Identify your accounts

If you have several Google accounts, like personal Gmail accounts and your G Suite administrator account, you can easily identify and manage your accounts.

Your G Suite admin account allows you to manage the accounts for your users from the Google Admin console.

You can simplify managing those accounts by signing in to Chrome with your G Suite username and password, then setting up profiles to separate your personal and G Suite accounts.

Looking to access your domain host account? Get help accessing your domain settings.

CONTENT

1. Identify how you’re signed in from any internet browser

2. Sign in to multiple accounts in the same browser
   2.1 Set up a profile and switch between accounts
   2.2 (Optional) Sign out of a personal account
   2.3 Sign out of an account

3. Identify your G Suite administrator
   3.1 Sign in to your Google Admin console (G Suite admin account)

4. Find a user’s account
1. Identify how you’re signed in from any internet browser

1. Go to google.com.
   - If you’re signed in to your browser, at the top right, you’ll see an icon with your initial or profile photo.
   - If you’re not signed in to an account, you’ll see Sign in, instead.

2. Hover over or click your profile photo or initial. You’ll see the email account that you’re signed in with.
   - If the email address ends in @gmail.com, you’re logged in with your personal Google Account. If the email address ends in your domain address (@yourbusiness.com), you’re signed into your G Suite account.
   - If you’ve chosen a different icon for each of your Google accounts, the icon can identify which account you’re using.

2. Sign in to multiple accounts in the same browser

If you have more than one account, you can set up profiles in Chrome and keep them separate, including your bookmarks, passwords, history, and G Suite apps. It also makes it easier to access your data when you sign in to Chrome from another computer.

Setting up a profile in Chrome can also be useful if you share your computer with someone else. Each person retains their own browser information separately. You can set up several profiles.

If you have a personal Google account (like an @gmail.com address) and a professional G Suite account (like you@yourcompany.com), you can easily switch between them from your browser or mobile device.
2.1  Set up a profile and switch between accounts

1. In the top right of the Chrome window, click People.
2. Click Manage people.
3. Click Sign in to Chrome. (If you’ve already set up profiles, click Add person.)
4. Enter the name of your profile, and select a photo. Use a different photo for each account.
5. Click Save. 
   A new browser window opens.
6. Click Sign in.
7. Enter your G Suite or personal account username and password. 
   Your bookmarks, history, passwords, and other settings will automatically sync.
8. (Optional) To add another account, click your profile photo or initial, and click Add account.
9. (Optional) To switch between accounts, at the top right, click your profile name, and select another profile. 
   A new browser window will open.

Tip: With other browsers, go to google.com, and click Sign in at the top right.

2.2  (Optional) Sign out of a personal account

You may have a personal Gmail address as well as being the administrator of a G Suite account.

Your Google apps will be synced to the account you’re signed in to. 
For example, If you’re signed in to your personal Gmail account and create a Google Docs file and upload it to Drive, that file gets synced to your personal account, not your G Suite account.

Your browser might have kept you signed in with the last account you signed in with.
2.3 **Sign out of an account**

1. In your browser, go to google.com.
2. At the top right, click your initial or profile photo, and click **Sign out**.

3 **Identify your G Suite administrator**

An administrator manages G Suite for their organization. If you signed up for G Suite, you are most likely the administrator for your domain.

An administrator account is different from a user account. The administrator creates user accounts for their company's employees by giving them an email (username) and password to sign in to Gmail and manages their account.

If you’re not sure who your administrator is, check with the person who manages your email or website.

3.1 **Sign in to your Google Admin console**  
**(G Suite admin account)**

1. In your browser, go to admin.google.com.
2. Sign in with your G Suite username and password.  
   (This is the address used to sign up your domain for Google services, and doesn't end in @gmail.com.)
3. (Optional) In Chrome, in the top right, click **People**. You’ll see if you’re signed with your G Suite email address.

If you see an error message or aren’t able to sign in, make sure you’re signing in using your G Suite account. Your G Suite username is your domain’s email address,  
**you@yourdomain.com** (not **@gmail.com**). [Get help signing in](https://support.google.com/a).
4 Find a user’s account

As the administrator of a G Suite account, you can view details of a user in your account in the Admin console. You can also:

- Update the user’s name and profile picture.
- Reset their passwords.
- Create a new email address for them.

From their account page, you can see if the user is active, suspended, deleted, or if they have any administrator privileges.

1. Sign in to admin.google.com with your G Suite username and password.
2. Click Users.
3. Scroll down to find the user or type their name in the search box.
4. Click the user’s name to open their account page.
5. (Optional) See the account status next to their name.