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105 – 1750 West 75th Avenue, Vancouver, B.C., Canada V6P 6G2
Phone: 604.261.9450 Fax: 604.261.2256 www.setbc.org

Read&Write for Google Chrome with Office 365 – Accessing the Toolbar in Word Online

Introduction

This tutorial will provide information on how to access or open Read&Write with Office 365 authentication with Word or OneNote Online within Google Chrome.

Learning Objectives

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

- Access the Read&Write toolbar on Chrome in Word and OneNote
- Sign in to Read&Write with your Microsoft account
- Sign in to Word or OneNote online in Office 365
- Open and close the Read&Write 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 Office 365.
- Access to the premium features through a subscription.

Case Study

Mr. Gates plans to use various features of the toolbar with his students. The district 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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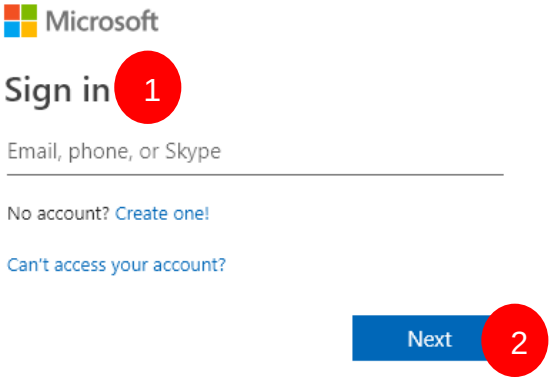
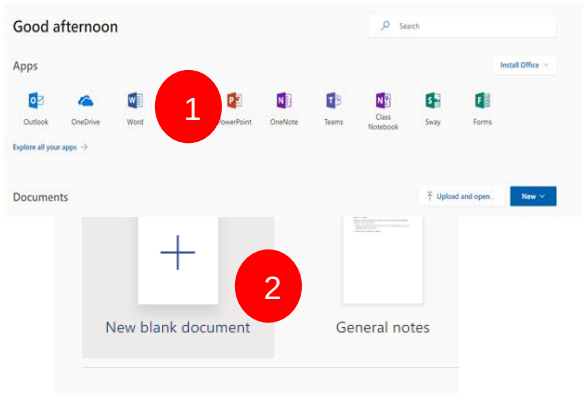
1	Once installed, you should see a purple puzzle piece icon in the top right-hand corner of your screen (1).	
2	Click on the purple puzzle piece to sign in to Microsoft using your district email (1). Click Next when finished (2).	
3	In the Chrome search bar, navigate to Office 365 and select Word Online (or OneNote) (1). In Word Online, select a new blank document or an existing document (2).	

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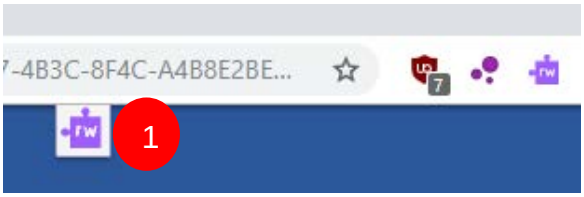
4	The Read&Write icon will appear in in a dropdown tab (1) on the top of your page. Click on this Read&Write dropdown tab to open the toolbar. The toolbar will open and be ready for use. Click on the dropdown tab to close the toolbar.	

*** Thank you to SD#71 for their participation in creating this helpful resource!