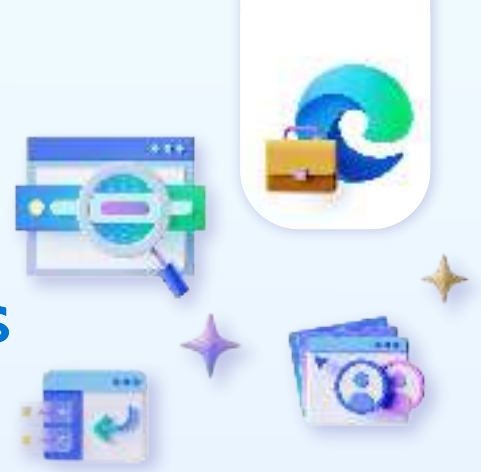


# Tame your workday with Microsoft Edge for Business



## Organize your projects

Workspaces are browser windows that allow you to create, save, and share groups of tabs and files by project or topic.

**When to use Workspaces:** to keep your projects organized in different windows.



## How to get started:

Click on the Workspaces icon on the toolbar, then on the plus sign. And watch our tutorial series [here!](#)



## Reduce tab clutter

Edge can detect the common themes of your tabs and group them together into collapsible tab groups with names and colors using AI.

**When to use organize tabs:** to reduce clutter by automatically creating tab groups.



## How to get started:

Click on the tab actions menu in the top left corner of your browser, then "Organize tabs".



## Read your tabs more easily

Vertical tabs enable you to view your tabs in a panel on the left side of your browser instead of horizontally at the top.

**When to use vertical tabs:** to more easily read your browser tabs.



## How to get started:

Click on the tab actions menu in the top left corner of your browser, then "Turn on vertical tabs".



## View two webpages at once

Split screen allows you to view two webpages side by side in the same window with just a couple clicks.

**When to use split screen:** to avoid toggling back and forth between two webpages.



## How to get started:

Click on the split screen button in the top right of the browser and choose the tabs you want to view together.