



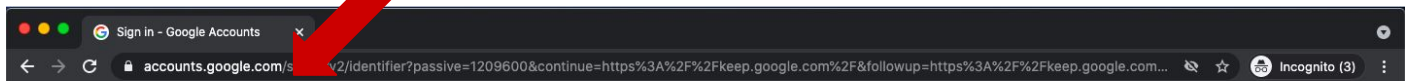
<https://keep.google.com/>

Google Keep

Google Keep is a free service that allows you to take notes and set reminders to keep yourself organized.

Instructions

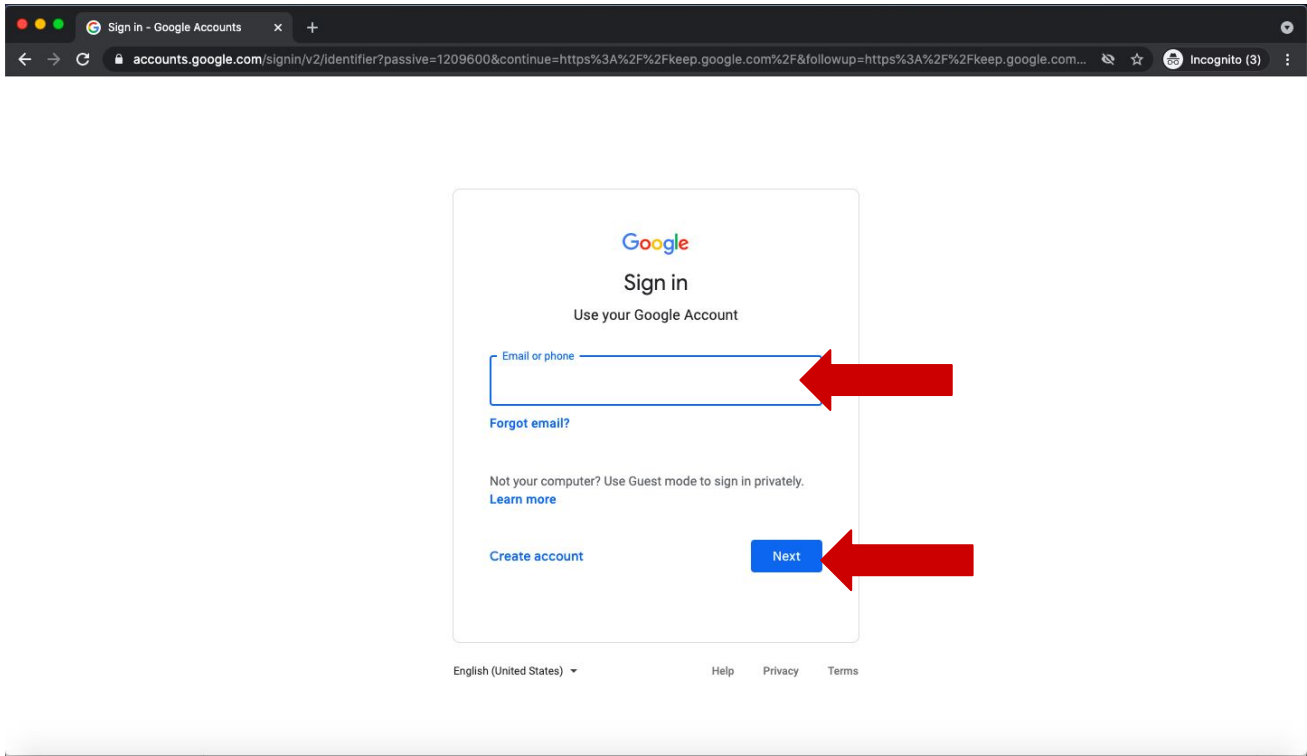
- 1) Open your internet browser (i.e. Chrome, Internet Explorer, Safari, etc.) and go to the Google Keep website: <https://keep.google.com/>

A screenshot of the Google sign-in page. The page features the Google logo at the top, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone'. There are links for 'Forgot email?' and 'Learn more'. At the bottom, there are two buttons: 'Create account' and 'Next'.

