

Online Organization

Accounts:



- **Device account:** The individual user profile used when accessing a device.
 - Device accounts may require a username and password to sign-in or might only require clicking on a name or image
 - Some device accounts are used by multiple people. Some device accounts are only used by one person.
 - Device accounts control certain settings, like font size, and storage, like files.
- **Browser account:** The individual user profile used when accessing a browser.
 - You do not need an account to use a browser.
 - If you login to a browser account, it can save some settings, passwords, and bookmarks to be used on multiple devices.
- To learn more about how to switch accounts, search online for the “how to switch [name of your device or browser] accounts” like “how to switch Chromebook accounts” or “how to switch Microsoft Edge accounts”.

Saving Bookmarks and Passwords to Browser:



- **Bookmarks or Favorites:** Shortcuts to websites that individual users mark or save so they can be visited quickly later.
- **Password Manager:** An account that saves usernames and passwords for other websites.
 - If your browser remembers passwords, it might have a password manager built-in. For example, the Google Chrome password manager is accessible at passwords.google.com.
- To learn more about saving bookmarks or favorites, visit the URL next to your browser:
 - Google Chrome: <https://bit.ly/gcfbookch>
 - Microsoft Edge <https://bit.ly/gcfbooked>
 - Safari <http://bit.ly/gcfbooksa>

Online Calendars:

- Online calendars can be used to keep track of event information, like appointment times or online meeting links, on multiple devices and by multiple users.
- Learn more about Google calendar here: <https://bit.ly/gcaltut>

File Management:

- **Files:** Computer programs and apps create and open files like documents and images. Common files include PDFs, JPEGs, and DOCs.
- **File Manager:** The program or app that allows users to navigate files stored on device.
- **Folders** are used to organize files into smaller groups.
- **File Structure:** The way files and folders are organized, which can usually be viewed and navigated using left-hand navigation or breadcrumbs at the top of the folder.
- **Cloud Storage** refers to a way that files are saved and opened over the internet, rather on a device. Cloud files can be accessed from many devices with a cloud account.
- Learn more about files: bit.ly/gcffiles
- Learn more about the cloud: bit.ly/gcfcloud

