



This guide will show you how to access **immersive reader** in Office 365 for Microsoft Word and Outlook

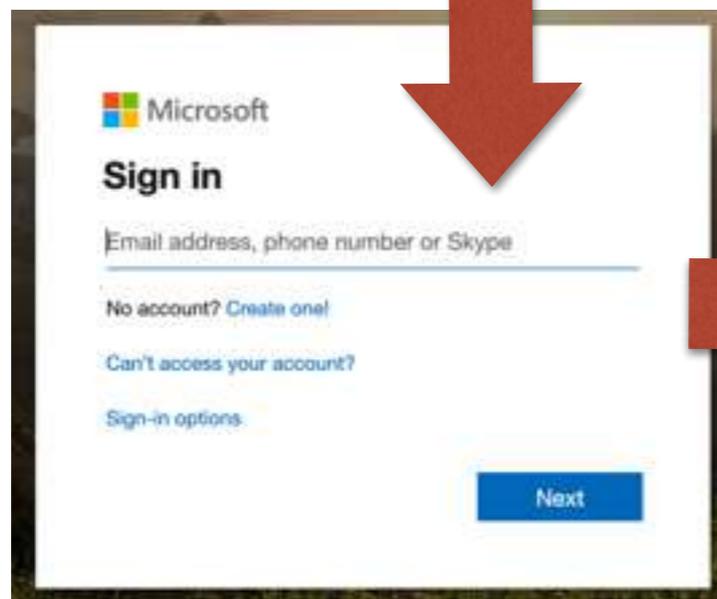
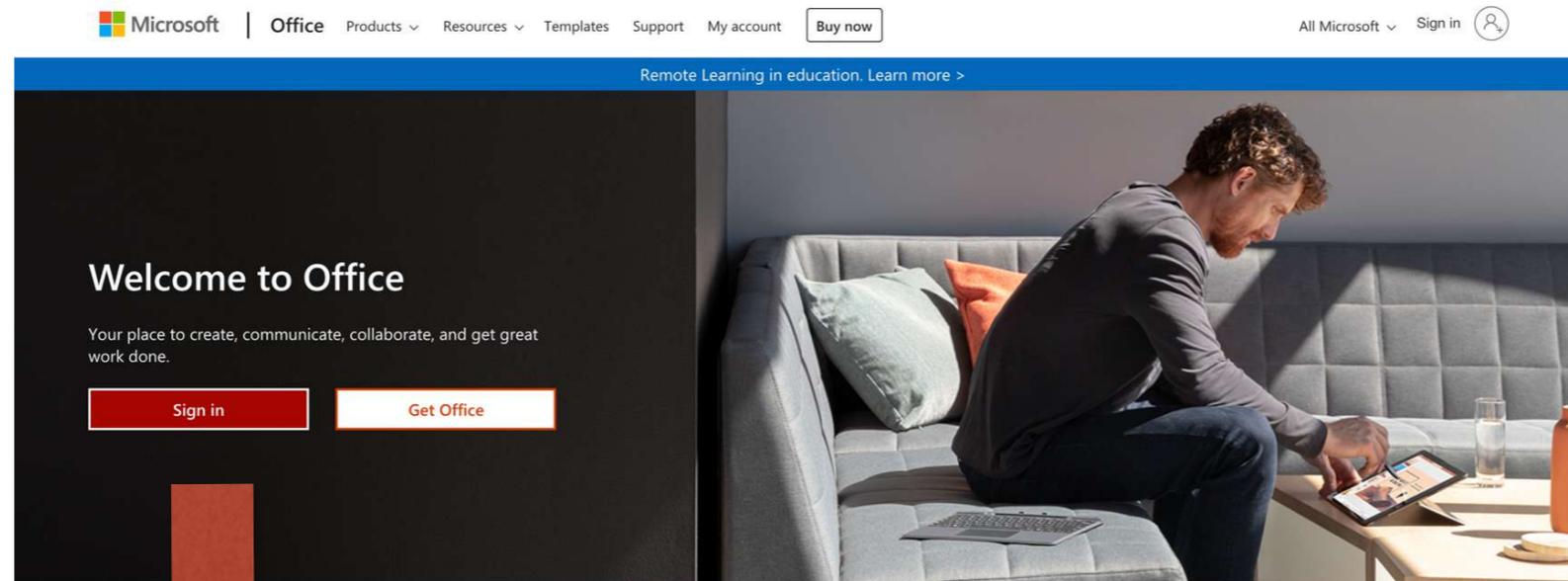
Immersive Reader is a full screen reading experience to increase readability of content in Microsoft Word and Outlook. It is designed to support students with dyslexia and dysgraphia in the classroom, but can support anyone who wants to make reading on their device easier.



