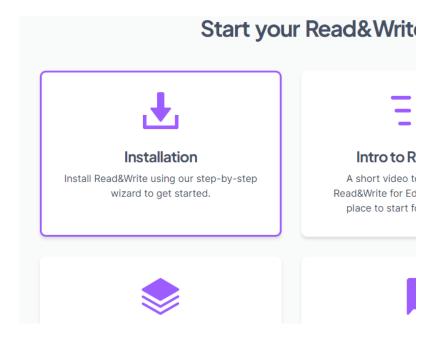
Read & Write Download and Installation instructions for use at home Portage College

February 2023

1. Go to https://academy.texthelp.com/read-and-write-education/. For these instructions, we used Google Chrome. There may be slight differences with other browsers.



2. Scroll down and click **Installation** button, this should open a Deployment Wizard in a new tab



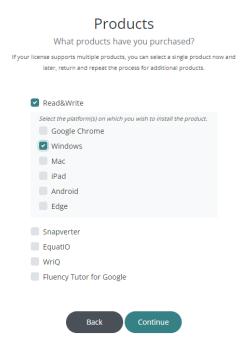
3. Select "I don't have a product code." And then Continue



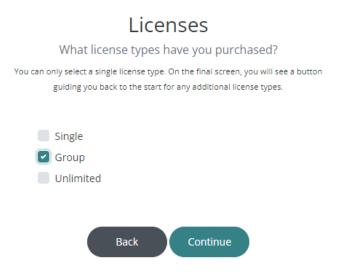
Planning to deploy? Let's get started!



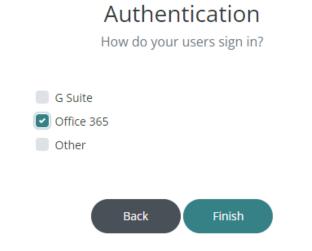
4. Select "Read&Write" then click on platform you use (Window, Mac OS, etc). Then **Continue**



5. Select "Group" for what license type you have purchased, then Continue



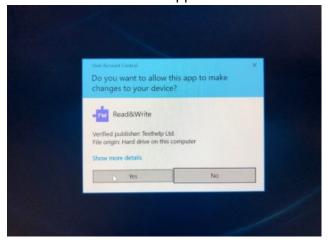
6. Select "Office 365" under Authentication, then Finish



7. Click the link under Download Products and choose the desired language



- 8. The download will begin automatically and can be located it your downloads folder. Click on the small down arrow and Show in folder.
- 9. Double click the file called read&write.exe and install the program by following the onscreen prompts.
- 10. Click on Yes to allow the application to install:





11. Once installed you will need to open the Read&Write software that just downloaded to your desktop



- 12. A small toolbar will appear on the top of the screen. Select the Read&Write logo to open a window in your browser
- 13. Select "Sign in with Microsoft" as the sign in method on the window that comes up.
- 14. Enter your Portage College email address in the format of: studentid@mymail.portagecollege.ca (replace studentid with your actual student ID number) and click Next.
- 15. Enter your student ID and password as prompted and click **Log In**. (If you are already logged into your Microsoft account on the device, it may skip this for you)
- 16. The taskbar should now appear on the top of your screen. You can now start using Read&Write on your device!



Tutorials on how the use the software after download

Windows

https://www.youtube.com/playlist?list=PLvSZbmGbKpCQEi1OB-nu-wA5KexHppO9C

Mac

https://www.youtube.com/playlist?list=PLvSZbmGbKpCSms6EDxSVm7oaysekYLIPZ

Chrome

https://www.youtube.com/playlist?list=PLvSZbmGbKpCTkk3S93CXtQWNf50f Ow3D

Please contact a member of the SLS team if you have questions on the various functions of the program.