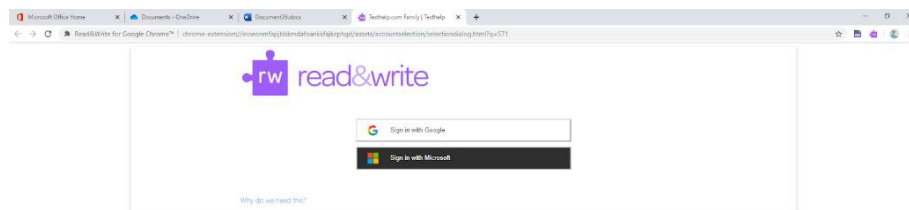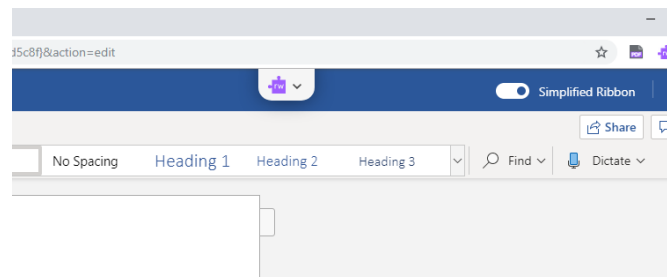# Read&Write for Google Chrome – Home Use Instructions

1. Open the Google Chrome browser

2. Make sure you are not signed into Chrome with your personal Gmail.

3. Add the Read&Write, PDF Reader, and Screenshot Reader extensions from the Chrome web store

   - Read&Write
   - PDF Reader
   - Screenshot Reader

4. 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.

5. Go to your OneDrive and sign into your organizational Office 365 account.

6. Open up a Word Doc and click on the Read&Write icon. This will prompt you to sign in with Google or Microsoft.

7. Once you sign in and allow permissions, you will see the Read&Write tab at the top of your Doc.

Please use the following link to view VIDEO instructions of how to install and login to Read&Write for Google Chrome at home.

Student install instruction video