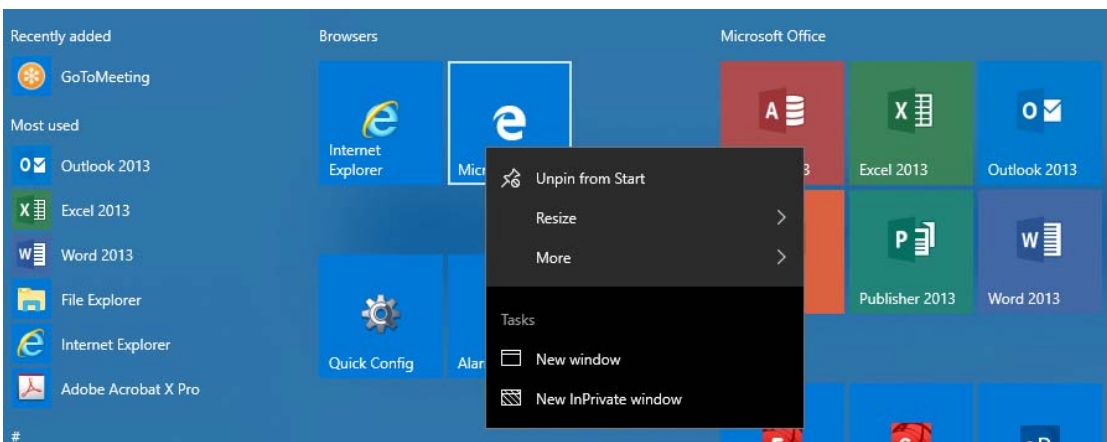## How to open a Microsoft Edge in "InPrivate" browsing
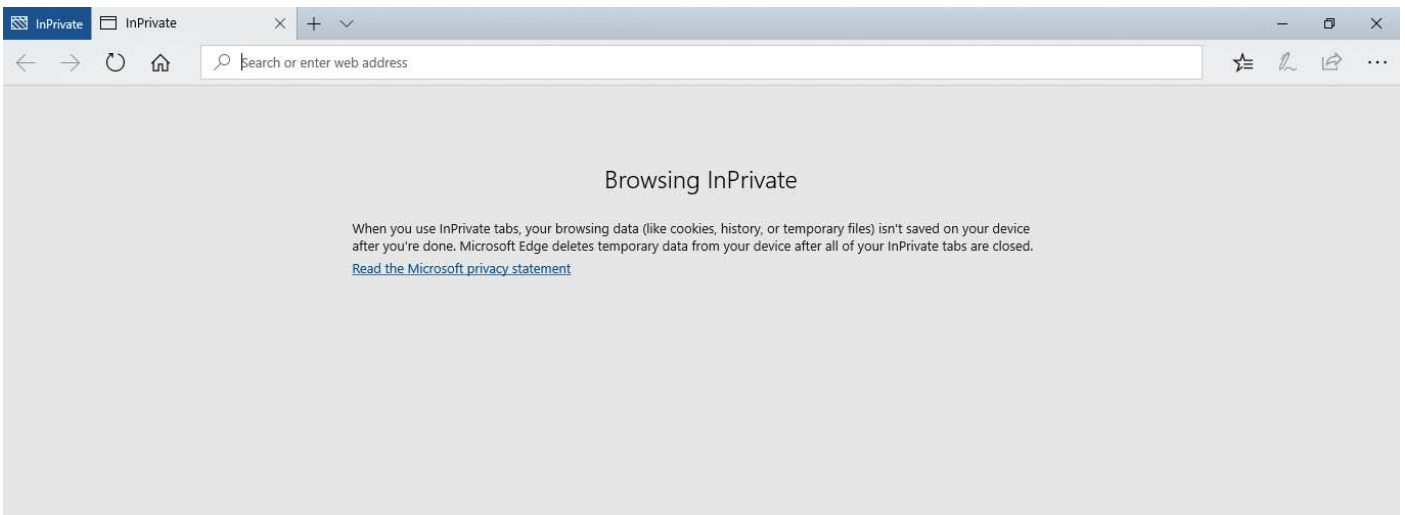
If you are having trouble accessing a form due to **permissions**, **"InPrivate"** browsing can solve this as it does not automatically log the user in to their Microsoft account as a normal web browser would do. To do this follow the set of instructions below, for Firefox, Chrome, etc. the process may differ slightly.

Opening an InPrivate browsing window:

