

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

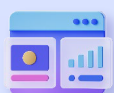
Vertical tabs enable you to view your tabs in a panel on the left side of your browser instead of horizontally at the top.

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.