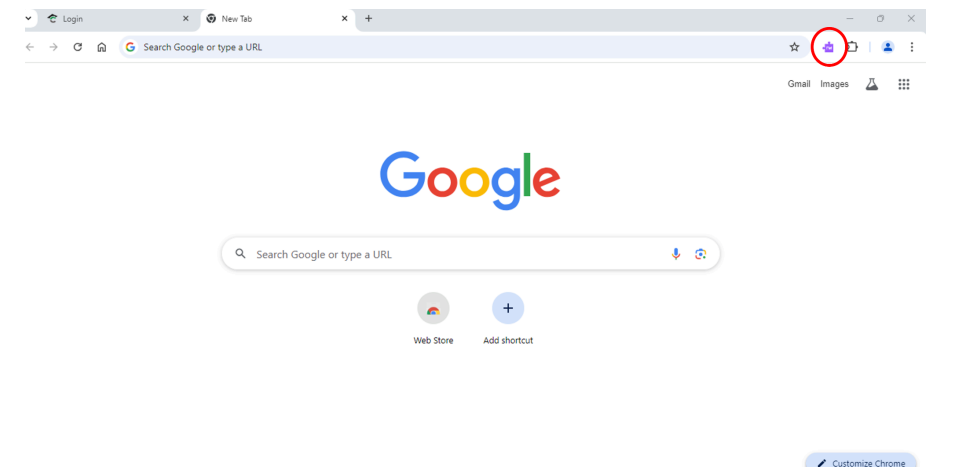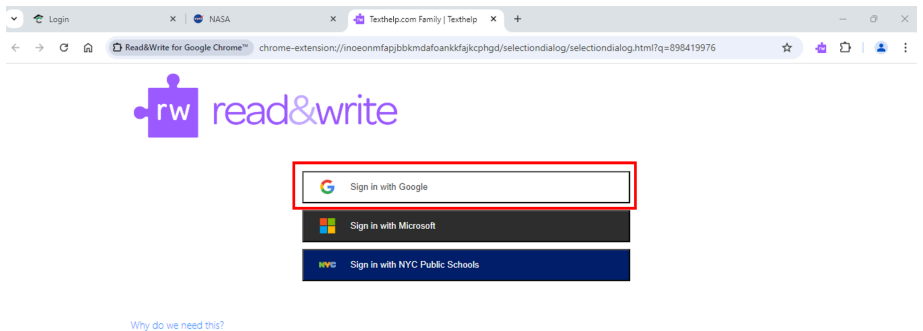| Pinning the Extension: Steps 1 – 3	*Steps 1-3 will be done only ONE time.*
Step 1: **Click** on the **puzzle piece**.	
Step 2: **Scroll** the list and **click** on the **thumbtack** next to Read&Write for Google Chrome.	
Step 3: The icon for Read&Write will now appear on the Chrome toolbar.	
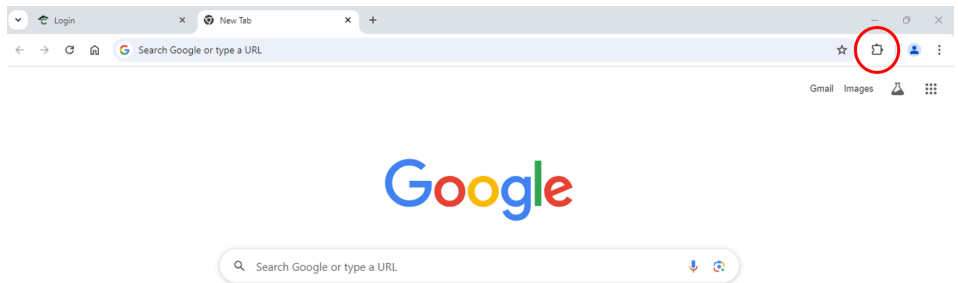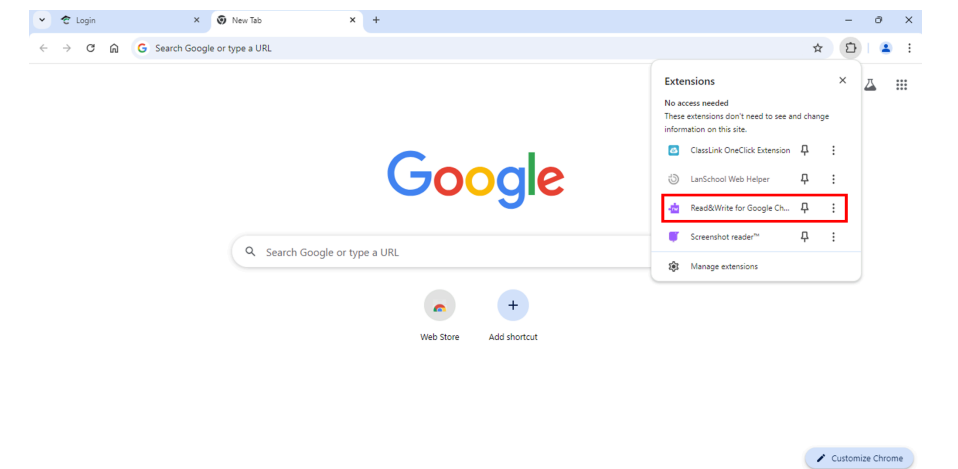
Logging into Read&Write