Using Microsoft Edge (you may need to do this differently for Chrome, etc.), **right click**:
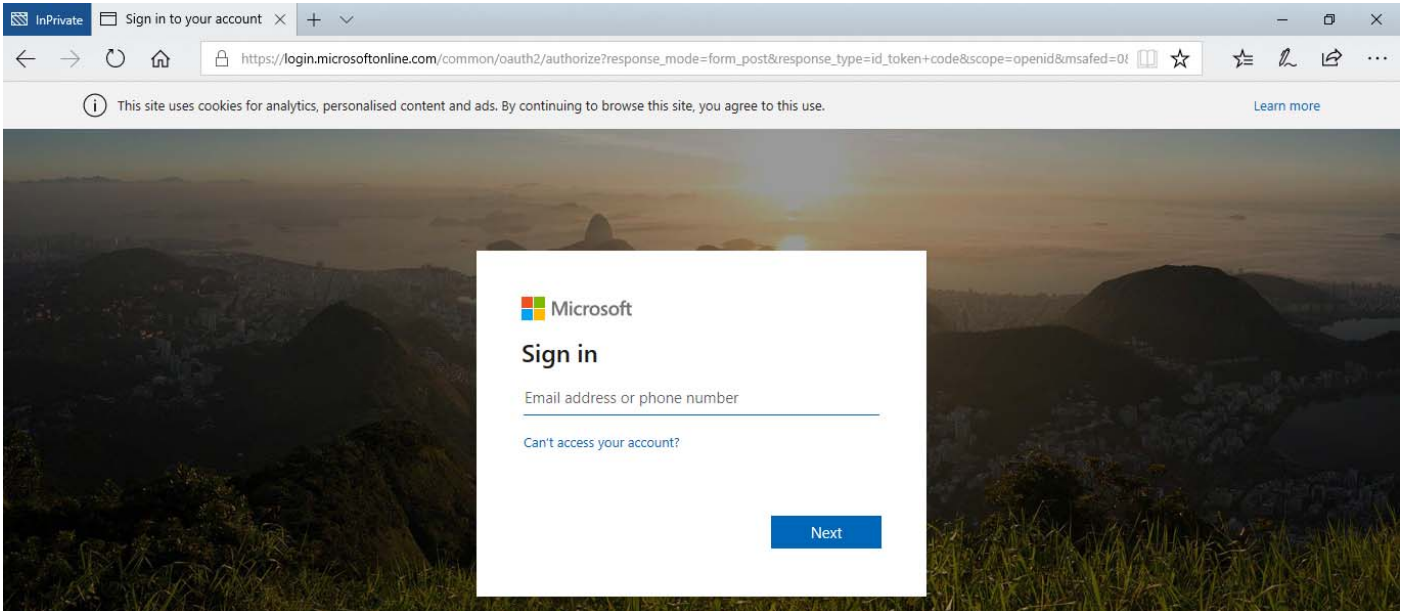

Select **"New InPrivate Window"**.

Enter the **address** of the **Microsoft Form** to use, for example Year 9 Options:
https://forms.office.com/Pages/ResponsePage.aspx?id=t1wP0zVXNEK8ms3J3ihp685zUYfwKCFCr9hLUhynm GlUMTdXMFhBS1ExNktRUEVaNEgxTThCTzRSVS4u
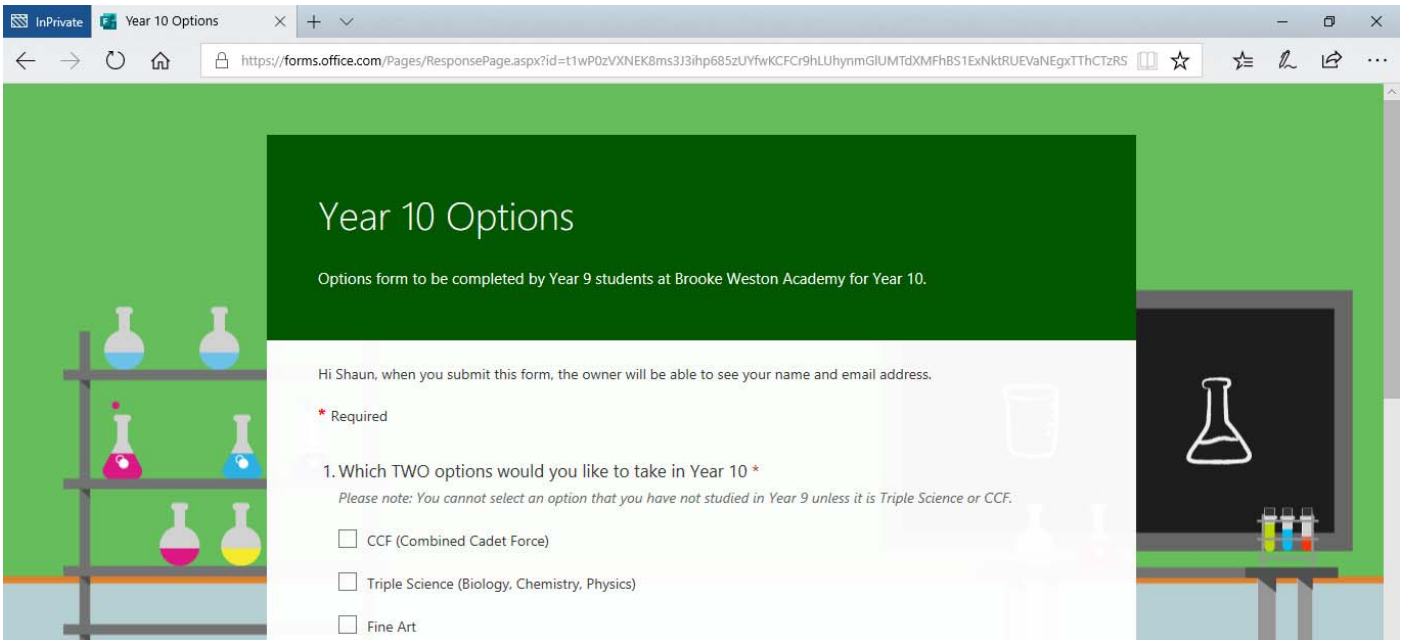
Signing in

Sign into the Microsoft account to access the form, for example the **student's email** and **password**.
e.g. 12345@brookeweston.org

Complete the form, for example the Year 9 options form:

InPrivate browsing does not automatically log the user in as a normal web browser window would do and therefore you should not get a **"you do not have permission"** error message.