

## How to Install Read&Write Extensions for Google Chrome in Office 365

Before installing Read&Write extensions, you must ensure that you are using “Google Chrome” as your browser. The extensions are accessible for staff and students via their **DCDSB Office 365** login credentials not Google or Gmail.

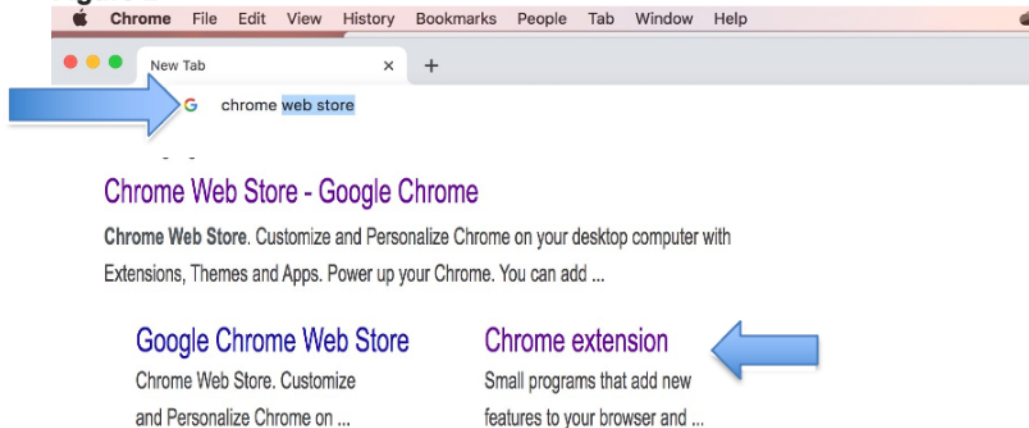
1. Open Google Chrome

**Figure 1**



2. In the address bar type or search bar, Chrome Web Store, and then press Enter on the keyboard

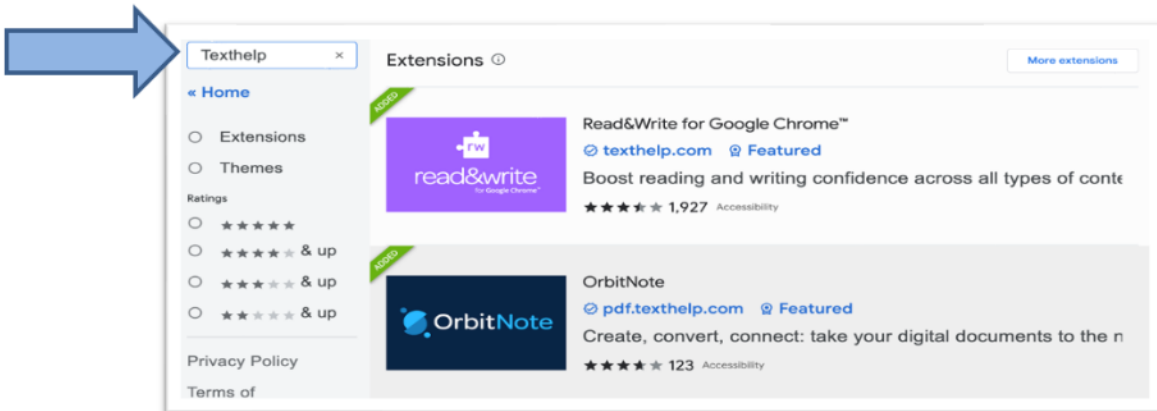
**Figure 2**



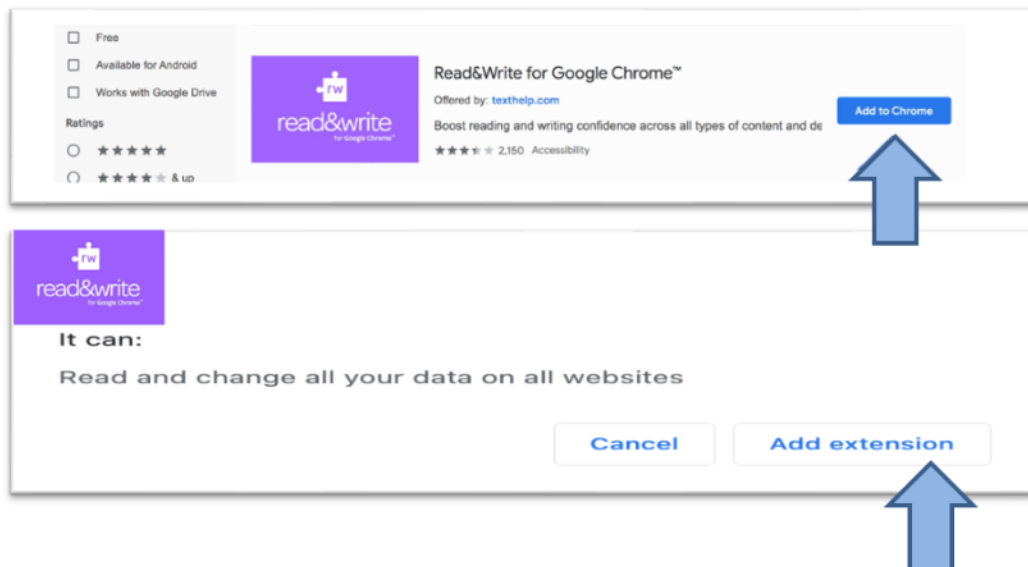
Select “**Chrome Extensions**” Press enter. You will be adding the following Google Chrome Extensions: **Read & Write**, **Orbitnote** and **Screenshot Reader**

Figure 3

3. In the Chrome Web Store, type **Texthelp** in the search bar on the left side. This search will return the results for **Read&Write** for Google Chrome and **Texthelp Orbitnote**



4. Next to **Read&Write for Google Chrome**, click the blue **Add to Chrome** button. Click **Add extension** at the prompt. Once the extension has been added, a message will appear stating that the extension has been added successfully. This message will close automatically when you click anywhere within Chrome.



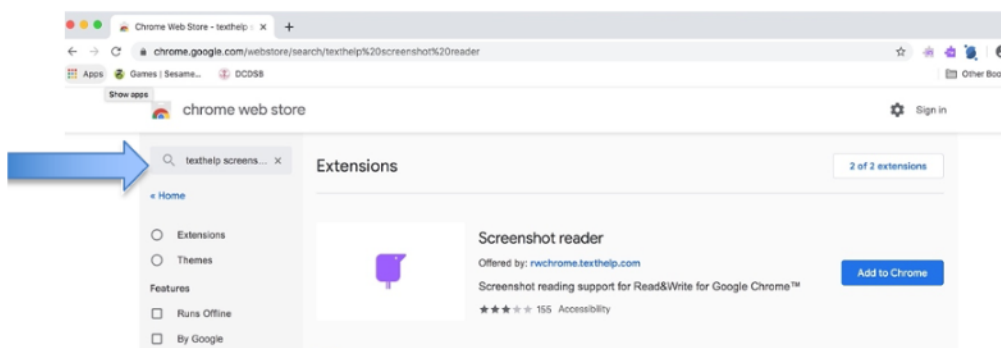
**Figure 4**

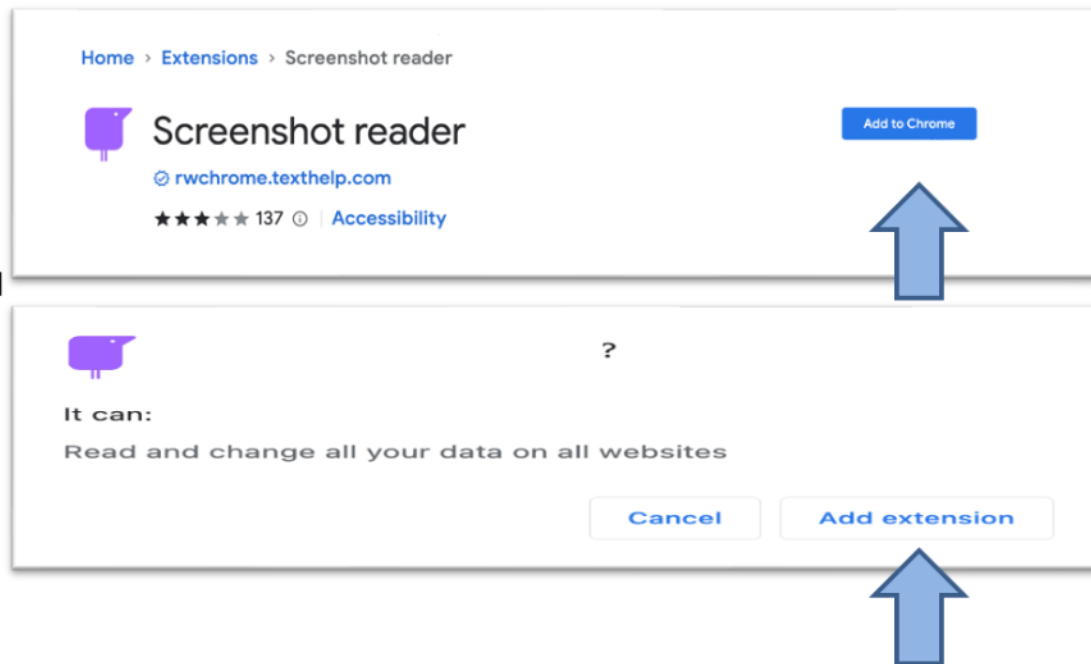
5. Next to **Texthelp Orbitnote** click the blue **Add to Chrome** button. Click **Add extension** at the prompt. Once the extension has been added, a message will appear stating that the extension has been added successfully. This message will close automatically when you click anywhere within Chrome.



**Figure 5**

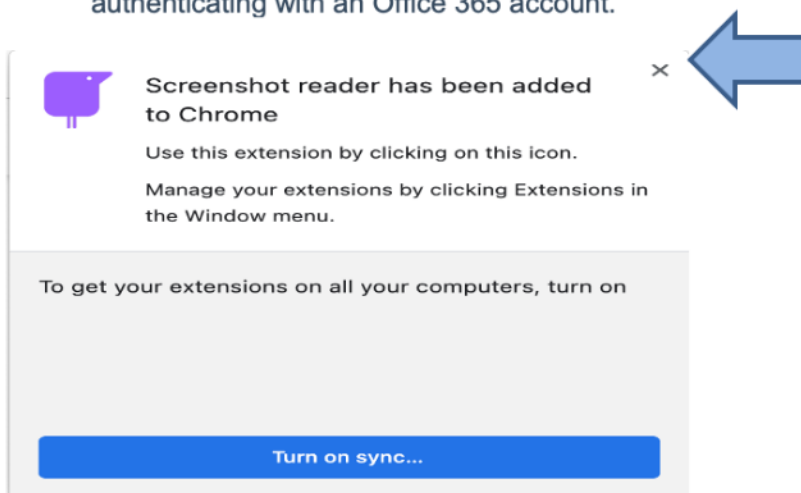
6. In the Chrome Web Store, type **Texthelp Screenshot Reader** in the search bar on the left side. This search will return the results for **Read&Write Screenshot reader** for Google Chrome. Click the blue **Add to Chrome** button. Click **Add extension** at the prompt. Once the extension has been added, a message will appear stating that the extension has been added successfully. This message will close automatically when you click anywhere within Chrome.



