



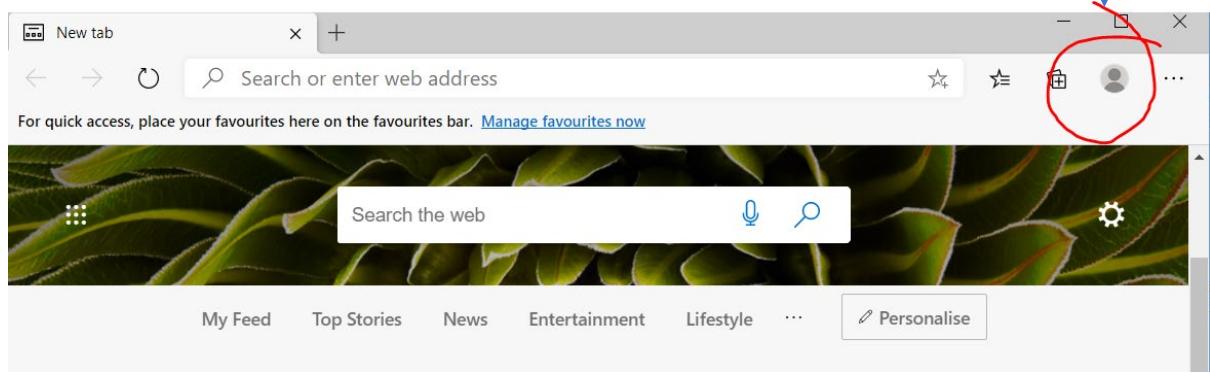
Using Different MS365 Profiles/Accounts Without Logging In And Out

If you have already added your profile(s) to Edge, please skip to the last set of instructions to learn how to 'switch' between accounts without out and back in. If you need to set this up, start at 1:

Add another account to your MS 365

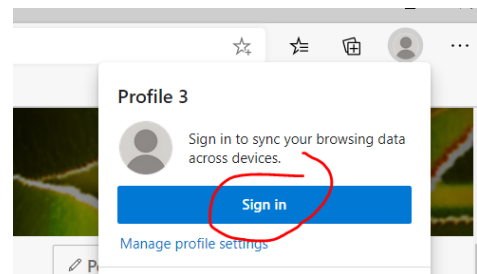
1

In Edge, click on your user profile



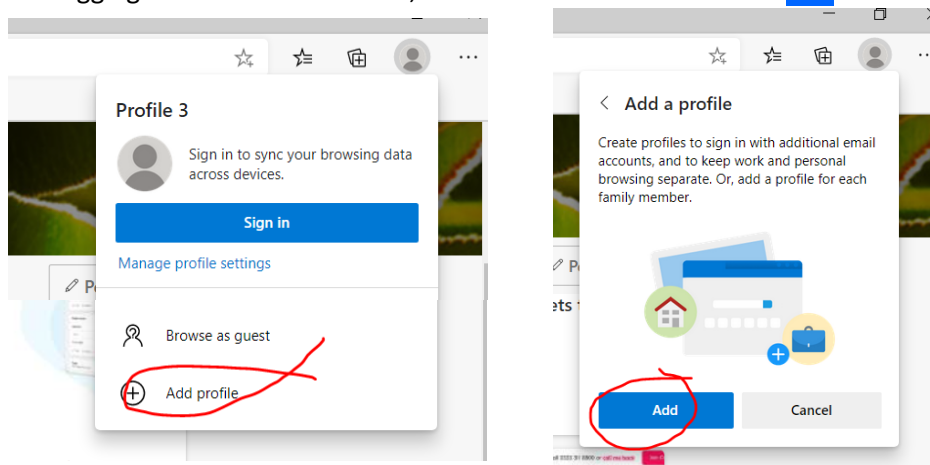
2

If you have not already logged into an MS account you can **SIGN IN**.



