MS Editor Students User Guide

Students

Click on the links to direct to specific devices

[SSOE ACAD Devices (Windows/Mac)](#)

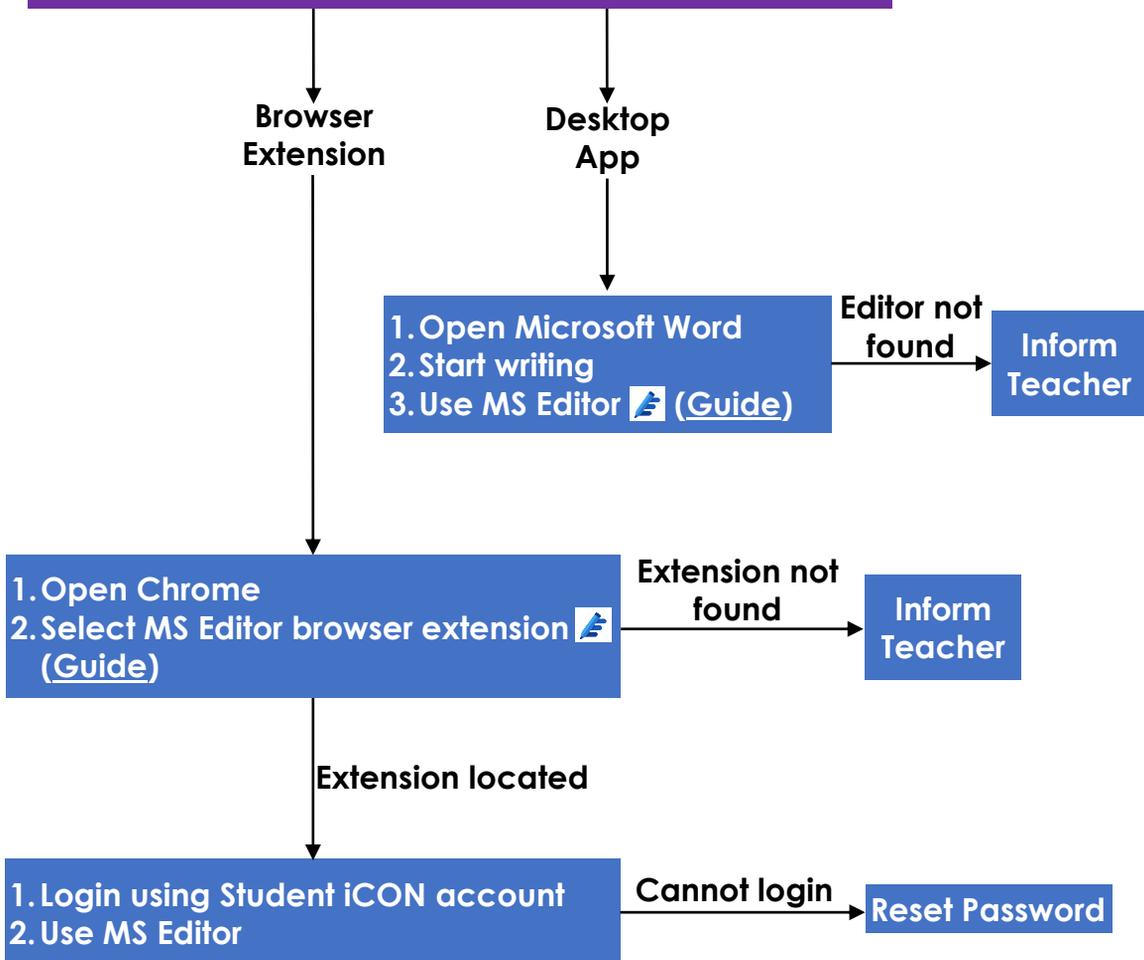## [Chromebook (School Devices)](#)

[Chromebook PLDs](#)

[Windows PLDs](#)

[iPad PLDs](#)

Students

SSOE ACAD Devices (Windows/Mac)

