

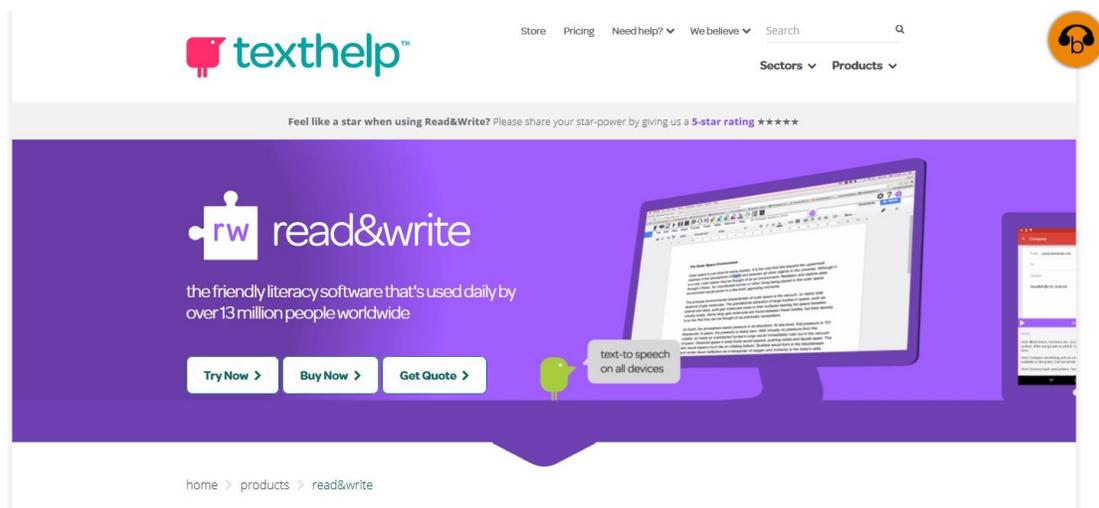
Install and Sign-In Instructions for IUP's Read&Write (with your IUP Microsoft Office365 account)

Please note, after installing IUP's Read&Write on your computer, you will be able to use it anywhere. In other words, you won't need to be connected to IUP's network. However, to use IUP's Read&Write you will always need to sign-in to the program via your IUP Microsoft Office365 account.

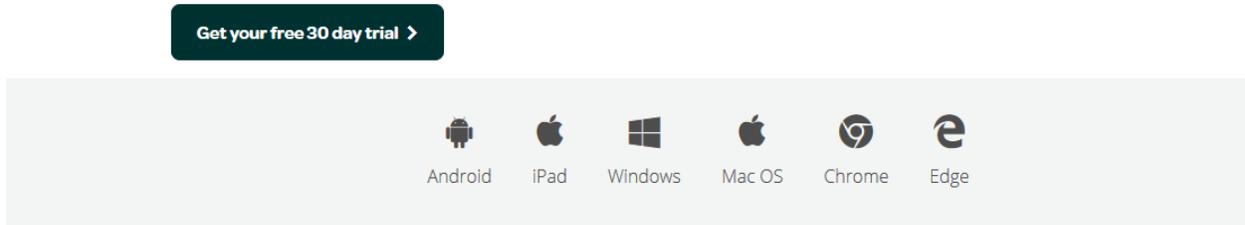
The instructions below are for installing and signing-in to Read&Write with Microsoft for a Windows operating system computer. If you are using a computer with a different type of operating system, the process should be similar. Detailed instructions for installing and signing-in to Read&Write with Microsoft for computers with other types of operating systems can be found on Read&Write's website at: <https://support.texthelp.com/help/readwrite-7fdf2ac>

For instance, directions for signing-in to Read&Write with Microsoft for a computer with a Mac operating system can be found at: <https://support.texthelp.com/help/readwrite-for-mac-signing-into-readwrite-with-microsoft>

