# 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 <a href="http://keep.google.com">keep.google.com</a></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>
</tbody>
</table>

3. The window for Keep will open on the right side of your document

4. You can click the boxed arrow icon to open Google Keep

5. You'll be taken to the Keep homepage where you can add notes, search for notes, and more

---

### 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?