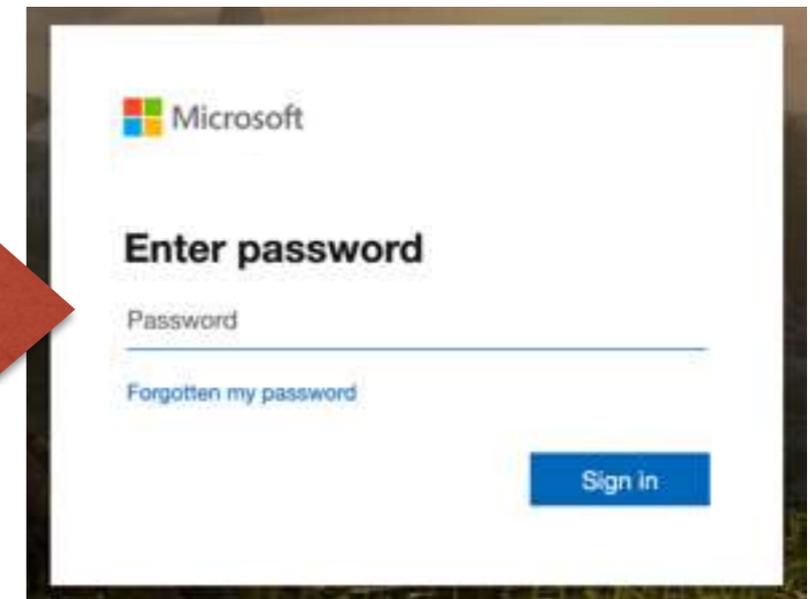
STEP: 1 Log On

Click on:

Sign in



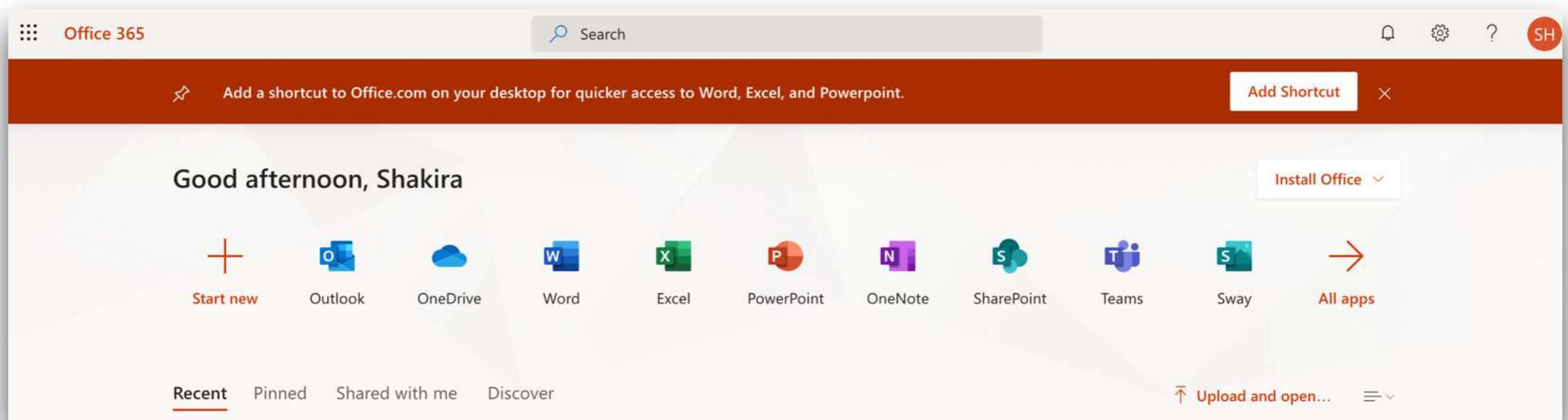
Type in your school email that has been provided.