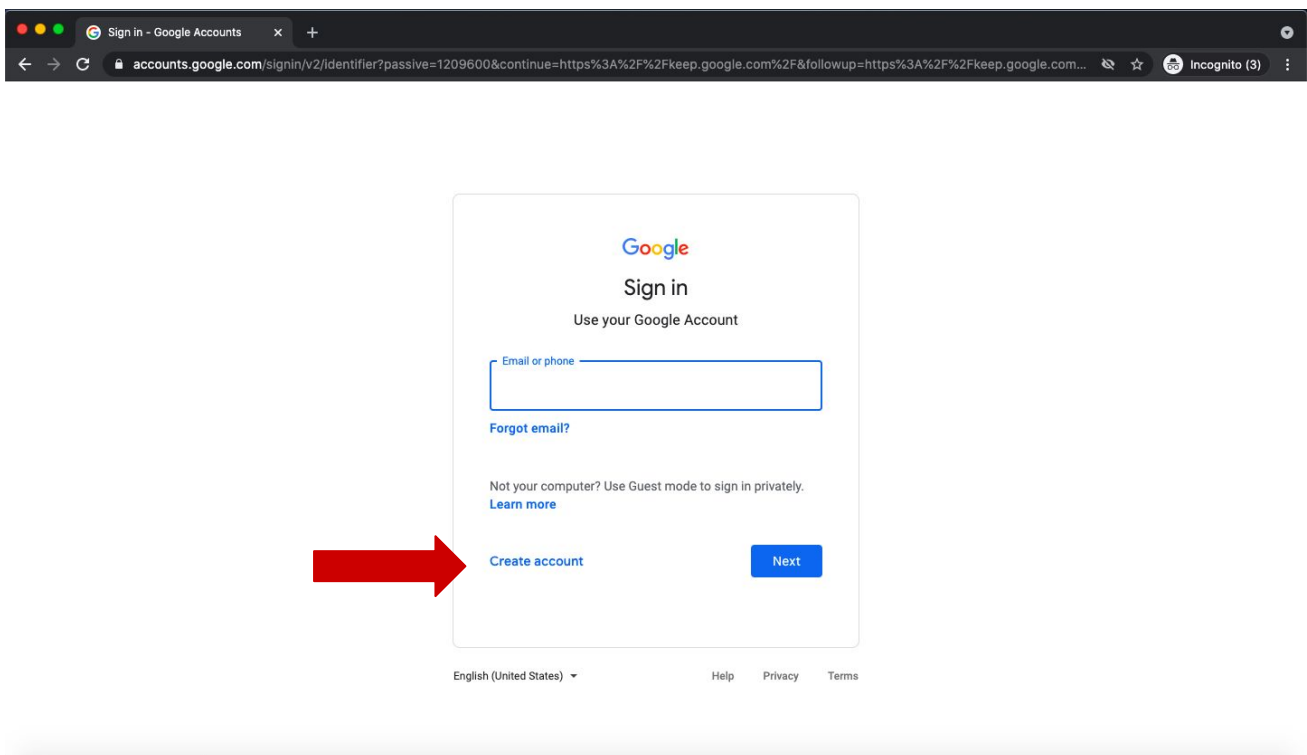
English (United States) ▾

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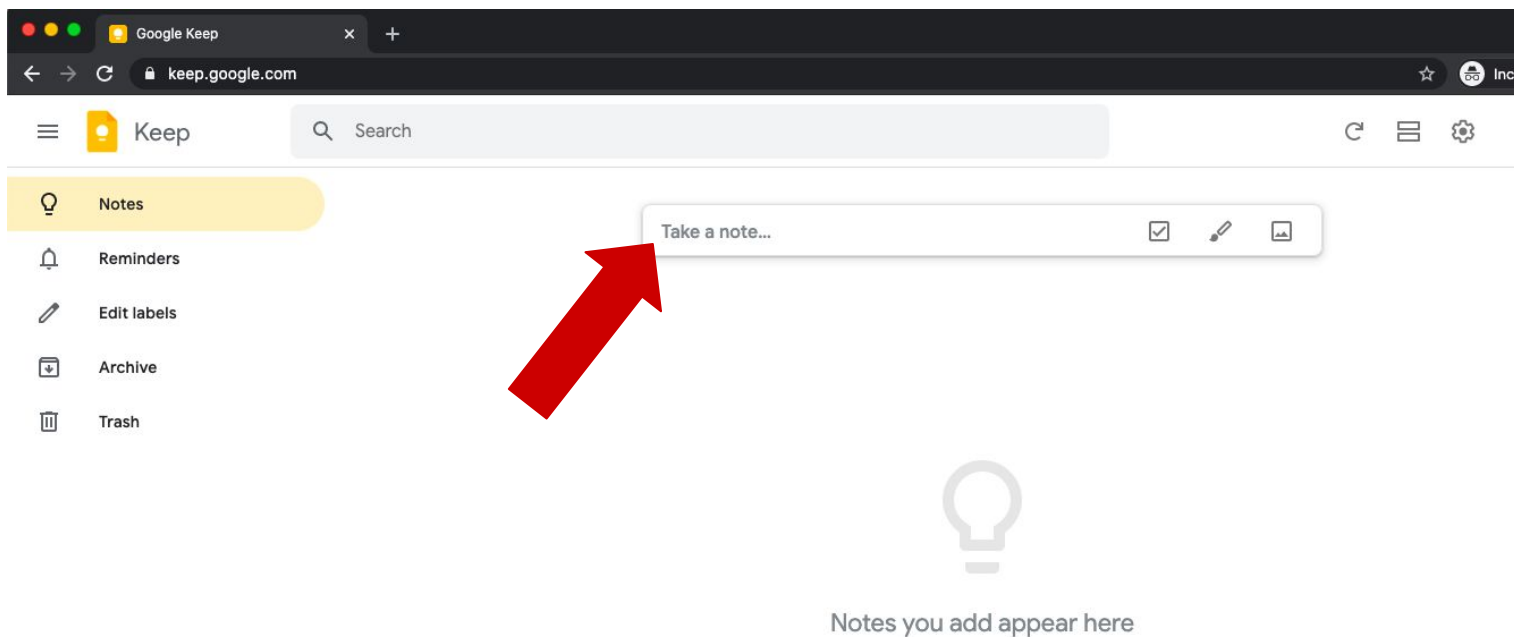
2) To sign into your Google account, enter your email and click the blue “Next” button. Then, enter your