Browser Extension

Desktop App

1. Open Microsoft Word
2. Start writing
3. Use MS Editor 📝 (Guide)

Editor not found → **Inform Teacher**

1. Open Chrome
2. Select MS Editor browser extension 📝 (Guide)

Extension not found → **Inform Teacher**

Extension located
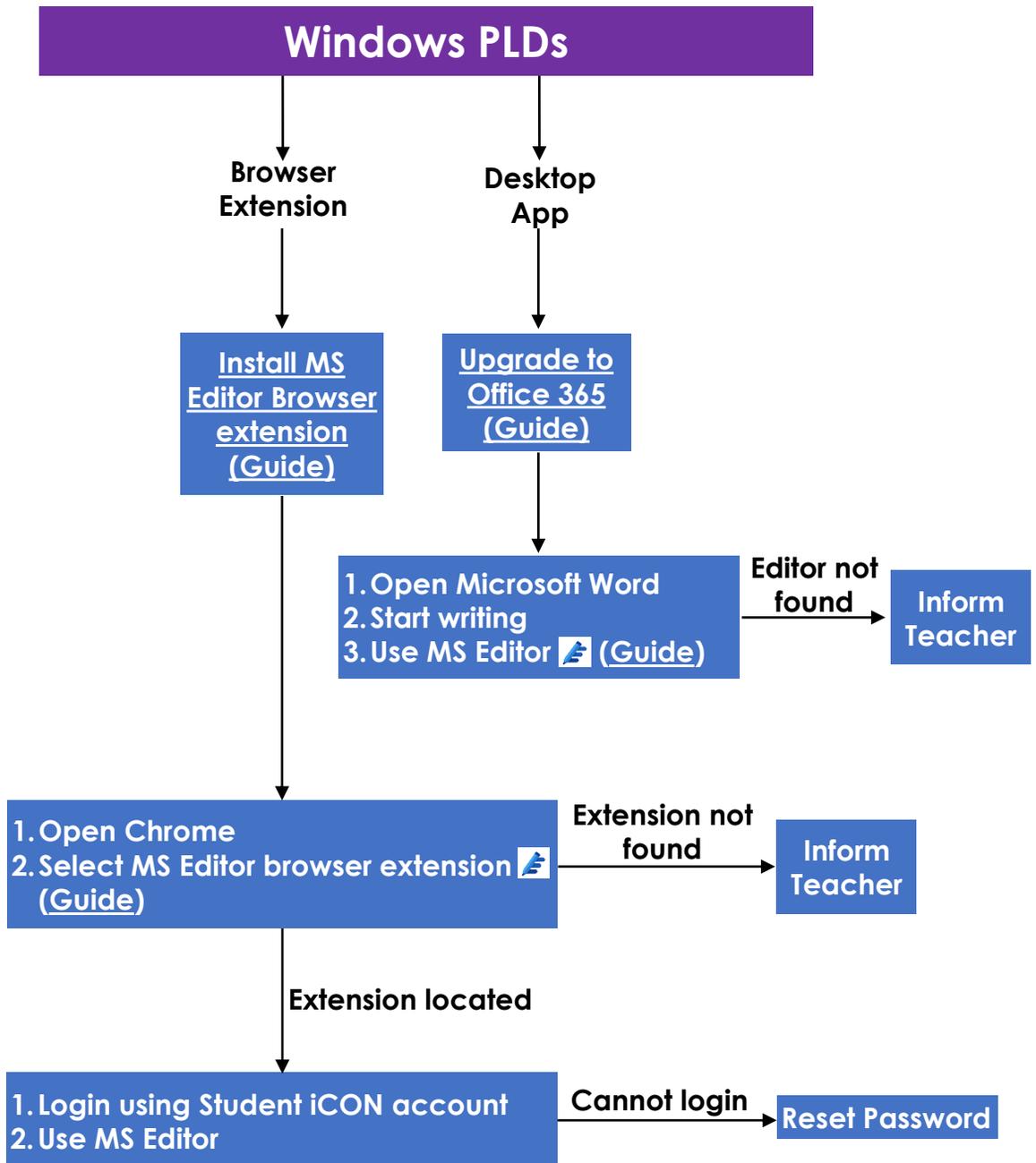
1. Login using Student iCON account
2. Use MS Editor

Cannot login → **Reset Password**

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Chromebook (School Devices)

Browser Extension

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Chromebook PLDs

Browser Extension

1. **Open Chrome**
2. **Select MS Editor browser extension 🖊 (Guide)**

Extension not found → **Inform Teacher**

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Windows PLDs

Browser Extension

Desktop App

Install MS Editor Browser extension (Guide)

Upgrade to Office 365 (Guide)

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Editor not found → **Inform Teacher**

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Students

iPad PLDs

Information will be
provided in due
course.

