

ADD YOUR GMAIL ACCOUNT TO THE APPS MENU AND THE TASKBAR

1. Open Edge from the Taskbar.
2. From within the address bar, type *gmail.com*.
 - a. If you already have a gmail account type its address here.
3. Sign-in with your username and password.
4. If you do not have a gmail account, click *create an account*.
5. Click on the three dots that appear in the upper right corner of the screen.
6. Select Apps.
7. Select the “Install this site as an app” option, name the app, then click install.
8. The site opens in a separate window. To manage sites installed as apps, go back to the setting for Apps and select the Manage apps options: pin to taskbar, pin to start, create desktop, and autostart.
9. The gmail icon will now appear in the designated locations that you chose.