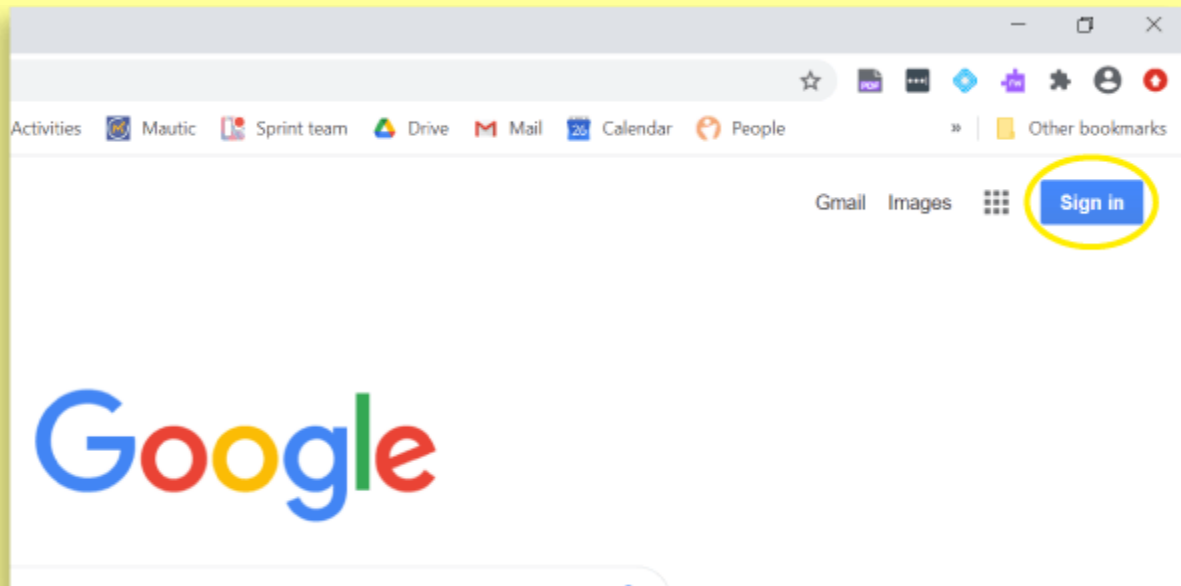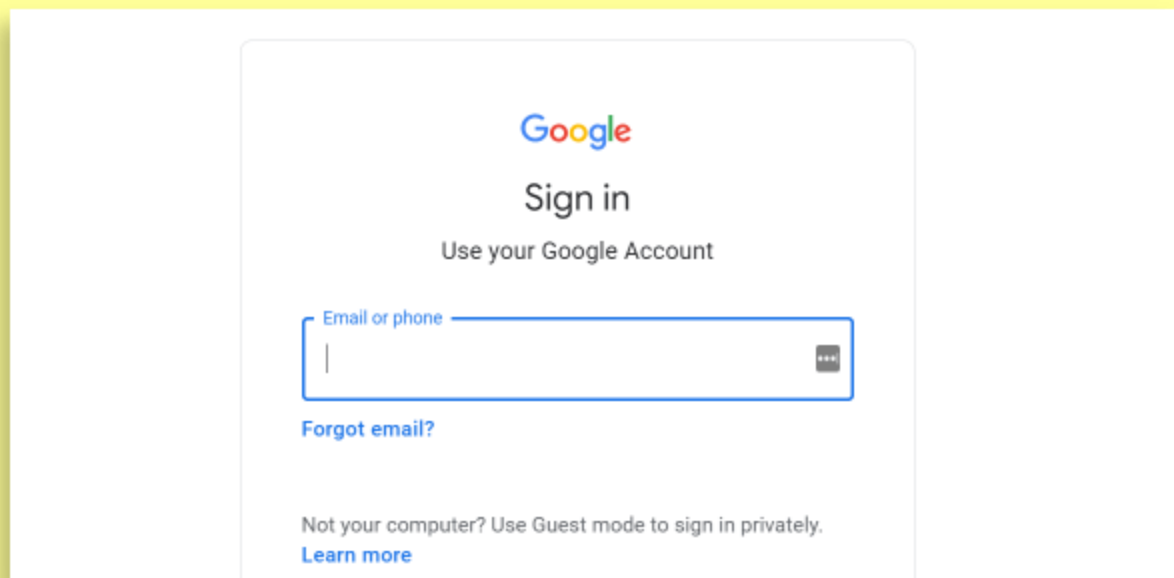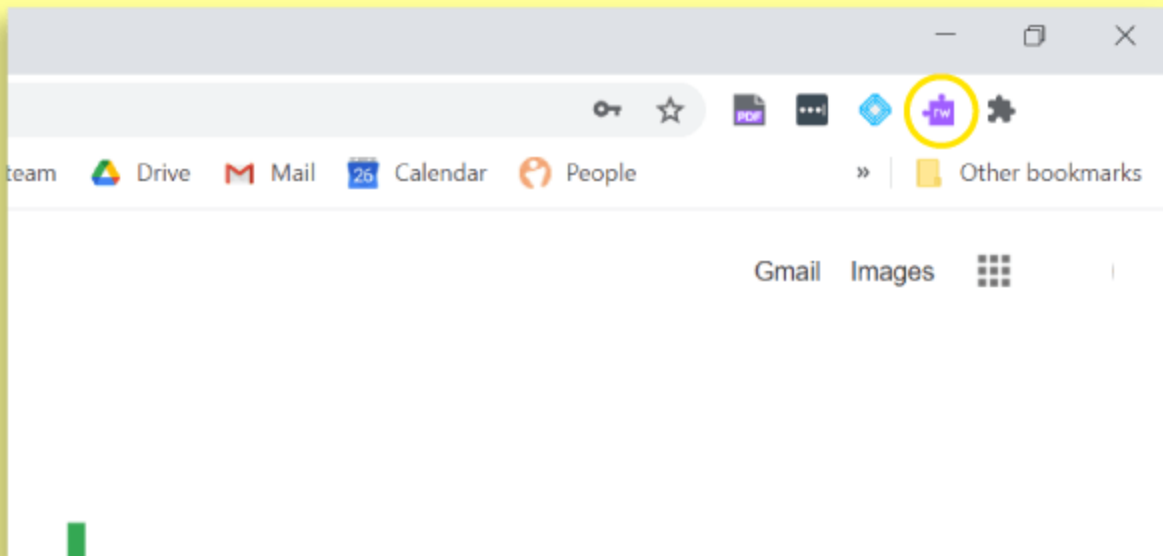<u>Follow the steps below to start using Read&Write for Google Chrome at home or on a stand-alone school device, such as a Chromebook:</u>