Type in your school password that has been provided.

STEP: 2

You now have access to applications that you have been learning to use in your ICT lessons.

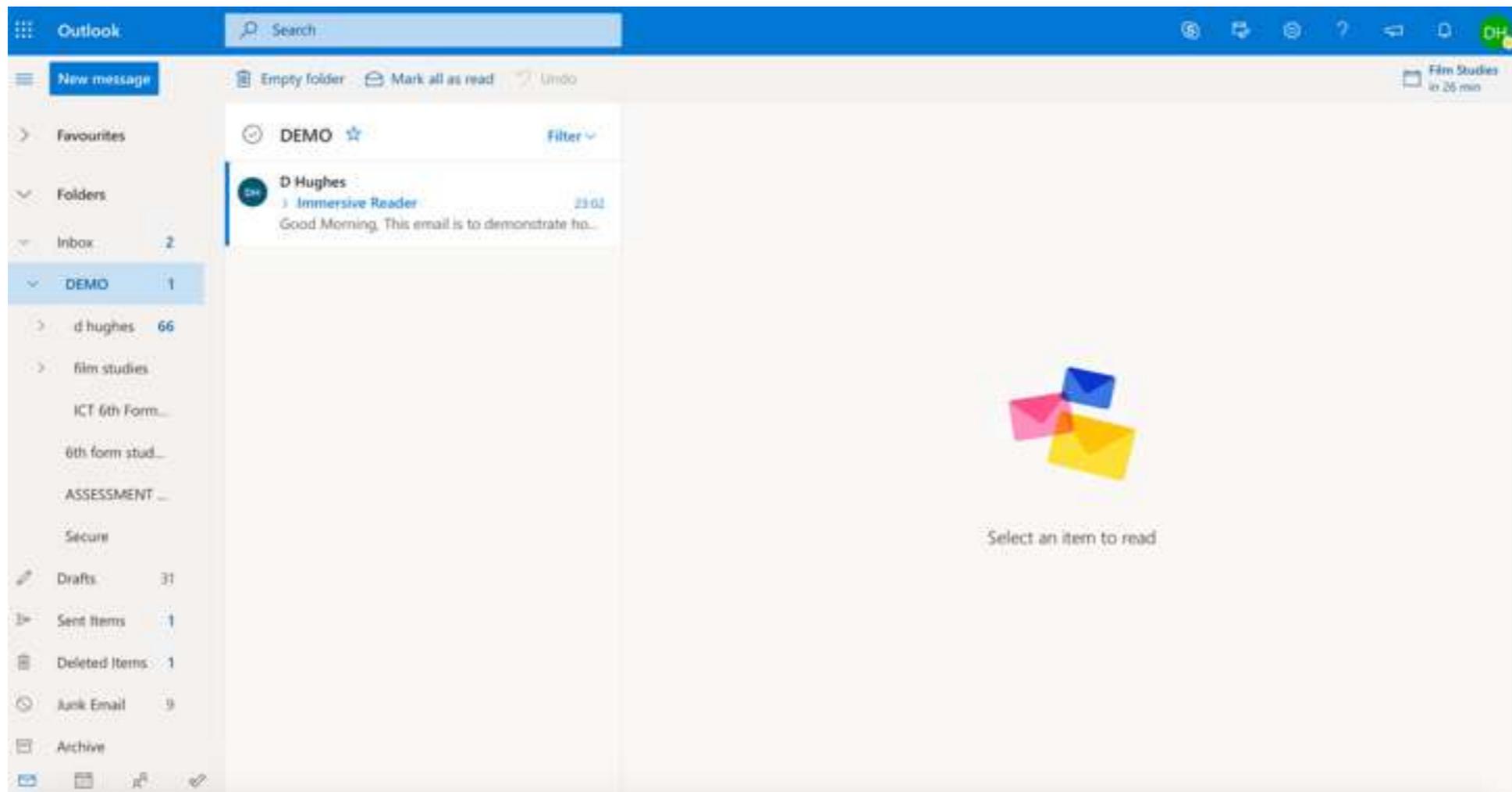


Select:



