



Opening Read and Write Toolbar into Word (Students)

Read and Write is based solely on the Google Chrome internet browser. The following steps will explain how to open the Read and Write toolbar within Word Online for Students.

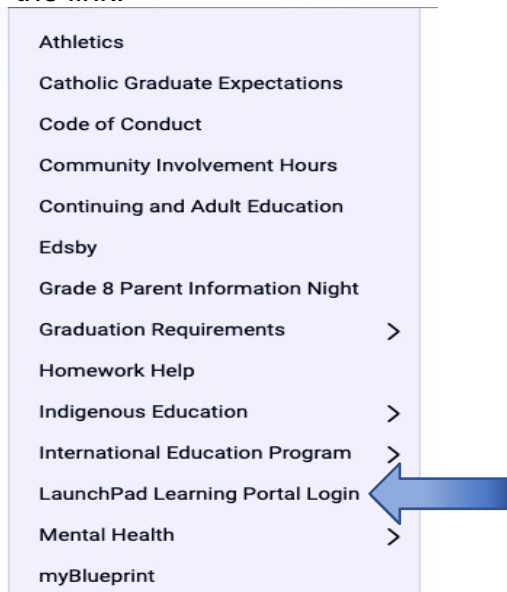
1. To launch the Read and Write toolbar click on the Google Chrome icon



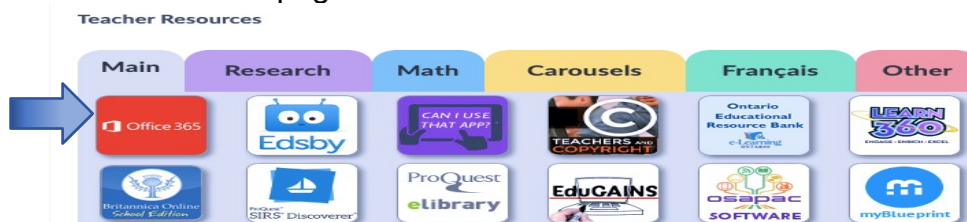
2. In the address bar type dcdsb.ca



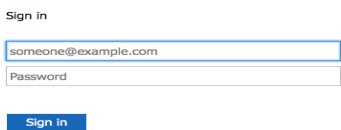
3. Click on Students. Scroll down to "LaunchPad Learning Portal Login" then click on the link.



4. Scroll down the page. Click on the Office 365 icon.



5. Sign in with your `userid@dclive.ca`. Type in your password. Click on Sign in.



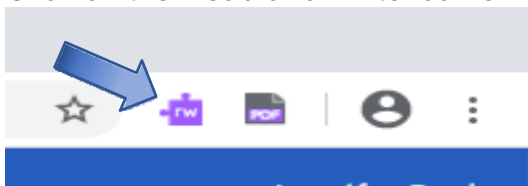
6. Click on the Word icon.



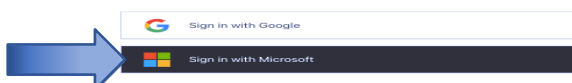
7. Click on type of document you would like. Click on the New Blank Document icon.



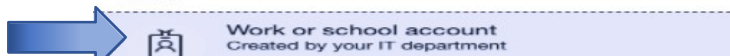
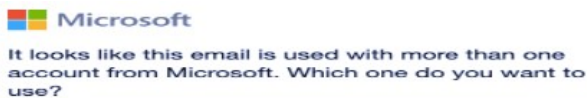
8. Click on the Read and Write icon on the Word toolbar.



9. Sign in with your MICROSOFT OFFICE account, **not** a personal Google account.



10. Click on Work or school account.



11. Type in your password and click on sign in. Click on stay signed in.

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



13. The Read and Write Toolbar will appear.



14. To hide the toolbar click on the arrow at the end of the Read and Write toolbar.

