



How to Use Read & Write Extensions for Microsoft Office (if you already have a Google/Gmail account)

If a student or staff has an existing Google/Gmail account, the Read & Write toolbar will not work as it will automatically default to the Google account. You will need to add your Microsoft Office account so that your Read & Write toolbar will work. The following steps will show you how to set up Read & Write in your Microsoft Office account.

1. Make sure you have your Microsoft Office 365 school account open



2. Open a "Word" document

3. Select the "Read & Write" extension from the toolbar.



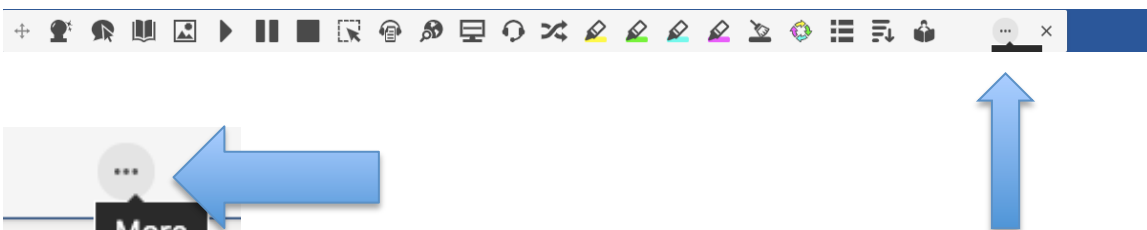
4. Click on the down arrow beside the Read and Write icon on the toolbar.

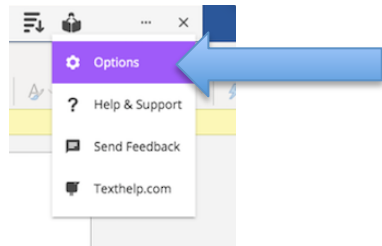


5. The Read and Write toolbar will appear



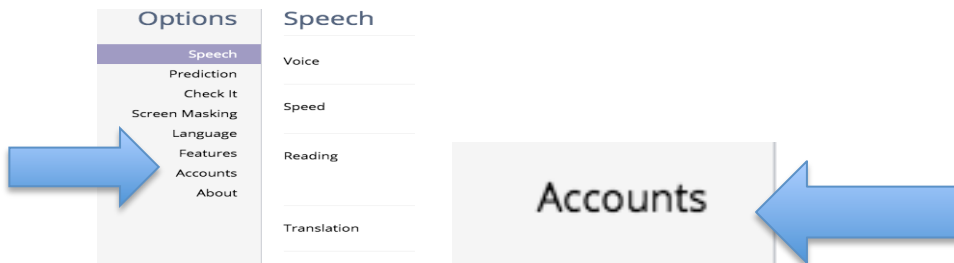
6. Select the 3 dots on the upper left of the R&W toolbar.



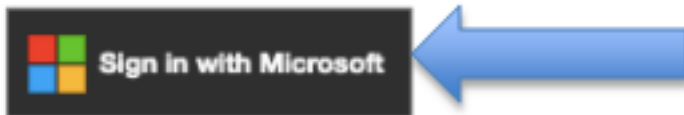


7. Select “Options”

8. Select “Account” in the “Options” menu:



9. Select and sign in with Microsoft



Note: Microsoft sign in only supports work or school accounts

You may be prompted to re-sign in with your staff or student email account along with the password.