Installation Guide for Browser Extension

Step	Instructions	Reference Screenshots
1.	Access chrome webstore (https://chrome.google.com/webstore) and search for **Microsoft Editor**. Alternatively, access the extension link here.	
2.	Click **Add to Chrome** and select **Add extension**.	
3.	Enter your Student iCON account into the pop out window.	
4.	Access MS Editor extension via the **Extensions**.	
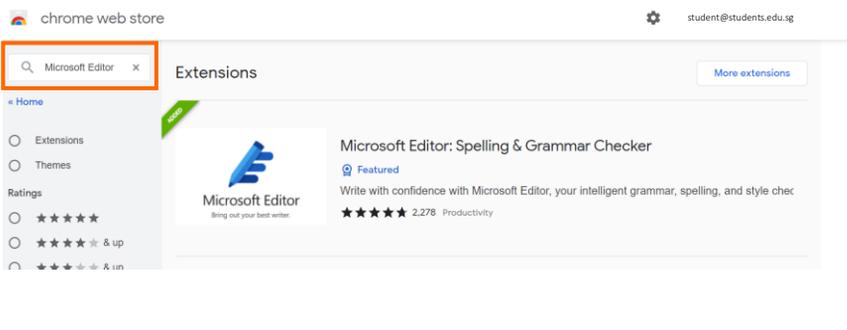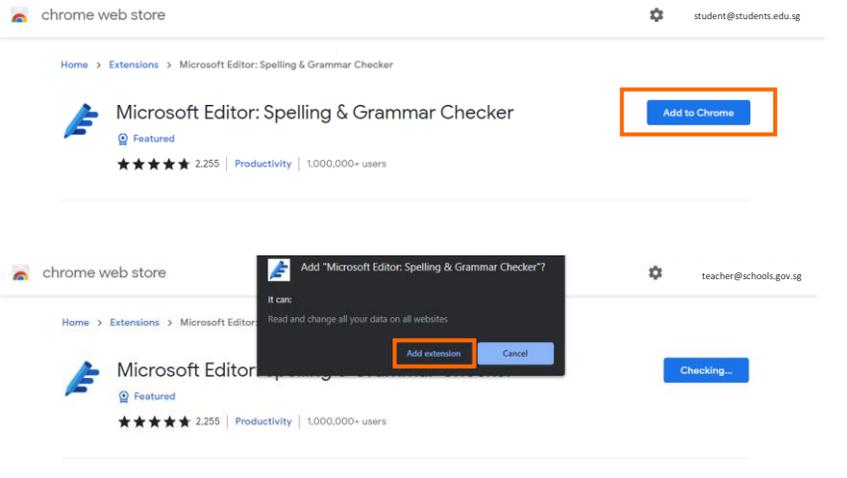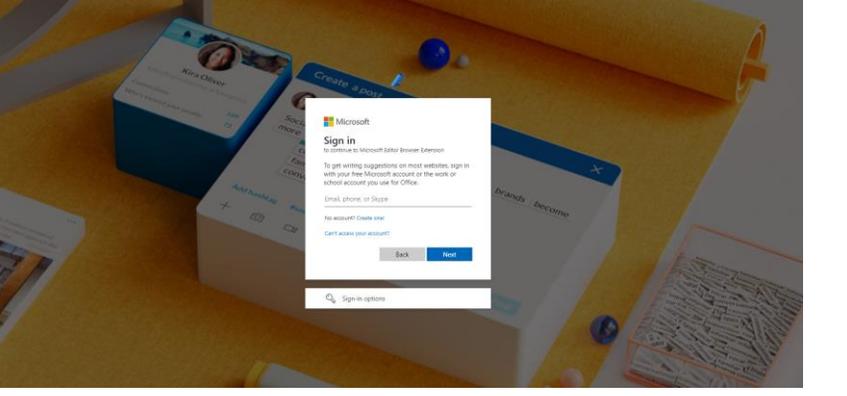
Installation Guide for Browser Extension

Step	Instructions	Reference Screenshots
5.	Click on the pin icon to easily access MS Editor.	

