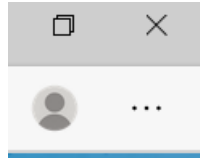Logging in with two different accounts on the same computer
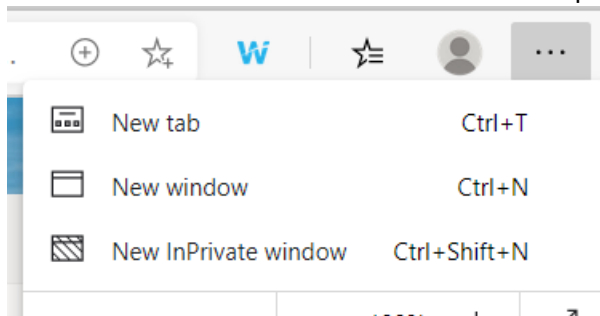
Some of you are sharing a computer with a sibling. If so, you may find that it never fully logs you (or your sibling) out and you cannot see your work. You can use an InPrivate Browser in Edge or an Incognito Browser in Chrome to help with this issue.
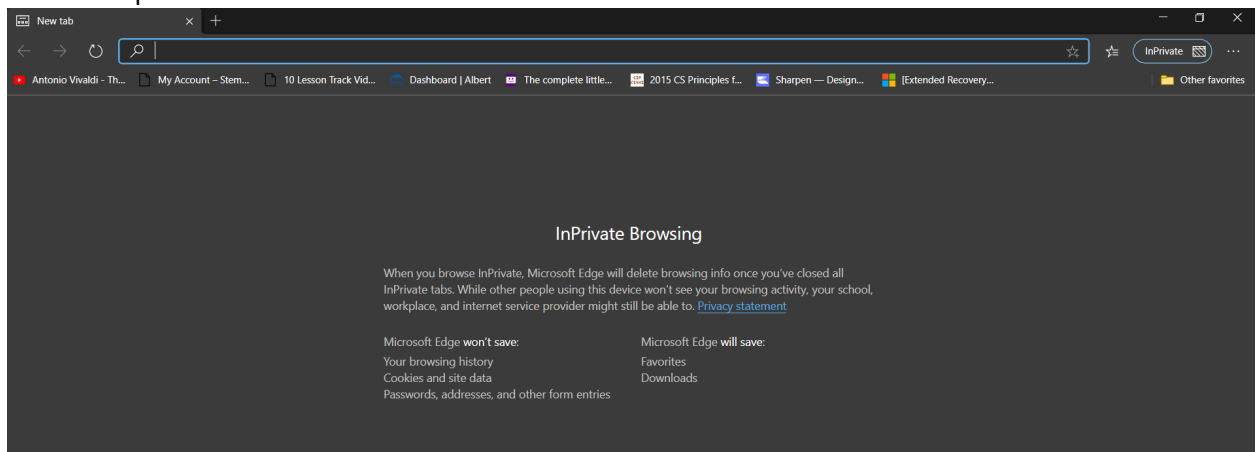
In Edge,

1. In the top right-hand corner of your browser, select the ellipsis (or three dots) right

   below the "X".

2. Select "New InPrivate window" from the drop down menu.

3. When you select "New InPrivate window", your current browser will stay open, but you will also open a new window that looks like this:
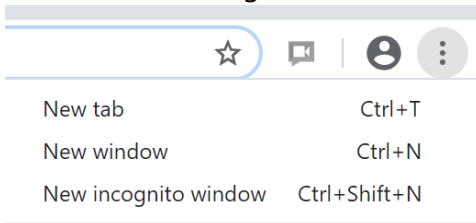

4. You can then go to portal.office.com and login with the second account that you need to use. Both logins will be separate from each other and not impact the other one.

If you use Chrome,

1. Go to the vertical three dots in the top right-hand corner that is underneath the "X"

2. Choose "New Incognito Window:

New tab	Ctrl+T
New window	Ctrl+N
New incognito window	Ctrl+Shift+N

3. Your second window will look like this: