

ACCESSING TWO GMAIL ACCOUNTS ON THE SAME COMPUTER

You can easily access two or more of your personal Gmail accounts on the same computer. (If you have only one Gmail account, this procedure will show you how to create additional accounts with unique usernames.)

1. Open one of your existing Gmail accounts.
2. Click on the colored circle that appears to the far right of the Google search bar. (If you entered a personal photo when you set up your gmail account, that photo will appear in place of the colored circle.)
3. Click **Add Account** (lower left corner).
4. At the next screen, you can either add an existing account or create a new gmail account from scratch.
5. If you wish to remove any of the multiple gmail accounts, return to step #2 and click **Sign Out**. All the multiple gmail accounts that you have assigned to the target computer will be shown. Click on the **Remove** box and note that an X will appear to the right of each account. Click on the X for the account you wish to remove and then click Done.