

Immersive Reader in Office 365 (Online) (Word and One Note)

1. Open Office 365 (<https://www.comoxvalleyschools.ca/>, Office 365)

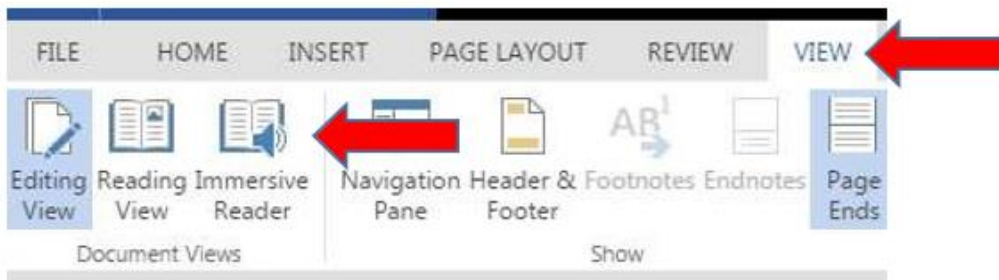


2. Open Word or One Note



3. Select and New blank document, Recent, or Saved document.
Make sure there is text in the document. Type or Copy and Paste some text into the document.

Select the View Tab and Immersive Reader



4. An Immersive Reader window will open providing access to Text to Speech, Fonts and Text Contrast options and Reading Comprehension supports.



*If it does not automatically recognize that the text is French. To use Immersive Reader in French **select the text and right click**. Select **Set Proofing Language** and **Select French (Canada)** and **OK**