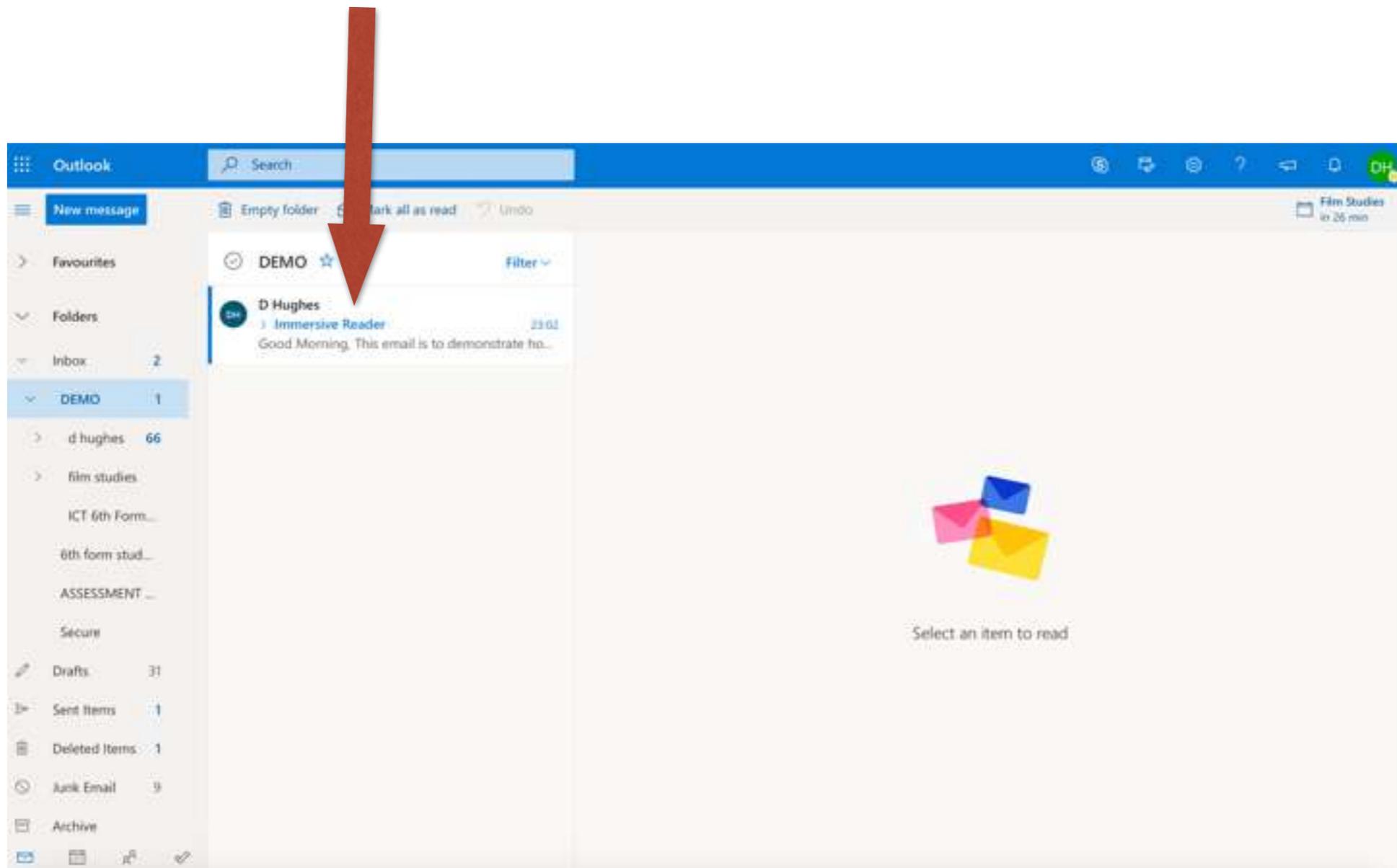
Outlook

You now have access to your school emails and can send and receive messages. Sometimes messages can be difficult to read.