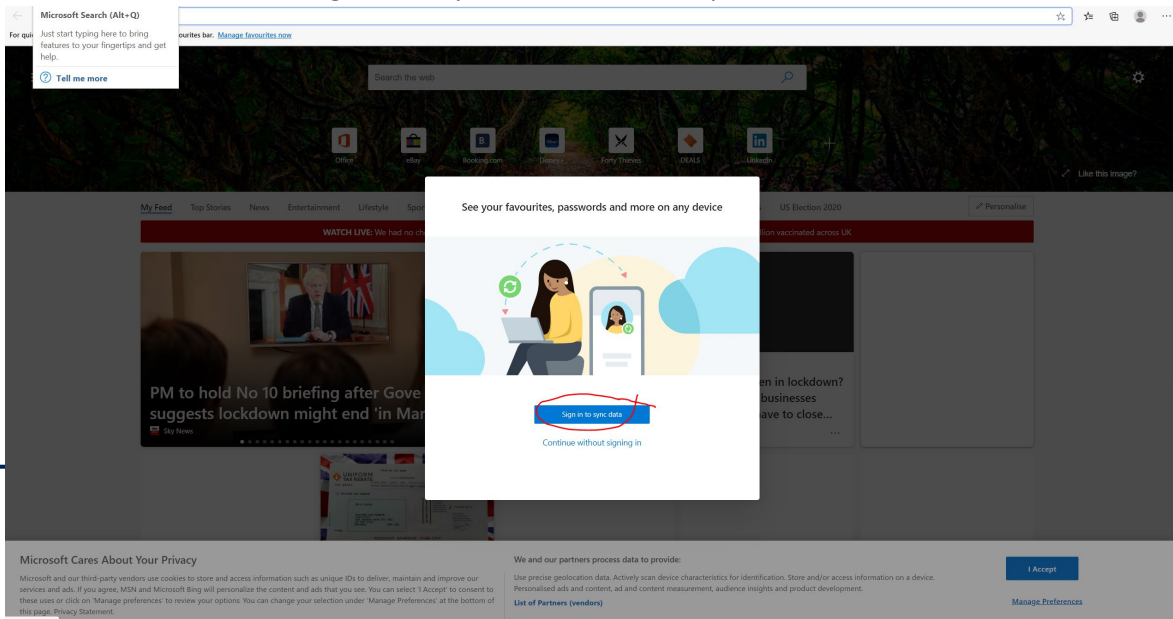
3

If you are already signed in to an account and want to add another so you can switch between them without logging out and in all the time, click '+ Add Profile' and then **Add**.



4

You will then be asked to sign in with your other email and password



5

If you have already set this up but it has stopped syncing or switching, you can re-add your account here. If you are setting this up for the first time, choose Workplace or school account

Sign in

Let's get you signed in



IMackay@Unitysp.co.uk

Workplace or school account



SPDATA@sptutors.co.uk

Workplace or school account

Use a different account



Workplace or school account

Assigned by your organisation



Microsoft account

Outlook.com, Hotmail, Live.com, MSN

Continue

6

Add your SP Tutors' email address e.g. fbloggs@sptutors.co.uk and click **NEXT**

Let's get you signed in

Work or school account

someone@example.com

Which account should I use?

Sign in with the username and password that you use with Office 365 or other business services from Microsoft.

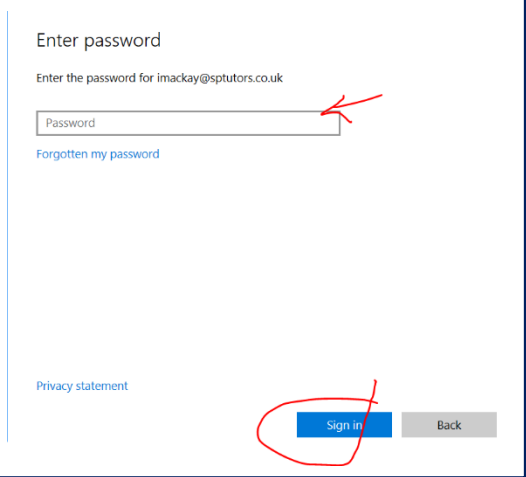
[Privacy statement](#)

Next

7

Then enter your SP Tutors' password we have sent you (paying attention to uppercase and lowercase), and click **SIGN IN**

If you can't remember your password, please give us a call 01440 333110 or email us. Contact-us@sptutors.co.uk



Switching between profiles/accounts

When you have finished adding your MS 365 profiles you can switch between them without logging out and in. Sometimes it logs you out and will ask you to verify your password again but usually it should stay logged in unless you sign out yourself.

To switch between profiles, click on the profile picture – top right of your screen next to the search bar