password and press the “Next” button to finish logging into your account.



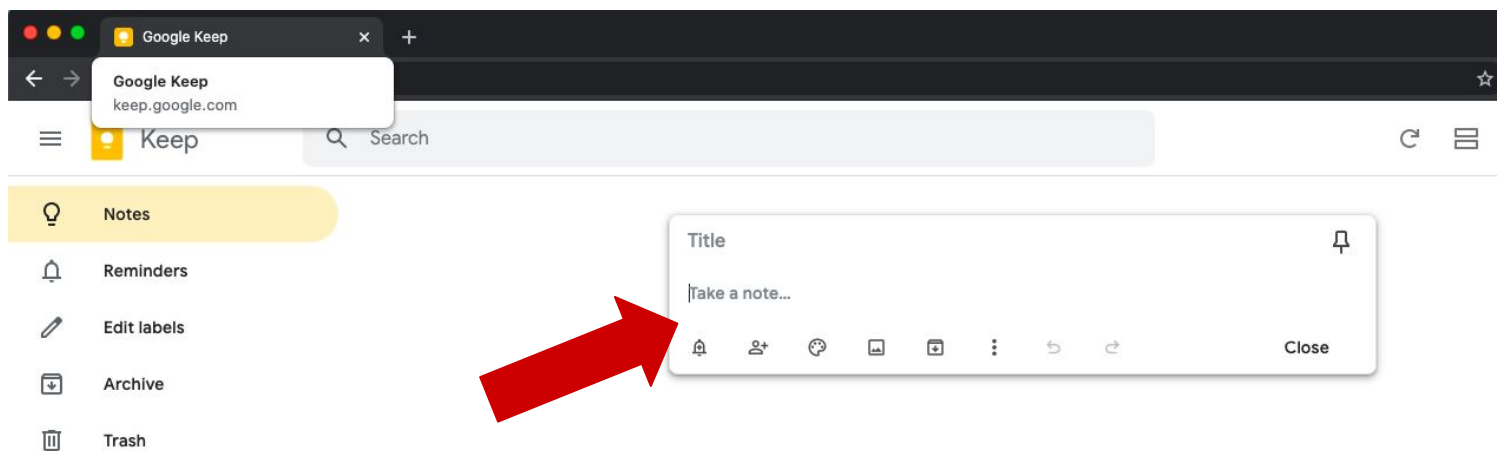
3) If you do not have a Google account, click the “Create an Account” button. Follow the prompts and enter your information to create a Google account.



