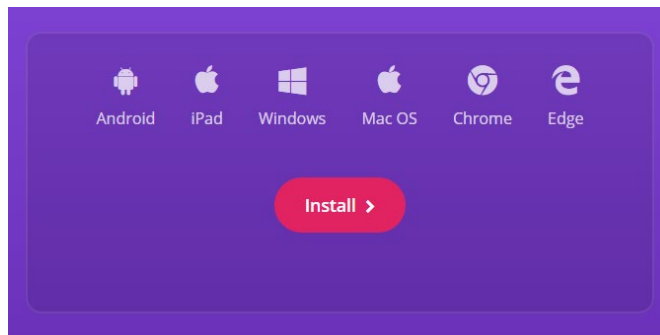


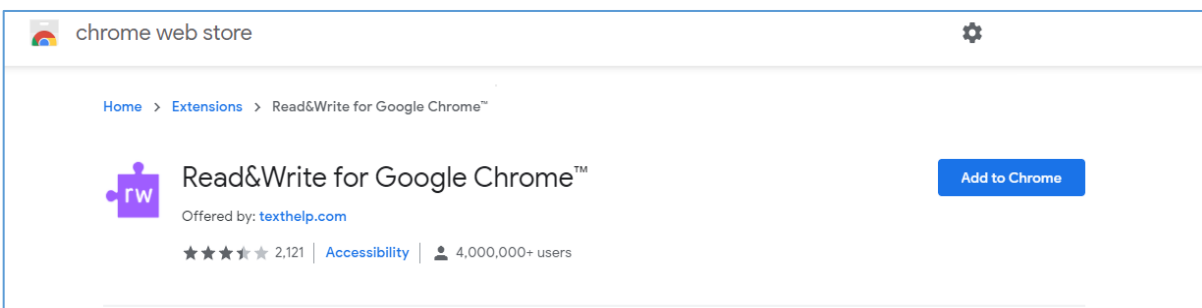
read&write

Installation Instructions

1. Choose the version of **read&write** required:

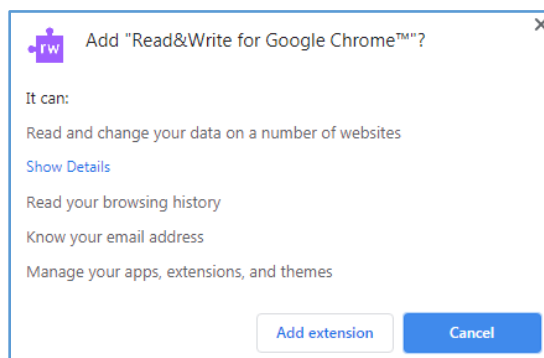


2. For this guide, we will install the **Chrome** version. Click 'Add to Chrome':

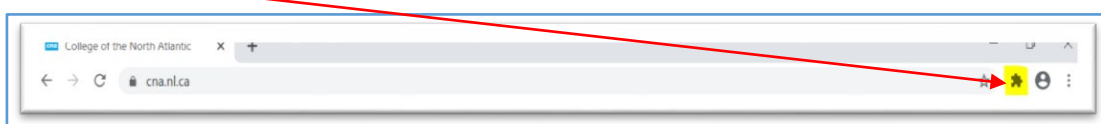


Please note: The Chrome version should install on a corporate device with no issue. All other installations on *corporate* computers, laptops, or surface tablets may require administrator privileges in order to successfully install. **Contact your Campus IT office for assistance.**

