

Chrome Remembers Office Sign-ins

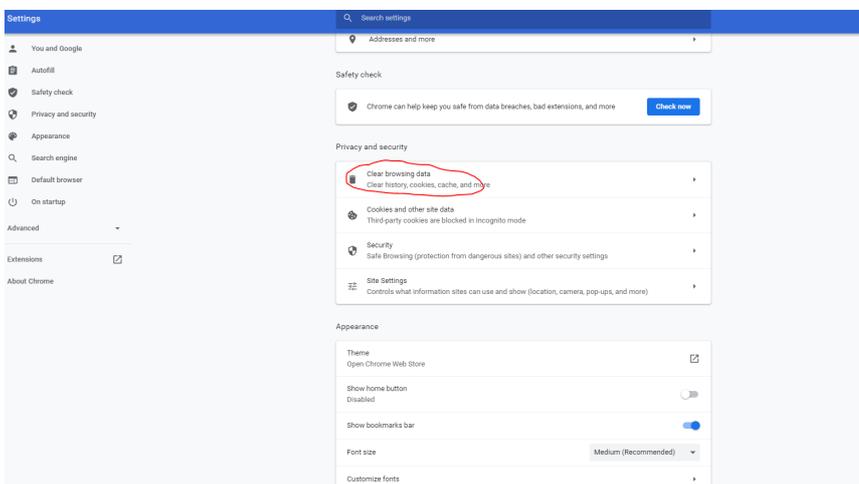
Created: Dec 15, 2020 - 1:16PM by Barr, Gabrielle

When users are accessing Office on a public computer, using Chrome, it will remember their sign-in information. There are three things to do to prevent this from occurring.

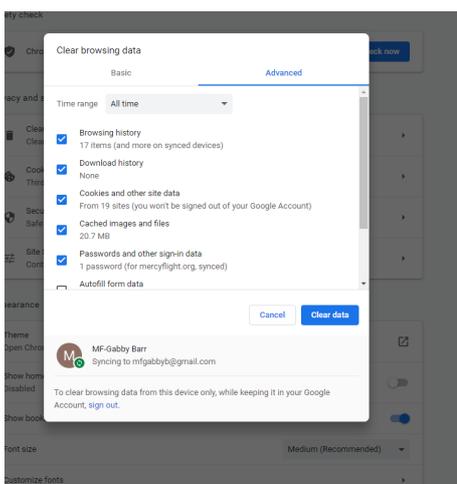
1. Clear the passwords on the computer.
2. Go into the Settings and prevent Chrome from saving passwords/ offering to save passwords.
3. Forget the Office profile that is already listed on the computer.

Step 1: We have to clear all of the passwords out of Chrome.

- Open Google Chrome. Click on the three dots in the upper right-hand corner of the browser and go down to Settings.
- Scroll down to Privacy and security > Clear browsing data.

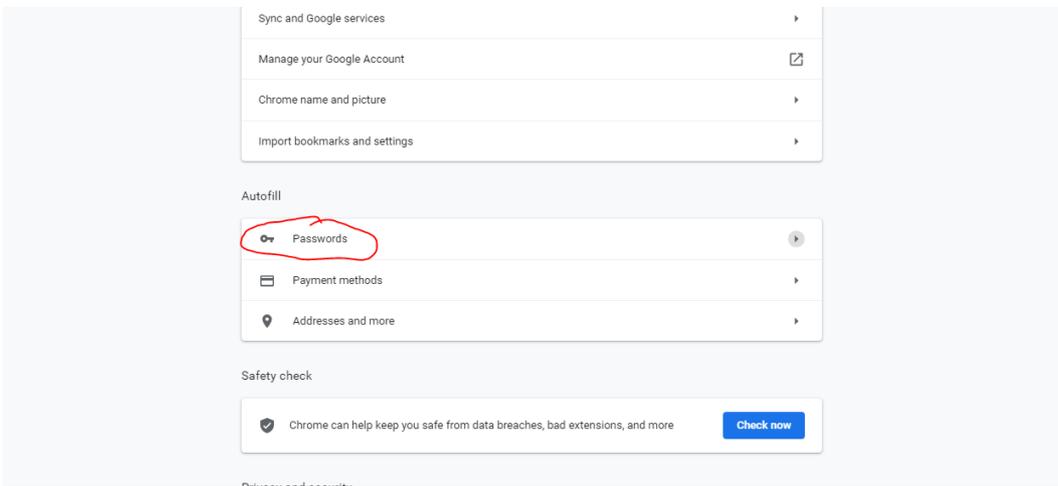


- Go ahead and clear all of the data, and make sure the Time range is 'All time.'