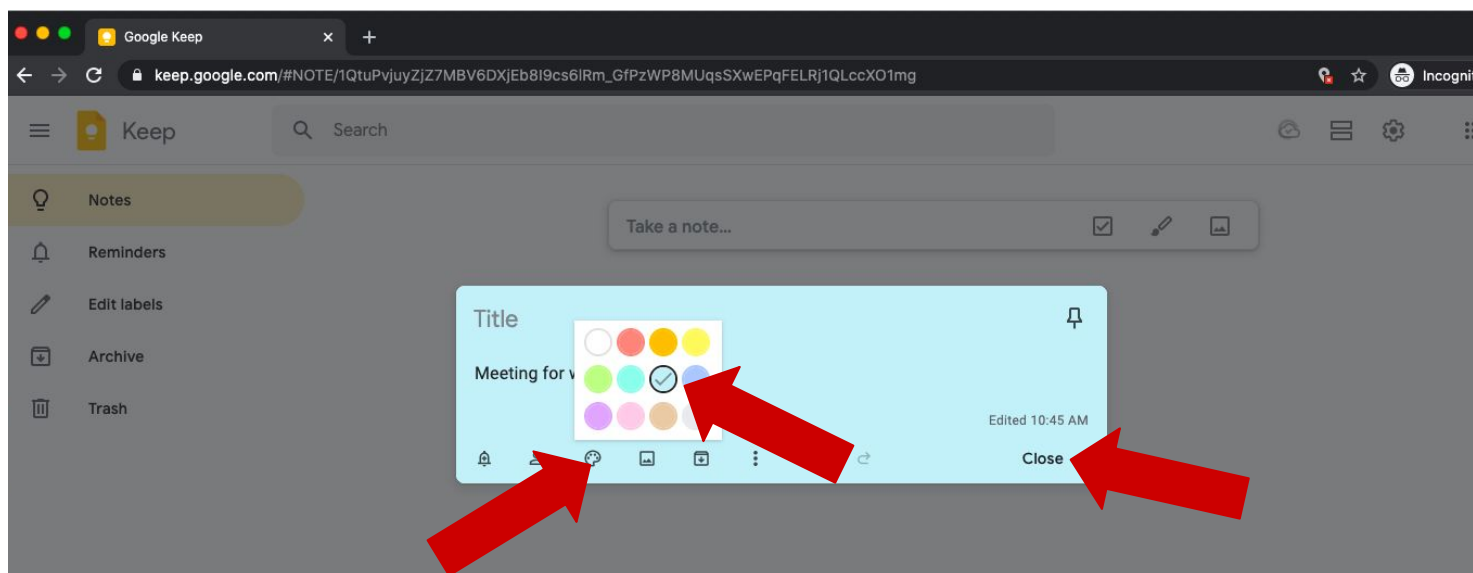
4) To add a note, click on the “Take a Note” box in the middle of your screen.