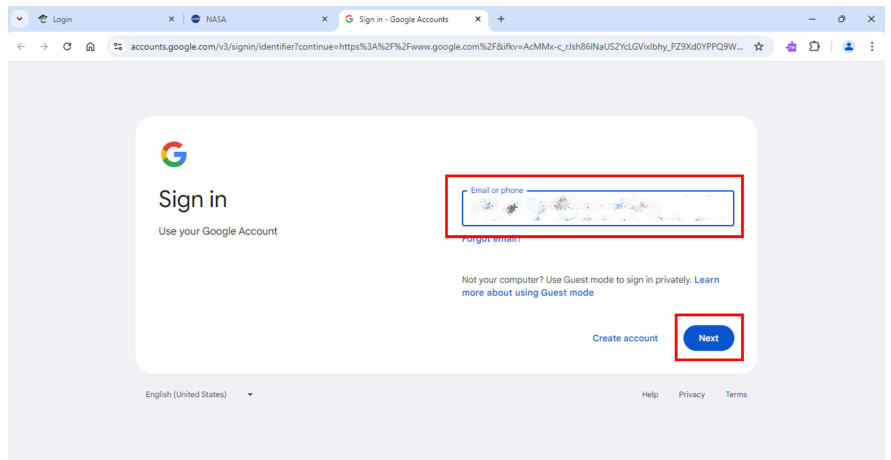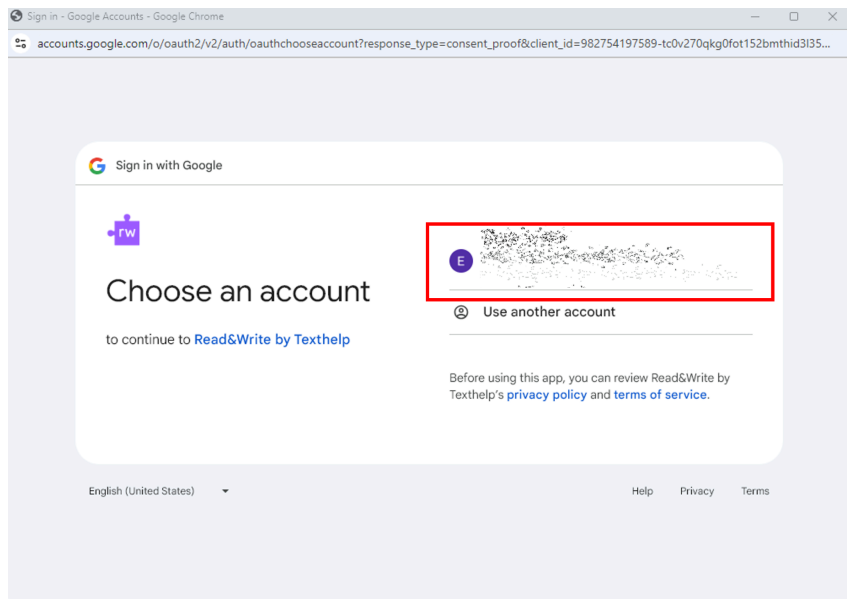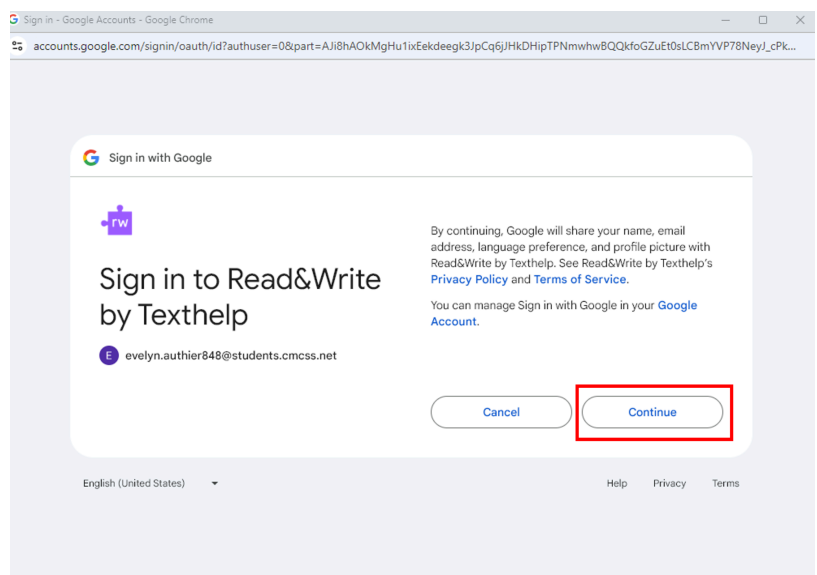|	
Step 4: To open, **click** on the R&W purple puzzle piece (Read&Write icon). **Click** on **Sign In with Google**.	
Step 5: If the CMCSS student email address does not populate, **type** in the CMCSS student email address. **Click** **Next**.	

