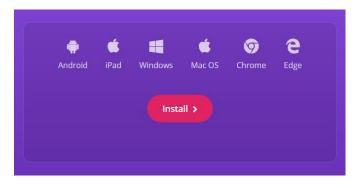


1. Choose the version of read&write required:



2. For this guide, we will install the Chrome version. Click 'Add to Chrome':

👗 chrome	web store	\$
Home	► Extensions ➤ Read&Write for Google Chrome [™]	
• rw	Read&Write for Google Chrome [™] Offered by: texthelp.com ★★★★ 2,121 Accessibility ≗ 4,000,000+ users	Add to Chrome

<u>Please note:</u> The Chrome version should install on a corporate device with no issue. All other installations on *corporate computers*, laptops, or surface tablets may require administrator privileges in order to successfully install. **Contact your Campus IT office for assistance.**

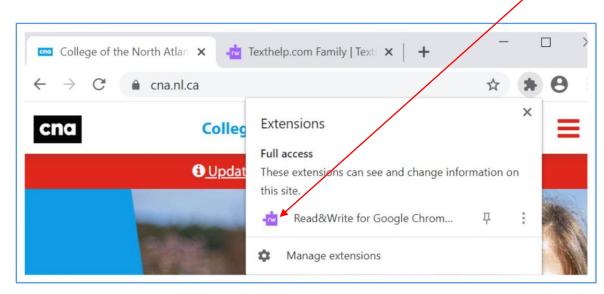
3. This confirmation window will appear. Click 'Add extension':

Add "Read&Write for Google Chrome™"?
It can:
Read and change your data on a number of websites
Show Details
Read your browsing history
Know your email address
Manage your apps, extensions, and themes
Add extension Cancel

4. A confirmation window will open and advise that 'read&write' has been added to the Chrome browser, and then this icon should appear on the right hand side of the browser window:



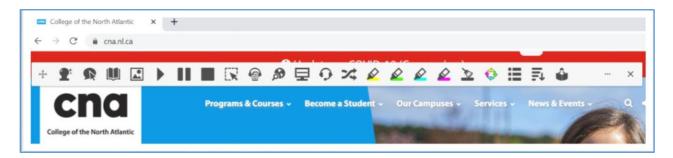
5. The first time the icon is pressed, a pop up will appear. Please press the 'read&write' button (purple puzzle piece) for Google Chrome button to advance to login.



6. Once the button is pressed, the user will be requested to login. Please select 'Sign in with Microsoft', and use your CNA username and password to authenticate.

•rw read	&write	/
	G Sign in with Google	
	Sign in with Microsoft	+
Why do we need this?		

7. Once authenticated, you should be able to press the **'read&write**' button in order to activate/deactivate the toolbar:



For information on how to use 'read&write', please visit here for guides and training materials:

https://www.texthelp.com/en-us/support/training/