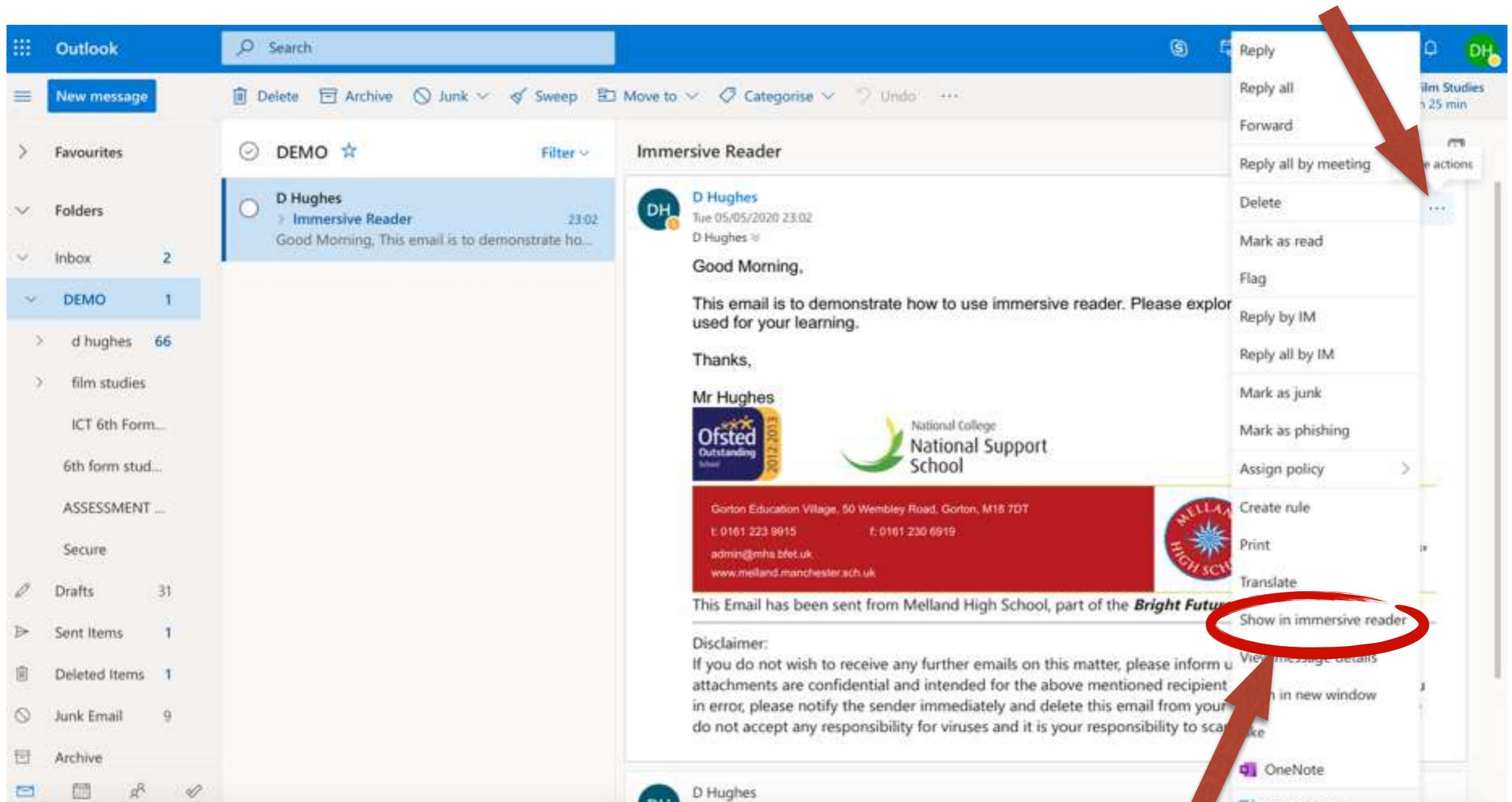
TASK: Reading an email

Select the message you would like to have read to you