Office 365 Upgrade Guide for Windows PLDs

Step	Instructions	Reference Screenshots
1.	(a) Open Microsoft Word and Select **Account**. (b) Select **Office Updates**.	
2.	Select **Upgrade Now**.	
3.	A pop out "Downloading Office updates" should appear.	

Office 365 Upgrade Guide for Windows PLDs

Step	Instructions	Reference Screenshots
4.	The upgraded Office version should be Version 2204 (Build 15128.20178).	About Word Learn more about Word, Support, Product ID, and Copyright information. Version 2204 (Build 15128.20178 Click-to-Run) Current Channel What's New See the most recently installed updates.
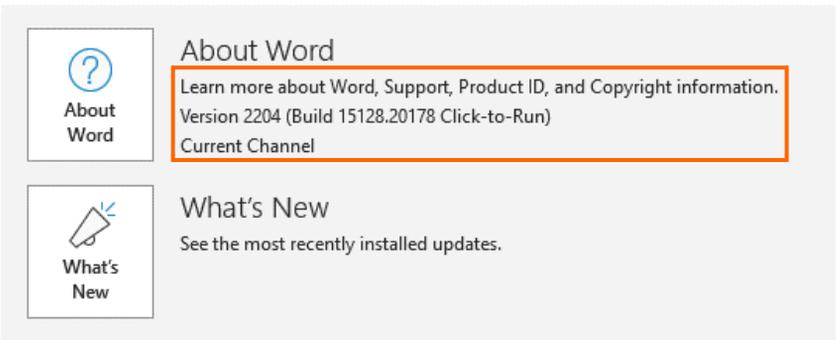
User Guide for Desktop App

Step	Instructions	Reference Screenshots
1.	Enter writing on Microsoft Word and click on **Editor** icon.	
2.	Move your mouse cursor over individual underlined words or click on categories under **Corrections** or **Refinements** for writing suggestions.	
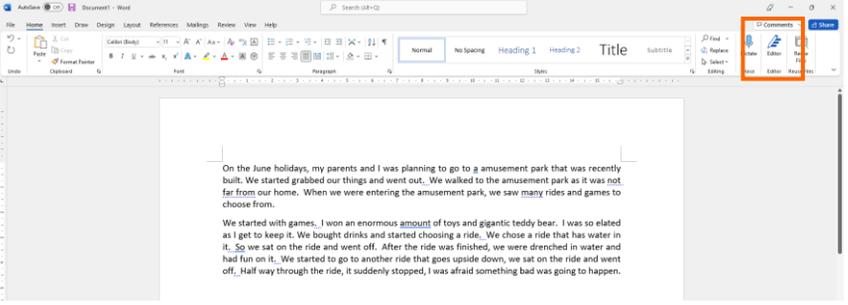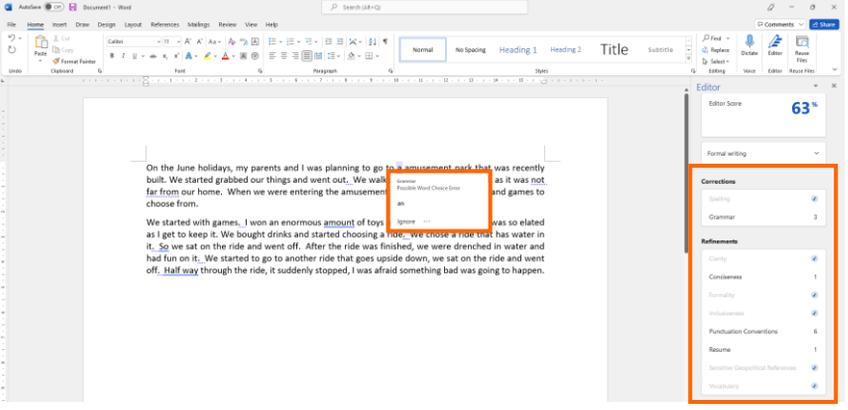
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User Guide for Browser Extension

No.	Content (click on titles to navigate)
1.	**How do I pin MS Editor on the browser toolbar?**
2.	**How do I toggle on/off MS Editor?**
3.	**How do I add/remove languages on MS Editor?**

How do I pin MS Editor on the browser toolbar?