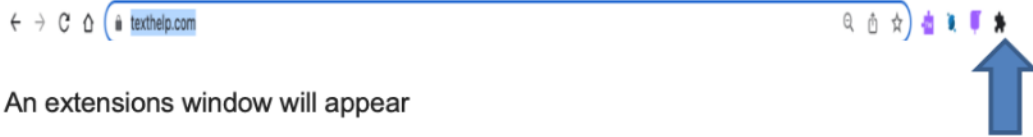


**Figure 6**

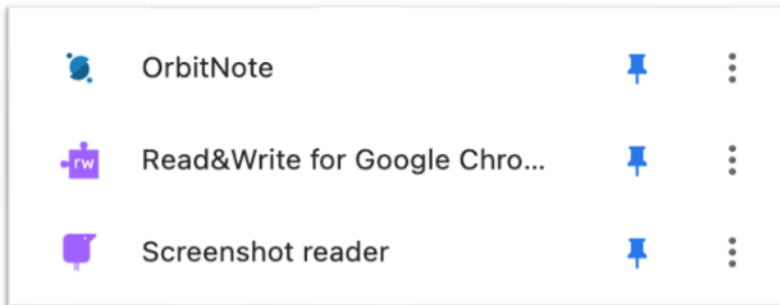
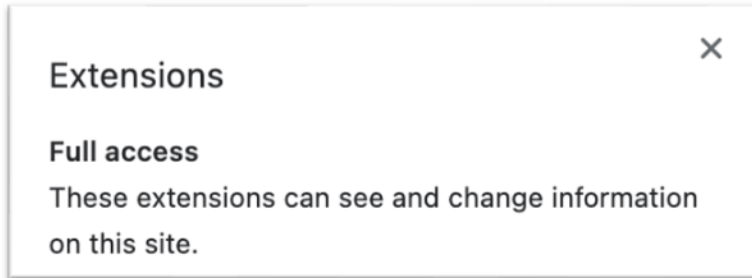
6. When adding an extension when you are not signed into Chrome, it will ask you to “Turn on sync”. You can close that popup because you will be authenticating with an Office 365 account.



7. Click on the black puzzle piece located at the top right side of the browser window.



An extensions window will appear



You should see the three new extension icons at the top of the browser window.

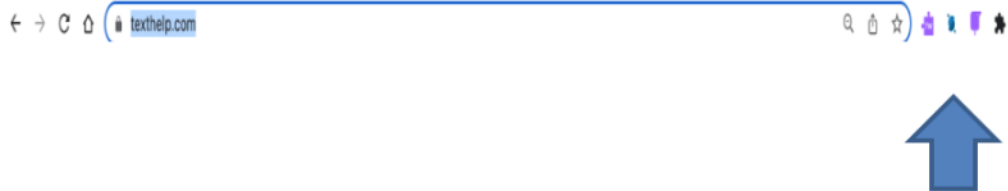
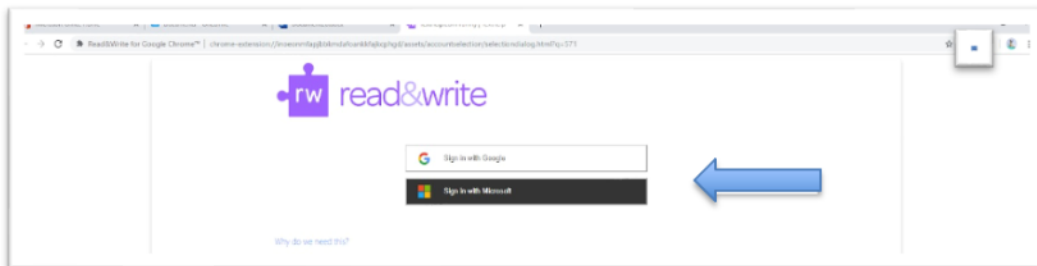


Figure 7

## Using Read&Write with Word Online on Extensions have been Added

1. Go to your OneDrive and sign into your DCDSB Office 365 account  
Student login: [PowerSchoolStudentNumber@dclive.ca](mailto:PowerSchoolStudentNumber@dclive.ca) (not the OEN number) then your DCDSB password
2. Open up a Word Doc and click on the Read&Write icon. This will prompt you to sign in with Google or Microsoft. **You must sign in with Microsoft.**



Select Microsoft and enter in your credentials. Student Login: [PowerSchoolStudentNumber@dclive.ca](mailto:PowerSchoolStudentNumber@dclive.ca) and then your DCDSB password. You will also be asked to allow permissions.

