How do I start using Google Keep?

Tell Me

<table>
<thead>
<tr>
<th>Open From a Google Doc</th>
<th>Go Directly to Keep</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Log into your UNC Charlotte Google account and open a Google Doc</td>
<td>1. Go to keep.google.com</td>
</tr>
<tr>
<td>2. Go to Tools &gt; Keep notepad</td>
<td>2. Log into your University Google account by entering your UNC Charlotte email address</td>
</tr>
<tr>
<td><img src="Image" alt="Tools, Table, Add-ons, Help" /></td>
<td><img src="Image" alt="Sign in with your Google Account" /></td>
</tr>
<tr>
<td>Spelling...</td>
<td><img src="Image" alt="Enter your email" /></td>
</tr>
<tr>
<td>🍀Explore 🍀Option+Shift+I</td>
<td><img src="Image" alt="Next" /></td>
</tr>
<tr>
<td>Define 🍀Shift+Y</td>
<td>Find my account</td>
</tr>
<tr>
<td>Document outline Ctrl+棪A Ctrl+棪H</td>
<td><img src="Image" alt="Log In" /></td>
</tr>
<tr>
<td>Word count 🍀Shift+C</td>
<td><img src="Image" alt="Web Authentication @ UNC Charlotte" /></td>
</tr>
<tr>
<td>Voice typing... 🍀Shift+S</td>
<td>Notice: You MUST close and exit your browser program after log-out to ensure security.</td>
</tr>
<tr>
<td>Keep notepad</td>
<td>Use of this service is conditional on compliance with the University’s Computing Network Policies</td>
</tr>
<tr>
<td>3. The window for Keep will open on the right side of your document</td>
<td>3. Click Next</td>
</tr>
<tr>
<td><img src="Image" alt="Notes from Keep" /></td>
<td>4. Enter your NinerNET credentials and click Log In</td>
</tr>
<tr>
<td>Take a note...</td>
<td><img src="Image" alt="UNC Charlotte" /></td>
</tr>
<tr>
<td><img src="Image" alt="Keep mobile app" /></td>
<td><img src="Image" alt="Web Authentication @ UNC Charlotte" /></td>
</tr>
<tr>
<td>4. You can click the boxed arrow icon to open Google Keep</td>
<td>5. You’ll be taken to the Keep homepage where you can add notes, search for notes, and more</td>
</tr>
<tr>
<td><img src="Image" alt="Keep mobile app" /></td>
<td><img src="Image" alt="UNC Charlotte" /></td>
</tr>
<tr>
<td>5. You’ll be taken to the Keep homepage where you can add notes, search for notes, and more</td>
<td></td>
</tr>
</tbody>
</table>

Note

If you use the Keep mobile app, you can store notes and thoughts then easily copy/paste them into your document.

Related FAQs

- What Google Apps are available at UNC Charlotte?
- How do I request a Google Consumer App be made available to UNC Charlotte?
- How do I add the G Suite Training Extension for Chrome to my browser?
- How do I update my password for my UNC Charlotte Google account on my Android device?
- What is G Suite (formerly Google Apps) and how do I log in?