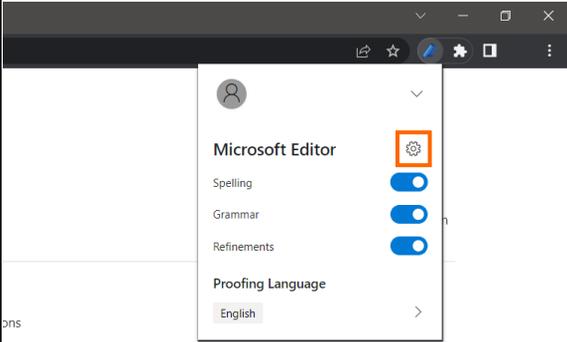| Step	Instructions	Reference Screenshots
1.	Open **Chrome browser** and click on the **puzzle** icon.	
2.	Click on the pin icon to easily access MS Editor.	
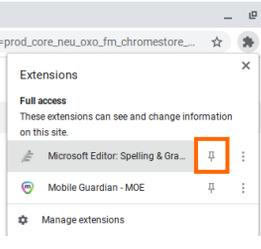
How do I toggle on/off MS Editor?

Step	Instructions	Reference Screenshots
1.	Click on the settings button.	
2.	Click on the **on/off** switch.	
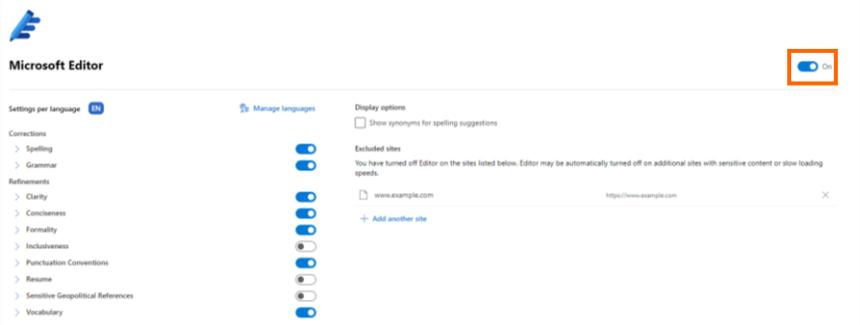
How do I add/remove languages on MS Editor?
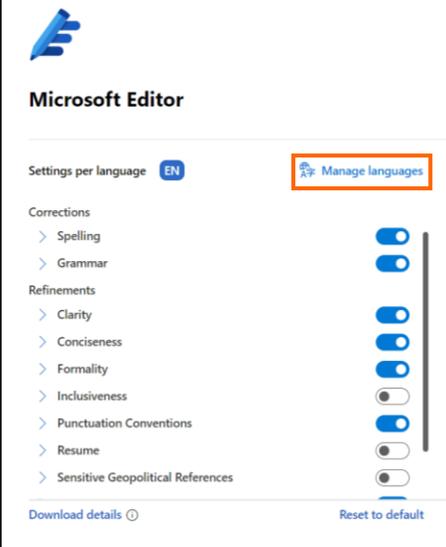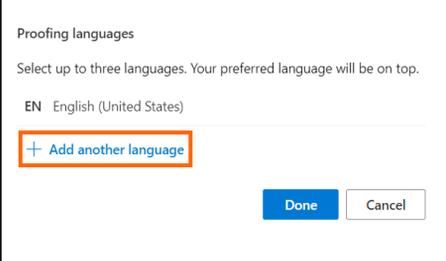
Step	Instructions	Reference Screenshots
1.	Click on the settings button.	
2.	Click on **Manage languages**	
3	Click on **Add another language** in the pop up window and select the preferred language.	
4	Click **add** followed by **done**.	