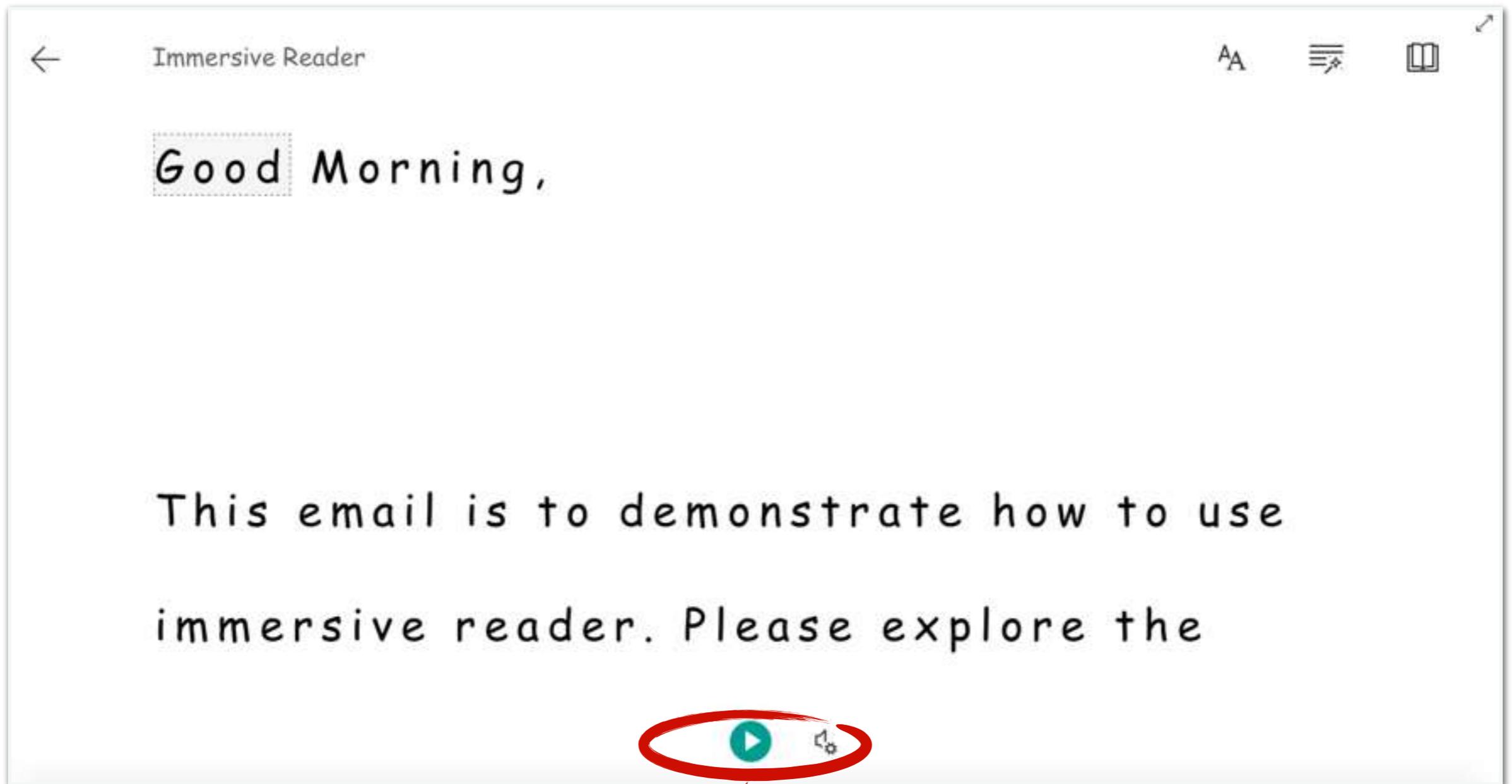


TASK: Reading an email

Select the three dots on the