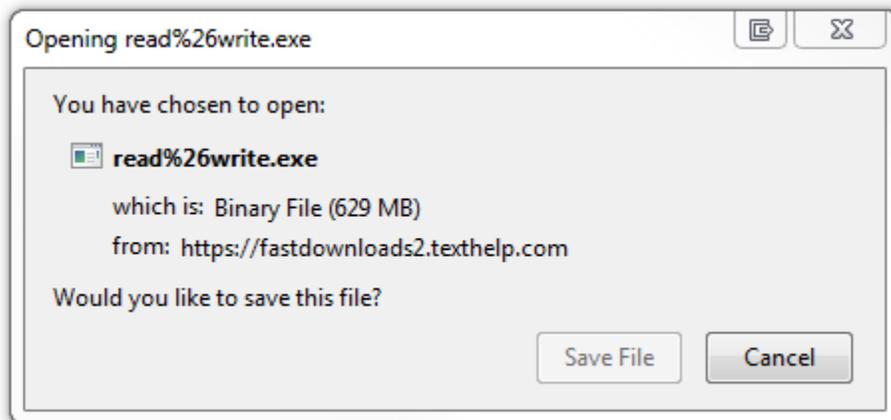
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- Before attempting to install Read&Write, you will need to make sure you have administrative rights/privileges to install software on your computer.
 - On Read&Write's website you will choose to download the trial version of Read&Write. However, the following process will result in allowing you to install the entire (i.e., non-trial) version of Read&Write on your computer (not simply the trial version).
Go to: <https://www.texthelp.com/en-us/products/read-write/>
 - Click on **“Try Now”**



- Choose your computer's operating system (for the following directions, it is assumed this will be a Windows operating system).

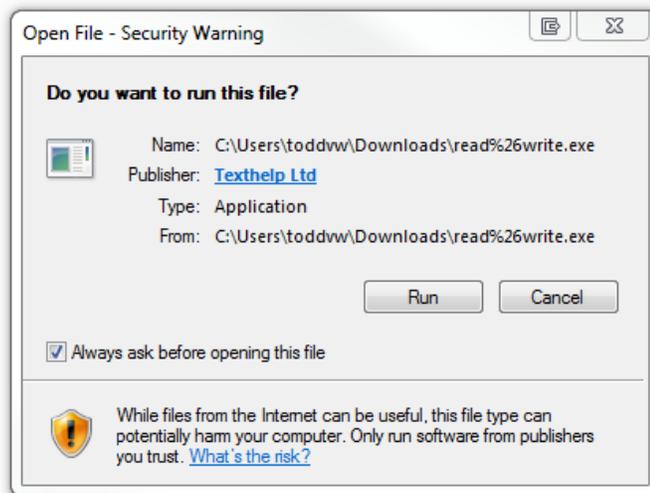


- Save the Read&Write downloadable .exe file.

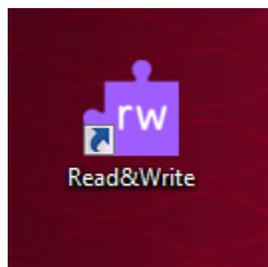


- Within your computer, go to where your computer has saved the Read&Write .exe installation file (by default on Windows computers this will usually be your “downloads” folder).
- Click on the Read&Write .exe file and choose “Run.”

Name	Date modified	Type	Size
 read%26write.exe	8/3/2018 9:09 AM	Application	643,828 KB



- Allow your computer to complete the entire installation process (prompt it to continue doing so when your computer asks for various permissions).
- Once installed, find the Read&Write icon on your computer’s desktop. (If your computer didn’t automatically place an icon on your desktop you may need to search for Read&Write among your computer’s other installed programs. In Windows, click on your “Start” icon, and enter “Read&Write” in the search bar.)