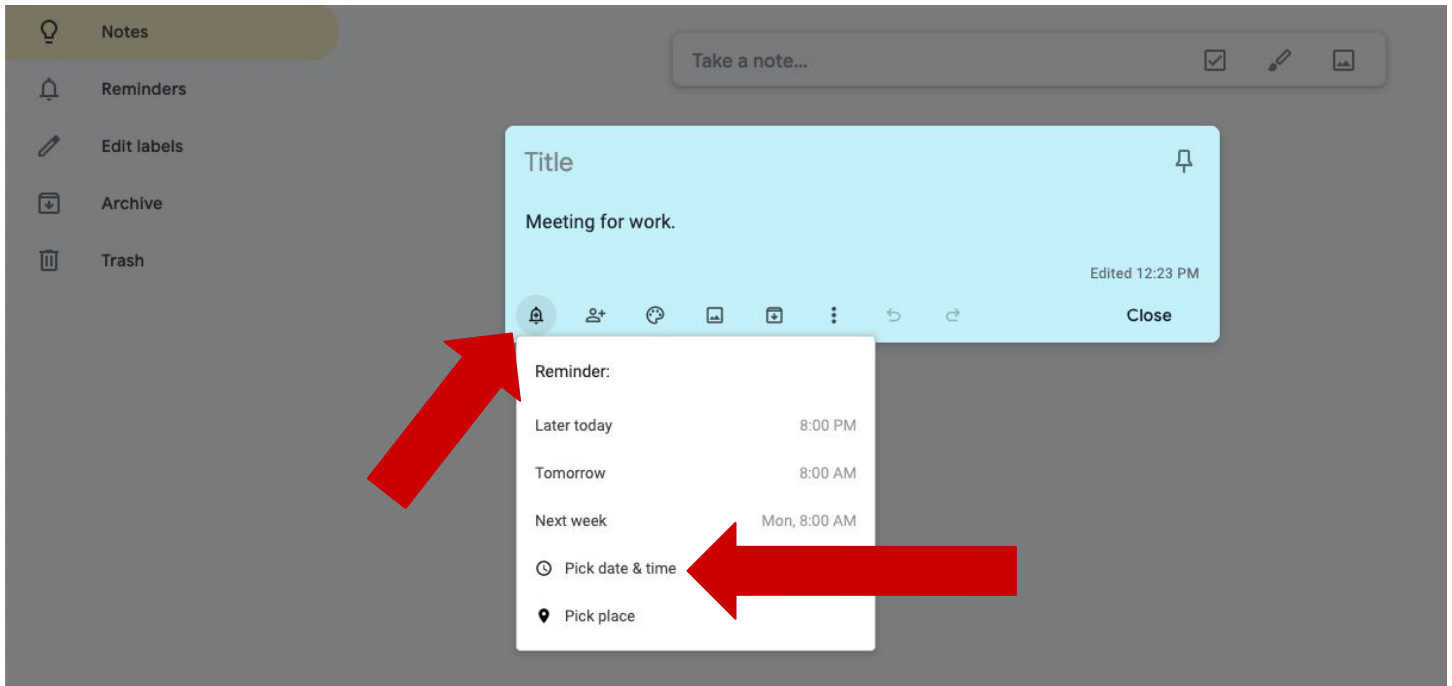
5) Type your note in the box.