corner of the email

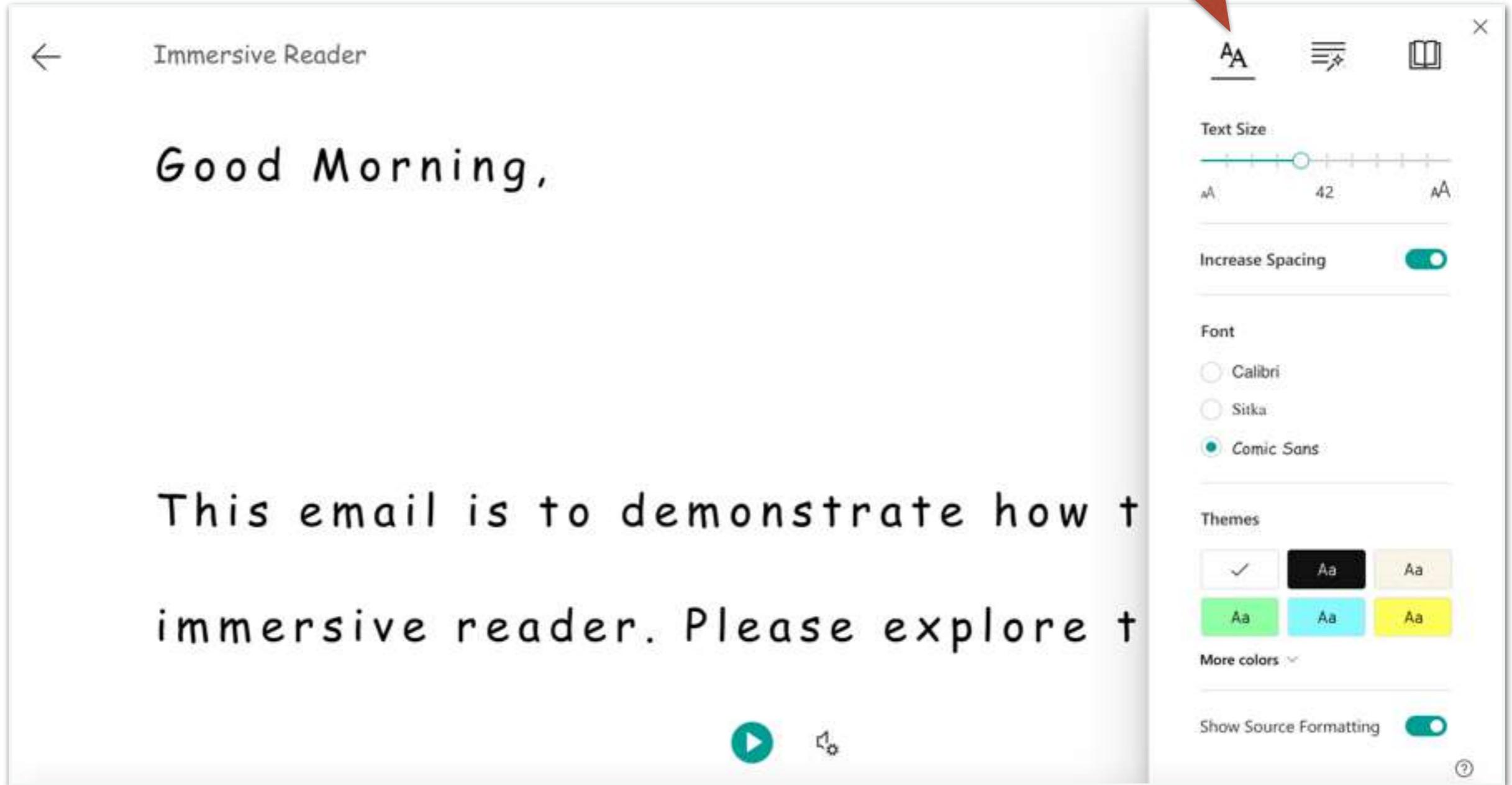


Select the '*show in immersive reader*' option.

