

Read&Write for Google Chrome with Office 365 – Accessing the Toolbar on Websites

Introduction

This tutorial will provide information on how to access or open Read&Write with Office 365 authentication within Google Chrome. This is the toolbar that contains all the features of Read&Write.

Learning Objectives

Completion of this tutorial will give you experience with the following:

- Access the Read&Write toolbar in Chrome on websites
- Sign in to Read&Write with your Microsoft account
- Move the toolbar to your preferred location
- Open and Close the Toolbar


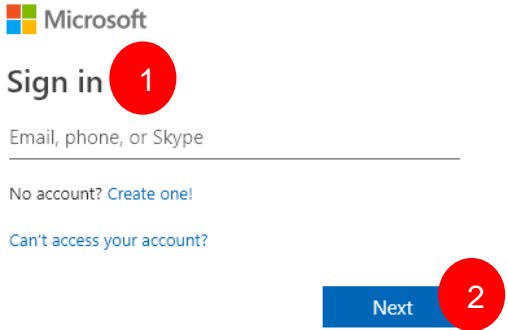
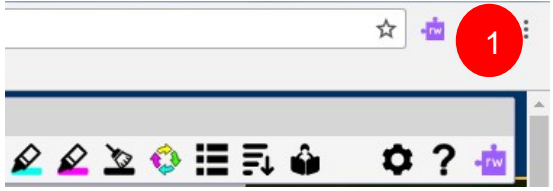
This tutorial assumes:

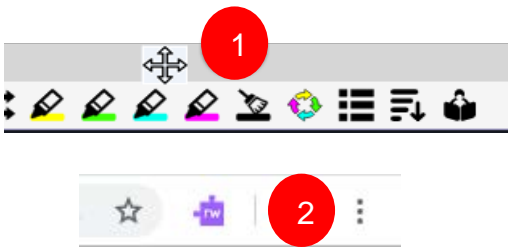
- Access to the Internet.
- Access to Google Chrome browser on a Windows, Mac or Chromebook computer and NOT a tablet.
- Read&Write extension for Google Chrome is installed.
- Read&Write is authenticated with Office 365.
- Access to the premium features through a subscription.

Case Study

Mr. Gates plans to use the various features of the toolbar with his students. The school has already purchased licenses and installed the extension. Students have already signed in. Mr. Gates has already chosen which features the students will use to support their literacy skills. They need to know how to access the toolbar.

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1	Once installed, you should see a purple puzzle piece icon in the top right-hand corner of your screen (1).	
2	Click on the purple puzzle piece to sign in to Microsoft using your district email (1). Click Next when finished (2).	
3	In the Chrome search bar, navigate to a website you may use in your classroom. For example: http://www.dogonews.com Select an article. Click on the purple Read&Write icon to open the toolbar (1). The toolbar will open and be ready for use.	

<p>4</p>	<p>You can move the position of the toolbar by clicking on the grey title area and dragging it to your preferred location (1). Click the Read&Write icon again to hide the toolbar (2).</p>	
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*** Thank you to SD#71 for their participation in creating this helpful resource!