

Read&Write for Google Chrome with Office 365

** Thanks to SD#71 for partnering with us to develop this helpful resource!

ABOUT: In this activity, participants will learn how to login to Office 365 to use Read&Write from Google Chrome.

WHAT YOU WILL NEED:

Chrome Browser, Office 365 product, Read&Write Chrome extension



1

1. Open Google Chrome and go to your school district homepage
2. Click on the Read&Write purple icon in the top right of your browser.
3. A window will open for you to login with your School District email address.

Click on the utility link, then on Office 365. Click on the Word tile.

2

You can now open a document in Word. Once the Document is open, click on “Edit Document” and choose “Edit in Browser” from the drop down menu.

A new puzzle piece will appear

3

You can also upload a document into Office 365
Follow step One, in Office 365 open One Drive.

Click on Upload, choose file or folder and navigate to the one you want. Once it is uploaded choose Edit in Browser and continue.