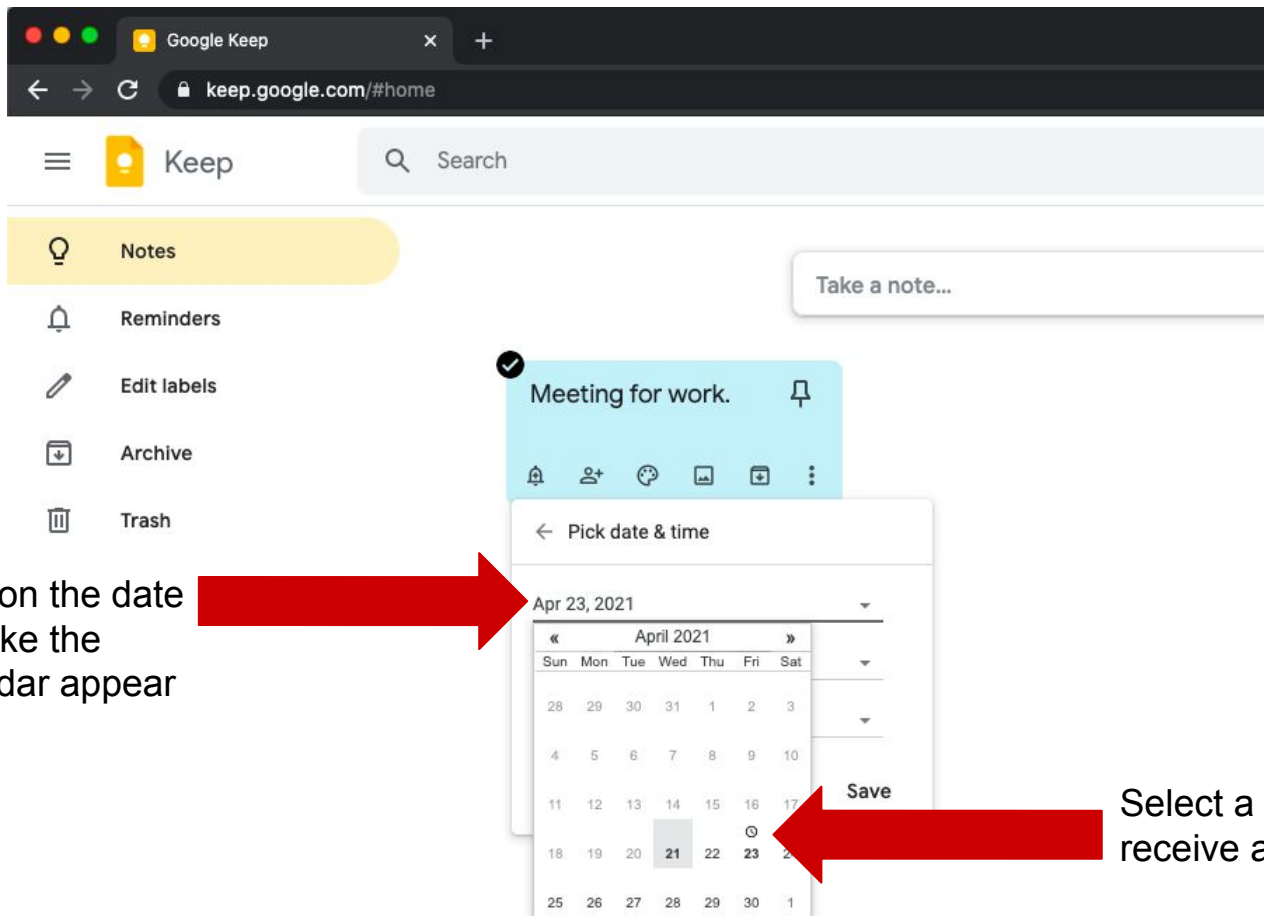
6) To change the color of your note, click on the color palette symbol at the bottom of your note. Then, choose a color. Click the “Close” button at the bottom of your note to save it.



7) If you would like to receive a reminder about your note, click on the bell symbol at the bottom left corner of your note. A drop down menu will appear. Click on the **“Pick date & time”** button.



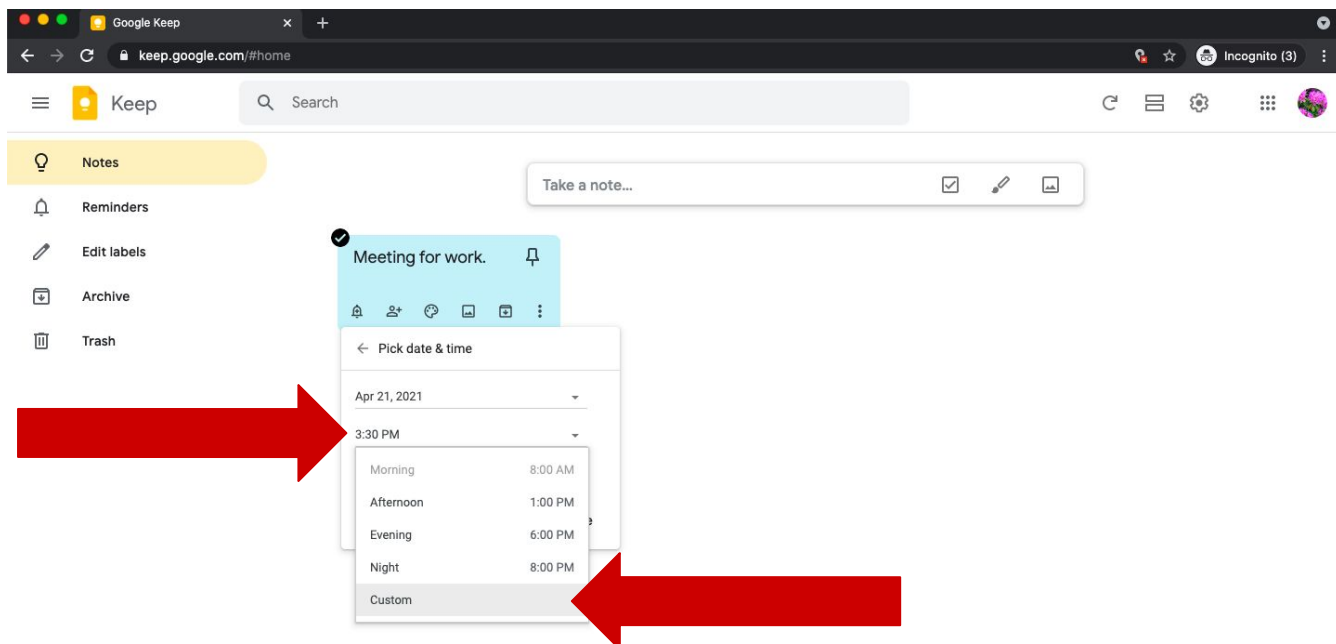
8) Click on the date to make a calendar appear. Then, select the day that you would like to receive a reminder.



