## **Internet Browser – Internet Explorer:**

Note: only works for Gmail email accounts

1. Download google toolbar by copying and pasting the hyperlink below into your browser. https://www.google.com/intl/en/toolbar/ie/index.html



2. Click Accept and Install.

Install Google Toolbar	
Google Terms of Service	^
Last modified: March 1, 2012	
Welcome to Google!	
Thanks for using our products and services ("Services"). The Services are provided by Google Inc. ("Google"), located at 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States.	
By using our Services, you are agreeing to these terms. Please read them carefully.	~
Printer-friendly version	
Usage statistics sent by the Toolbar are not associated with your personal information, and can be disabled through the Toolbar Options. By downloading, you agree to our Terms & Conditions above and Privacy Policy.	
Configure your search settings ☑ Set Google as default search in Internet Explorer and notify me of changes	
☑ Set my home page to Google	
Accept and Install Cancel	

- 3. Click yes to allow changes to your desktop.
- 4. Click Restart Now.

	_ ×
Thanks for installing. You must restart all your b Google Toolbar.	rowsers before using
Restart Now	Restart Later

5. If the google toolbar does not appear after the restart, click View > Toolbars > Google Toolbar.

	ttps://www.google.com/?gws_rd	=ssl		D - B C G Google	×
File Edit View	Favorites Tools Help		_		
	Toolbars	>	~	Menu bar	
	Explorer bars	>		Favorites bar	
	Go to	>		Command bar	
	Stop	Esc		Status bar	
	Refresh	F5		Adobe Acrobat Create PDF Toolbar	
				Google Toolbar	
	Zoom (100%)	>	~	Lock the toolbars	
	Text size	>	-		
	Encoding	>			
	Style	>			
	Caret browsing	F7			
	Source	Ctrl+U			GOODE
	Security report				
	International website address				
	Webpage privacy report				
	Full screen	F11			

- 6. Click on the wrench in the upper right corner of the browser. Click "Options".
- 7. Under General > Web-browsing tools, click "Use Gmail for 'Mail To' Links". Then click save.

Toolbar Options		×			
	Language setting				
General	Toolbar language: Automatic /Eastich /(10)) M	ſ			
Privacy					
Custom Buttons	Soarah faaturar				
Tools	Search leatures				
AutoFill	Open searches in: Current window 🗸				
Share	Use Google site: United States of America (.com)				
	✓ Suggest searches as you type				
About loolbar	Enable Instant for faster searching and browsing Privacy				
	Store search history on my computer Privacy				
	✓ Use Google as my home page				
	□ Use Google as my default search engine				
	✓ Show highlighted text in the search box				
Help					
	Web-browsing tools				
	🗷 😼 Browse by Name in the address bar About				
	Provide suggestions on pavigation errors About				
	🗌 M Use Gmail for "Mail To" links	~			
Restore Defa	ults Save Cancel				

- 8. Go to web portal.
- 9. Click on email button on web portal.

You will be redirected to a new tab which will allow you to type in your email address and associated password. The email should popup after you log on.

Note: if you have continued issues getting your Gmail email to come up try: 1) restarting browser again or 2) clearing cache.