# Read&Write Installation Instructions for Windows

Important! **Follow each of the steps provided here.** Be sure to login with your Office 365 account as explained below so the 30-day free trial will convert to the full version of Read&Write.

**Staff: If you see a prompt to enter an admin username and password, and you are not an administrator on your Dickinson computer, please contact Helpdesk@dickinson.edu to install Read&Write for you.

1. Go to https://www.texthelp.com/en-us/products/read-write/. Click "Try Now". It looks like this:
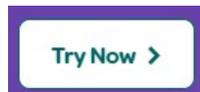
2. Click **Choose your platform**. Select the **Windows** download (for PCs) and click **Install**. Then use the drop-down arrow to select "Read & Write for Windows – US". The installation (.exe) file will then start downloading.
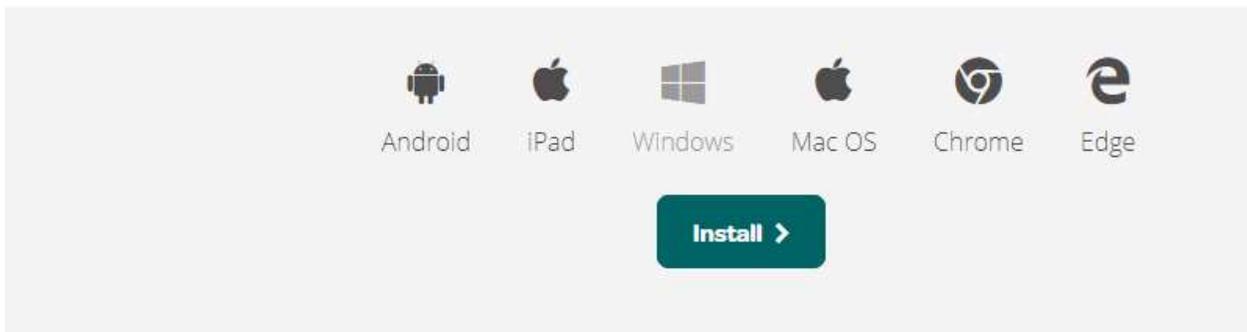
3. Depending on the web browser you are using, either click the downloaded .exe file or click "Run" to begin the installation.

4. Once downloaded, click the file for the installation to begin. If prompted with the question "Do you want to allow this app to make changes to your device?", click **Yes**.

5. On the User Terms box, click **Accept and Install**.
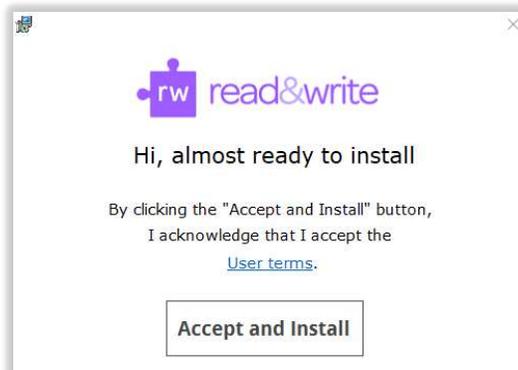
6. A Read&Write icon like the one to the right may show on your desktop. [If you don't see it, go to your applications list, and look under "Text Help." Click and drag the icon down to your computer's toolbar.] Double click the icon to open Read&Write.

7. Click the **menu icon** on the far right of the Read&Write toolbar.

8. Click **Sign in with Microsoft**
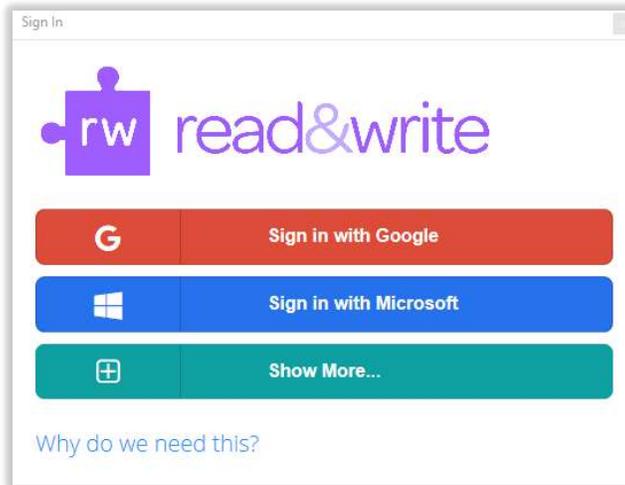
9. Enter your Office 365 username and password (the same as what you use for your Dickinson email). If you are already logged in to Office 365, you will only need to provide your username.

10. Click **Get Started**.