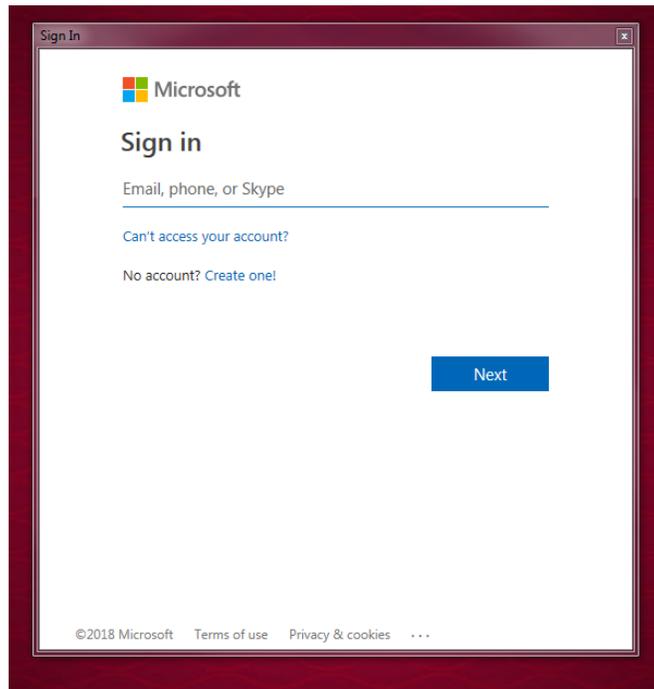
- Once Read&Write is launched on your computer, a blue Read&Write toolbar should appear on your desktop. (It may be the shorter version of the tool bar, as pictured below, or the longer/complete version of the tool bar.)



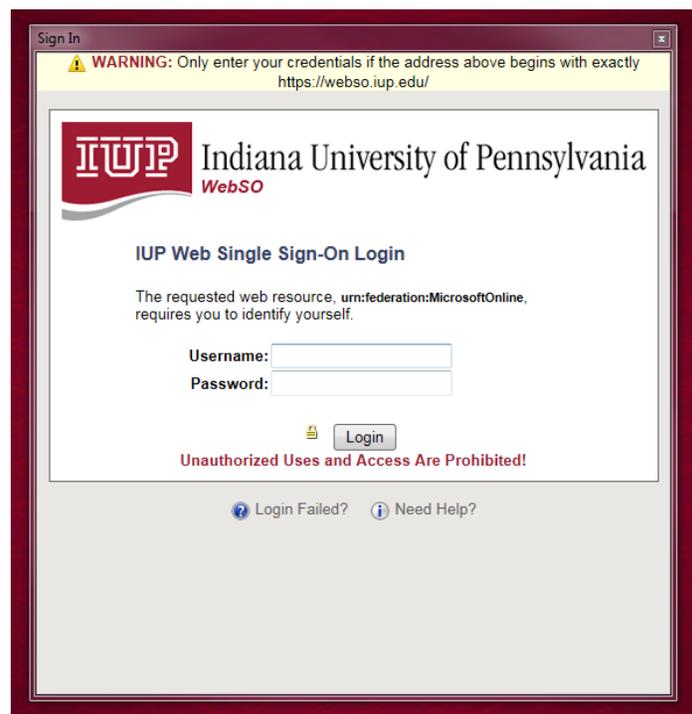
- You should then automatically see a prompt to sign-in to Read&Write. Because IUP's Read&Write runs through your IUP Microsoft Office365 account, you should choose **"Sign in with Microsoft."** If you aren't automatically given the sign-in prompt (below), click on the Read&Write toolbar sign-in icon that looks like a person (i.e., human head and chest), located in the upper right-hand corner of the blue Read&Write toolbar (see above).



- Then type your IUP email address and click “Next.”



- Then enter your IUP username and password for the IUP Web Single Sign-On Login prompt:



- Once you give your computer permission to sign-in to Read&Write via your IUP Office365 account you should now be ready to use Read&Write. Please note, each time you newly boot-up your computer and open the Read&Write program for the first time, you'll probably be required to sign-in via your IUP Office365 account and IUP username/password.
- Lastly, to fully use Read&Write on your computer's web browser, you will need to install the Read&Write extension for the particular web browser you use. The first time you launch your web browser with Read&Write your web browser may automatically detect that it needs to download the Read&Write extension and may automatically ask you for permission to do so. If not, you may need to search for and install the "Read&Write" extension for the particular web browser that you use.