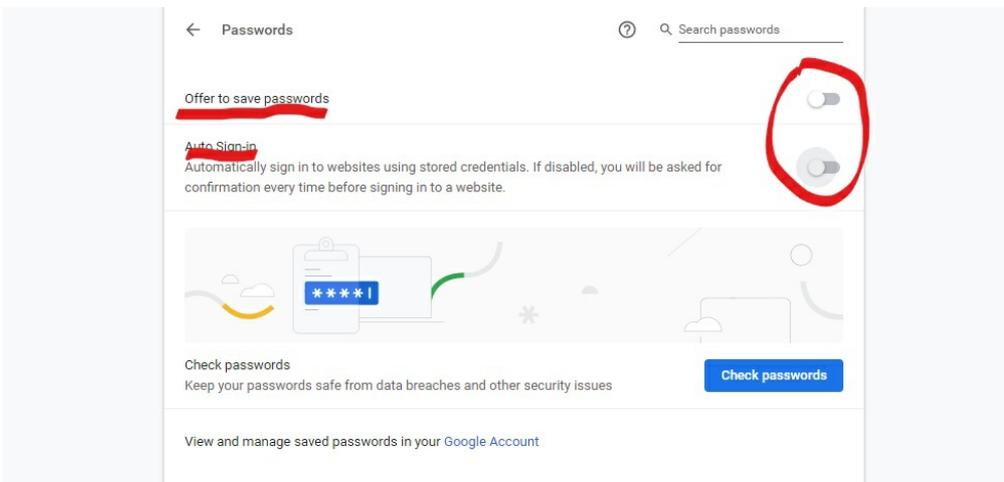


Step 2: We need to prevent Chrome from saving the passwords in the future.

- While in the Settings, scroll up to Autofill > Passwords

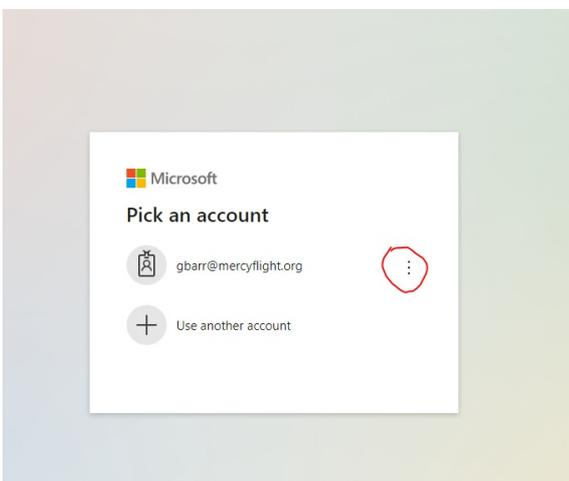


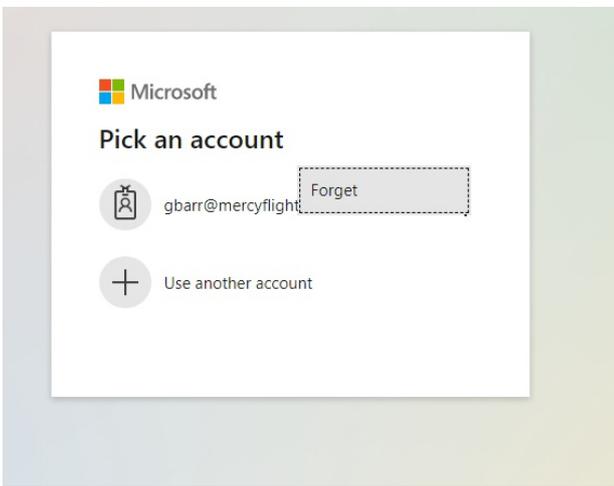
- Slide the 'Offer to save passwords' and 'Auto Sign-In' options to turn them off
- Close out of Chrome



Step 3: Now we need to 'Forget' the Office profiles that already exist on the computer.

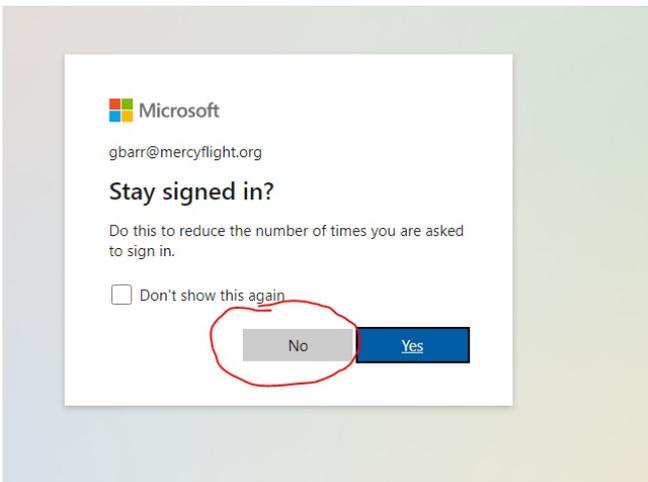
- Open Chrome again and navigate to portal.office.com.
- You will probably still see email addresses listed.
- Click on the three dots on the right and the option 'Forget' will come up. Select that. It will forget your credentials. This will have to be done for everyone whose account is listed.





- Close out of Google Chrome. Reopen and go back to portal.office.com.
- Go ahead and put in your email and password.
- The trick is that it might ask you if you want to stay signed in. (It's an Office thing, not Chrome).

YOU WANT TO SELECT 'NO' AND CHECK 'DON'T SHOW THIS AGAIN.' If you say yes, it will store your account info again. You always want to decline to stay signed in when on a public computer.



- When you are finished with Office, you have to sign out. Go to the upper right hand corner of the screen, go to your profile, and select 'Sign Out.' Wait for the screen that says 'Hang on while we sign you out' to complete. You have to do this with every Office page you have open (Outlook, Teams, etc)

THEN YOU HAVE TO CLOSE OUT OF CHROME COMPLETELY.

🔑 Chrome, o365, office, Password

Details

Category
Microsoft Office

Subcategory
Office 2016

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