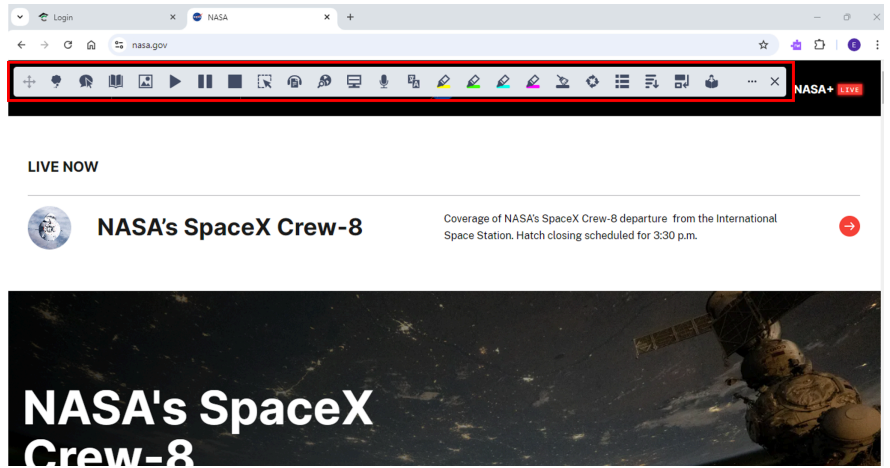|	
Step 6: **Select** the **CMCSS Google account**.	
Step 7: **Click** Continue.	

Step 8:

The Read&Write menu will open and is ready for use.

Note: Once these steps have been followed, future use will only require Steps 5 – 7.