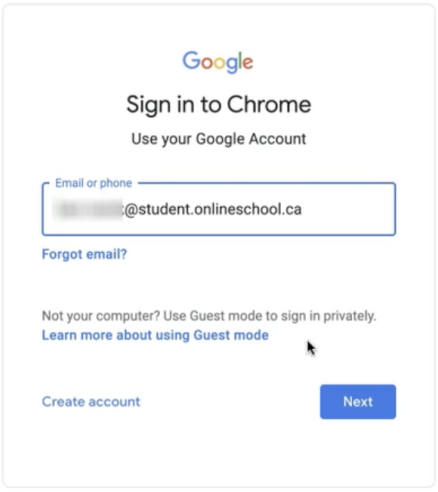
Getting Started With Read&Write

Watch this short video to learn how to install the Read&Write extension on your Google Chrome browser. If you prefer, there are step-by-step written instructions with screenshots below the video.

Step-By-Step Instructions

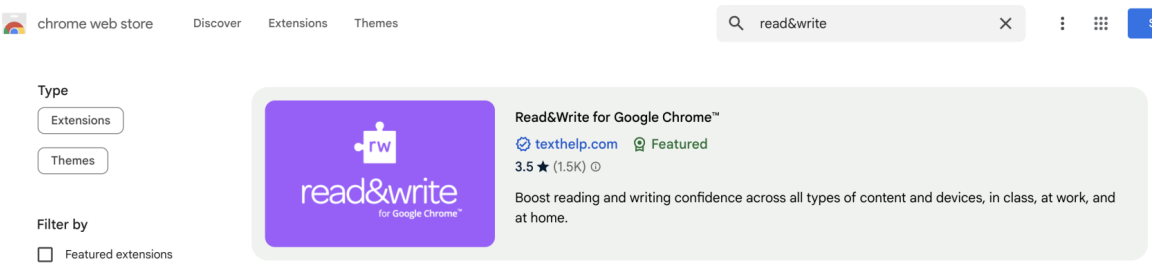
There are four steps to get started with Read&Write.

Step 1: Log into the Google Chrome browser by clicking the circle in the top right corner, then entering your HCOS or Flex Academy username and password.

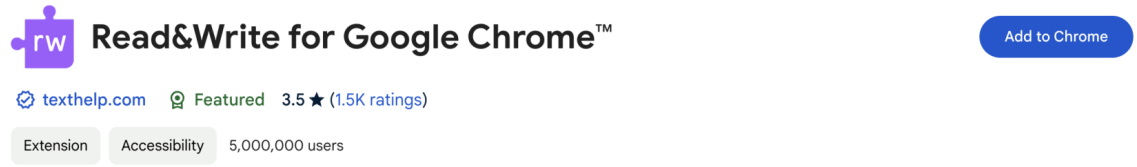


> If you do not have the Google Chrome browser, download it here.

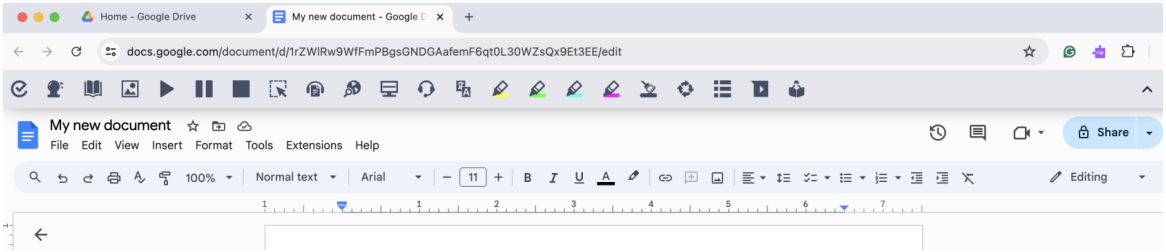
Step 2: Navigate to the Chrome Web Store and search for the Read&Write extension.



Step 3: Click the blue "Add to Chrome" button.



Step 4: Click the Read&Write extension to activate the Read&Write toolbar when working in Google Workspace apps or browsing websites in the Chrome browser.



> To learn more about how to use each feature of the Read&Write toolbar, visit the Using Read&Write SOPHIE page.

Revision #42
Created 20 September 2019 17:56:16 by Steve Bastian
Updated 26 September 2025 19:38:44 by Karen Roeck