# 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>
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</table>
| 1. Log into your UNC Charlotte Google account and open a Google Doc  
2. Go to **Tools** > **Keep notepad** | 1. Go to [keep.google.com](https://keep.google.com)  
2. Log into your University Google account by entering your UNC Charlotte email address |
| The window for Keep will open on the right side of your document | 3. Click Next  
4. Enter your NinerNET credentials and click **Log In** |
| 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 |

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

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## Related FAQs

- What Google Apps are available at UNC Charlotte?
- What upcoming G Suite changes should I know about?
- 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?