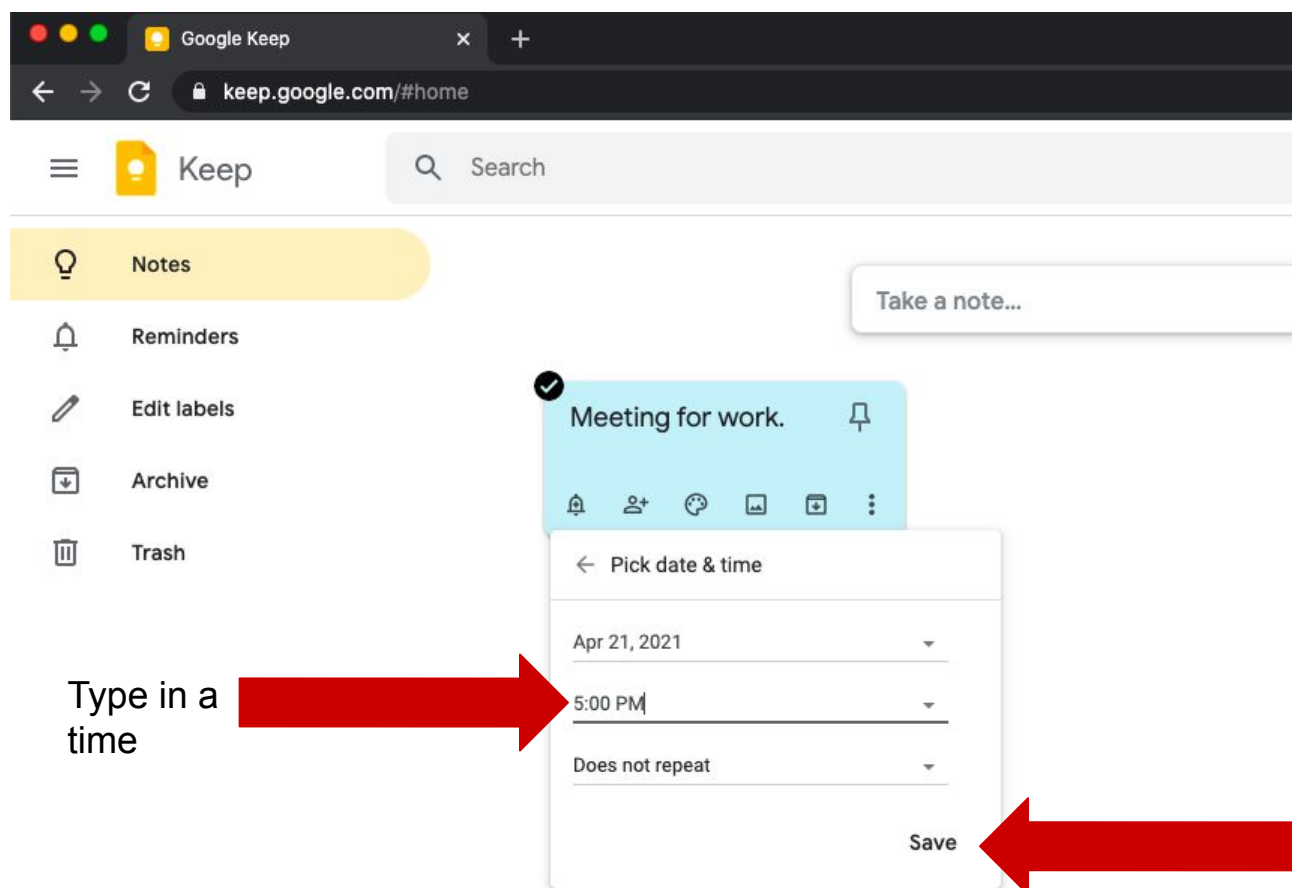
Click on the date to make the calendar appear