1. Open the Goggle Chrome browser. Using your C2K school email address (@c2ken) and password, sign in to Google Chrome.
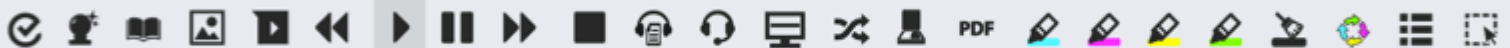

2. Click on 'sign in' in the top right corner. Then enter your C2K email (e.g. jbloggs123@c2ken.net), followed by password.

3. Click on the purple Read&Write puzzle piece icon in the top right corner of the Chrome browser. You will need to [visit the chrome store](#) first to install the 'Read and Write for Google Chrome extension', by simply clicking 'Add to Chrome'. If you're having trouble finding the Read&Write icon within your browser, [watch this video](#) to find out how to easily locate Chrome extensions.

If you're asked to log in to Read&Write, use your same email address and password as before.

4. The toolbar will appear on screen, ready to be used. It can be used on any website or **on-line** document, such as, Google docs, Word on-line docs etc.

The following video gives a good overview of using the Read & Write toolbar in the Google Chrome browser: [Intro to Read&Write for Google Chrome (youtube.com)](#)

Examples of the Read&Write toolbar being used in Google Docs and websites: