Use a printer:

1. In Chrome Browser, open the page, image, or file you want to print.
2. Choose an option:
 - On a computer—Click More  > **Print**. Or, use the keyboard shortcut, **Ctrl + p** (Windows & Linux), or **⌘ + p** (Mac).
 - On a mobile device—Click **More** > **Share** > **Print**.
3. Select the destination and change any print settings you want.
4. Click **Print**.

Use Google Cloud Print:

With Google Cloud Print, you can print from any device to a cloud-connected printer. Learn more about using [Google Cloud Print](#).



4

Customize Chrome Browser

Personalize Chrome Browser by adding new features and background themes.

In this section, you learn how to:

- [4.1 Choose a background theme](#)
- [4.2 Create app shortcuts](#)
- [4.3 Go incognito](#)

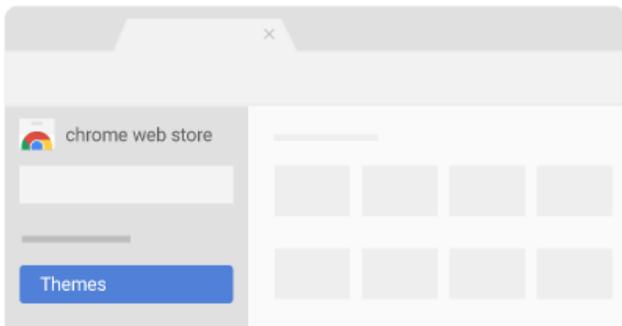
4.1

Choose a background theme

Choose a background image that appears when you open a new tab.

1. In Chrome Browser, at the top right, click More  > **Settings**.
2. In the **Appearance** section, next to **Themes**, click Expand  to open the [Chrome Web Store](#).
3. On the left, click **Themes** and select a theme.
4. Click .

When you open a new tab, the new theme appears.
5. (Optional) To return to your default theme:
 - a. Click More  > **Settings**.
 - b. In the **Appearance** section, next to **Themes**, click **Reset To Default**.



4.2

Create app shortcuts

Windows and Linux only

1. In Chrome Browser, at the top right, click More  > **Tools** > **Create Application shortcut**.
2. Select an app and location and click **Create**.

3. Double-click the new icon to open the app in a new window.

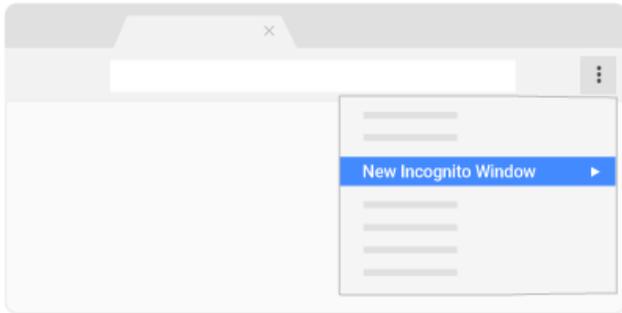
4.3

Go incognito

If you don't want Chrome Browser to record your browsing and search histories, you can browse the web privately in Incognito mode.

Note: You'll know you're in Incognito mode when you see Incognito at the top of your browser.

1. In Chrome Browser, at the top right, click More  > **New Incognito Window**.
2. Enter an address or search for a webpage.
3. (Optional) To exit Incognito mode, close the tab.



Was this useful?

Next steps

Try it now

[Go to Chrome Browser](#)