Step 1: Sign-in to Analytics

Open the [Google Analytics website](https://www.google.com/intl/en/analytics/) and click the *Access Google Analytics* button to sign-in.
Step 2: Setup a Property

Once you are signed-in to your Google Analytics account, click Admin in the menu bar at the top of any page. In the Account column, select the account from the dropdown that you want to add the property to. In the dropdown in the Property column, click Create new property.
Step 3: Get Tracking Code

Select Web site as the property type. Enter the Website name as Mail Tracker, the website url as example.com (dummy URL), the Industry category as Other and also select your Time Zone.

Click the Get Tracking ID button to get your Google Analytics Tracking Code.
**Step 4: Copy the Tracking ID**

Make a note of your Google Analytics Tracking ID - it is of the format UA-12345-67

Reference

[Track Gmail with Google Analytics](https://www.labnol.org)