1. To access Office 365 online go to the library website and scroll to the bottom of the page. Click on the link Office 365 for Education.

2. Put your Student or Staff email address in and click get started.

3. Select if you are a student or teacher.
IMMERSIVE READER WORDS 365 HELP SHEET

4. Click Sign in and then OK, got it. You will already have an account set up.

5. Open Word

6. On the tab at the top of the document select view and then Immersive Reader.

7. Immersive reader will open. Click the play button and it will read the text aloud. The speaker symbol next to play allows you to edit the voice options.
8. There are 3 options in the right hand corner. The first edits the text, the second highlights grammar and syllables and the third lets you translate and turn on the picture dictionary.

![Immersive Reader options](image)

Hello, I'm Patrick, how are you today?

Everything is great thanks, how are you?

9. The Grammar option highlights verbs, nouns and adjectives in different colours. If the picture dictionary is on click on a word and it will bring up an image related to the word. It does not work with all words however.

Hello, I'm Patrick, how are you today?

Everything is great thanks, how are you?

10. Click on syllables to break up words and show labels to label each word by grammatical element. To exit the reader click on the arrow in the top left hand corner of the screen.

![Immersive Reader syllables](image)