Select a date to receive a reminder

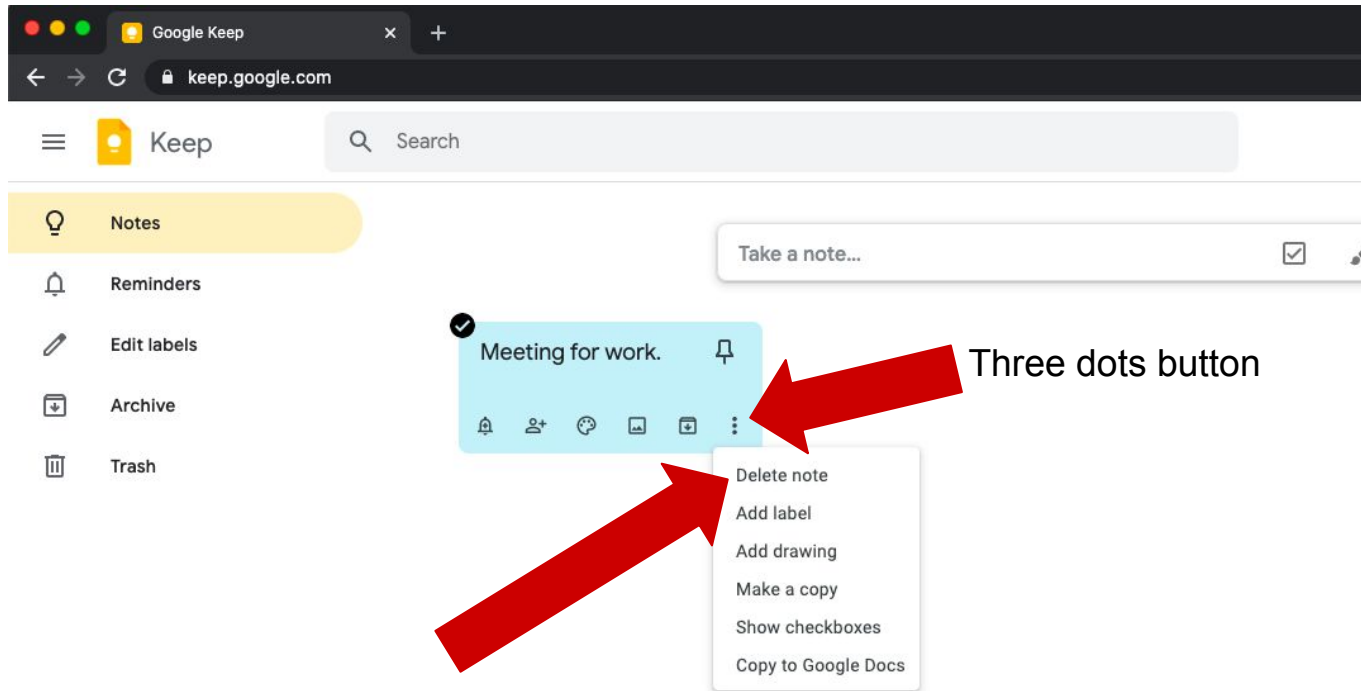
9) To input the time that you would like to receive the reminder, click on the box with the time. Then, select **“Custom”**. You will receive a notification at this time.



10) Type in a time (e.g. 5:00 PM) that you would like to receive a reminder for your note. Then, click the **“Save”** button in the bottom right corner of your note. You will receive a notification at this time.



11) To delete a note, click on the three dots on the bottom left corner of your note. Then, click the **“Delete Note”** button to get rid of your note.



12) Continue adding notes and reminders.

Congratulations on learning to use Google Keep!