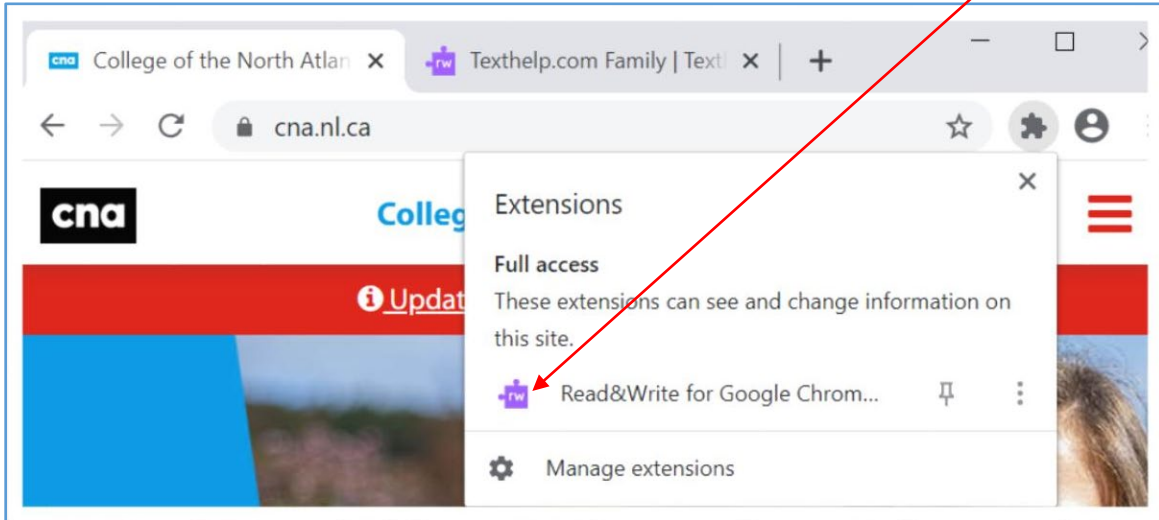
3. This confirmation window will appear. Click 'Add extension':



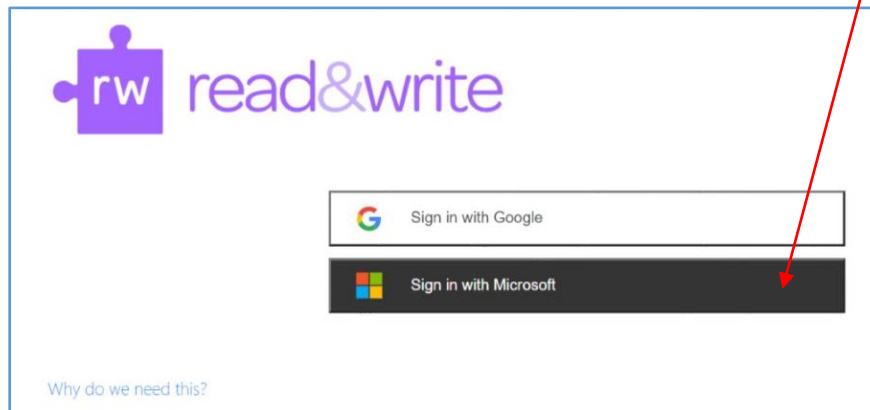
4. A confirmation window will open and advise that '**read&write**' has been added to the Chrome browser, and then this icon should appear on the right hand side of the browser window:



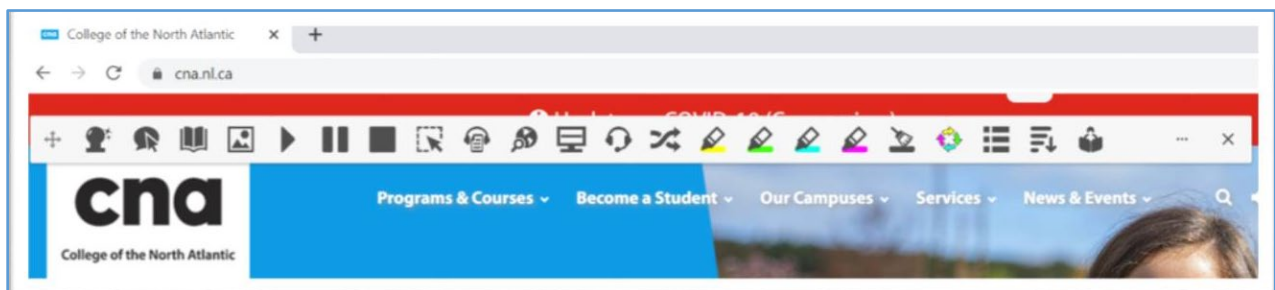
5. The first time the icon is pressed, a pop up will appear. Please press the 'read&write' button (purple puzzle piece) for Google Chrome button to advance to login.



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.



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/>