

ADD YOUR GMAIL ACCOUNT TO THE APPS MENU AND THE TASKBAR

1. Open Internet Explorer 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. Click on the *stay signed in* box and then click *sign in*.
6. Click on the cog wheel that appears near the upper right corner of the screen.
7. Click on Add site to Apps.
8. Now find the Gmail tile in the Apps menu (Windows key), right-click on it, then *more*, then *pin to taskbar*.