

# ADD YOUR GMAIL ACCOUNT TO THE TASKBAR FOR QUICK ACCESS

## USING INTERNET EXPLORER:

1. Open Internet Explorer from the Desktop's Taskbar.
2. Access the address bar by clicking on the + (plus) sign at the top of the browser.
3. From within the address bar, type *gmail.com*.
4. Sign-in with your username and password.
5. If you do not have a gmail account, click *create an account*.
6. Click on the *stay signed in* box and then click *sign in*.
7. When your gmail account appears as the active page, then click on the cog wheel in the upper right corner of the page.
8. Click on **add site to apps**.
9. Click on the Start button on the far left side of the Taskbar.
10. Click on All Apps.
11. Find the Gmail app and right-click on it.
12. Now right-click on *More*, then click *pin to Taskbar*.

## USING WINDOWS EDGE:

1. Open Edge from the Desktop's Taskbar.
2. Access the address bar by clicking on the + (plus) sign at the top of the browser.
3. From within the address bar, type *gmail.com*.
4. Sign-in with your username and password.
5. If you do not have a gmail account, click *create an account*.
6. Click on the *stay signed in* box and then click *sign in*.
7. When your gmail account appears as the active page, click on the three horizontal dots in the upper right corner and then click on *open with Internet Explorer*.
8. Now follow steps #7 through #11 in the first set of steps above.

## USING GOOGLE CHROME:

1. Open Google Chrome from the Desktop's Taskbar.

2. From within the address bar, type *gmail.com*
3. Sign-in with your username and password.
4. If you do not have a gmail account, click *create an account*.
5. When your gmail account appears as the active page, then click on the three horizontal bars in the upper right corner of the page.
6. Click on **More tools**, then **Add to Desktop**.
7. Return to your Desktop where you will find a shortcut icon for your Gmail account.
8. You can now drag it (left-drag) to your Taskbar. Once the icon is on the Taskbar, it can be removed from the Desktop.