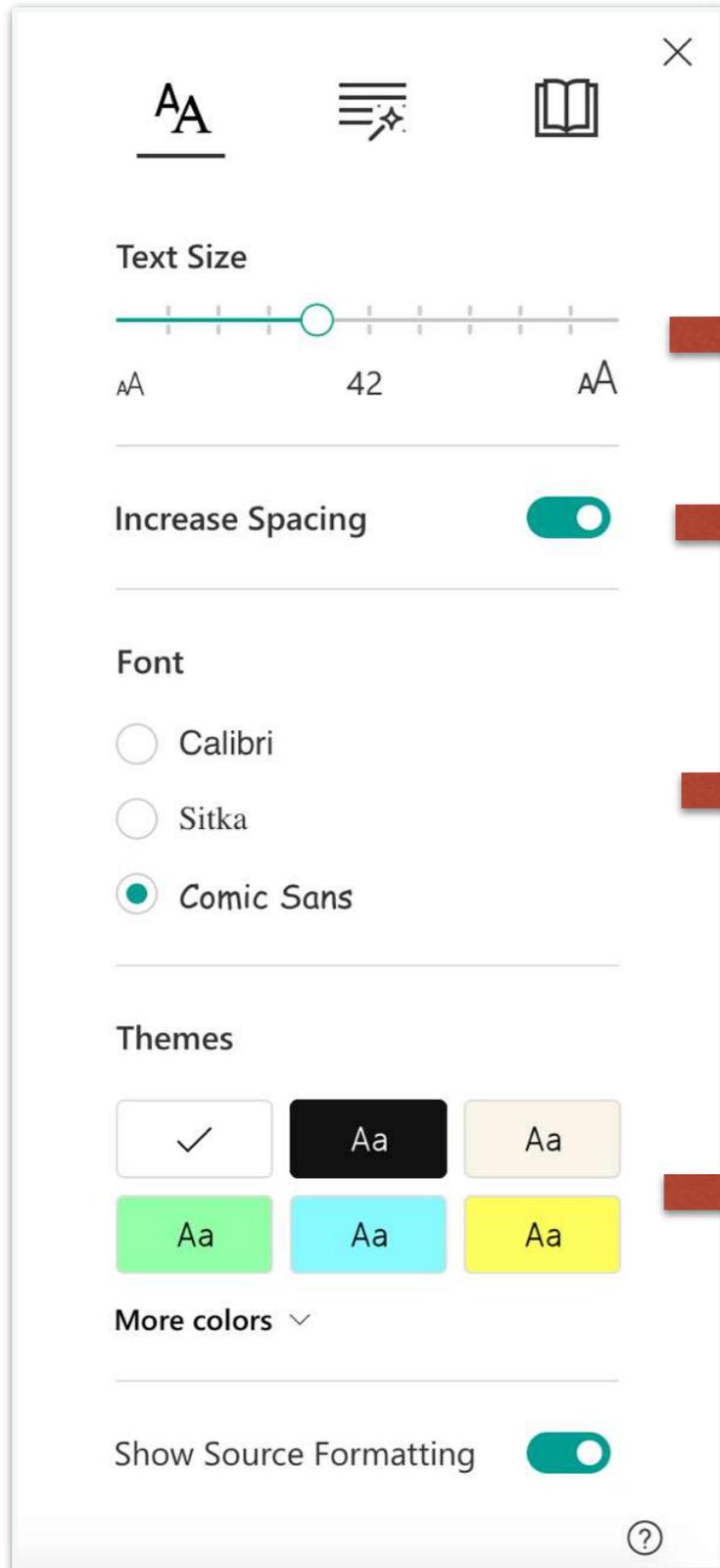
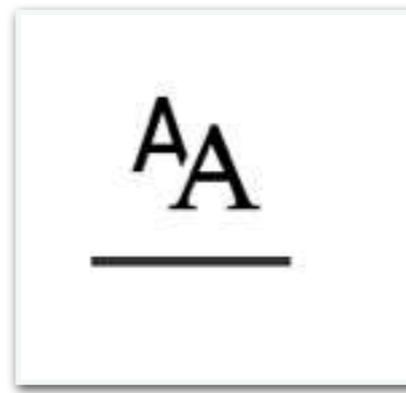


Select the play button and the device will read the email to you.

Select the text preferences for more support options



The screenshot displays the Immersive Reader interface. On the left, the text "Good Morning," and "This email is to demonstrate how t
immersive reader. Please explore t" is shown in a large, black, monospaced font. On the right, a settings panel is open, featuring a red arrow pointing to the "AA" icon. The settings panel includes a "Text Size" slider set to 42, an "Increase Spacing" toggle that is turned on, a "Font" section with radio buttons for Calibri, Sitka, and Comic Sans (which is selected), and a "Themes" section with six color-coded buttons (white, black, beige, green, cyan, yellow). The "More colors" dropdown is visible below the theme buttons. At the bottom of the settings panel, the "Show Source Formatting" toggle is also turned on. The interface includes a back arrow, a play button, and a settings gear icon at the bottom of the main content area.



Change the text size



Change space in between words

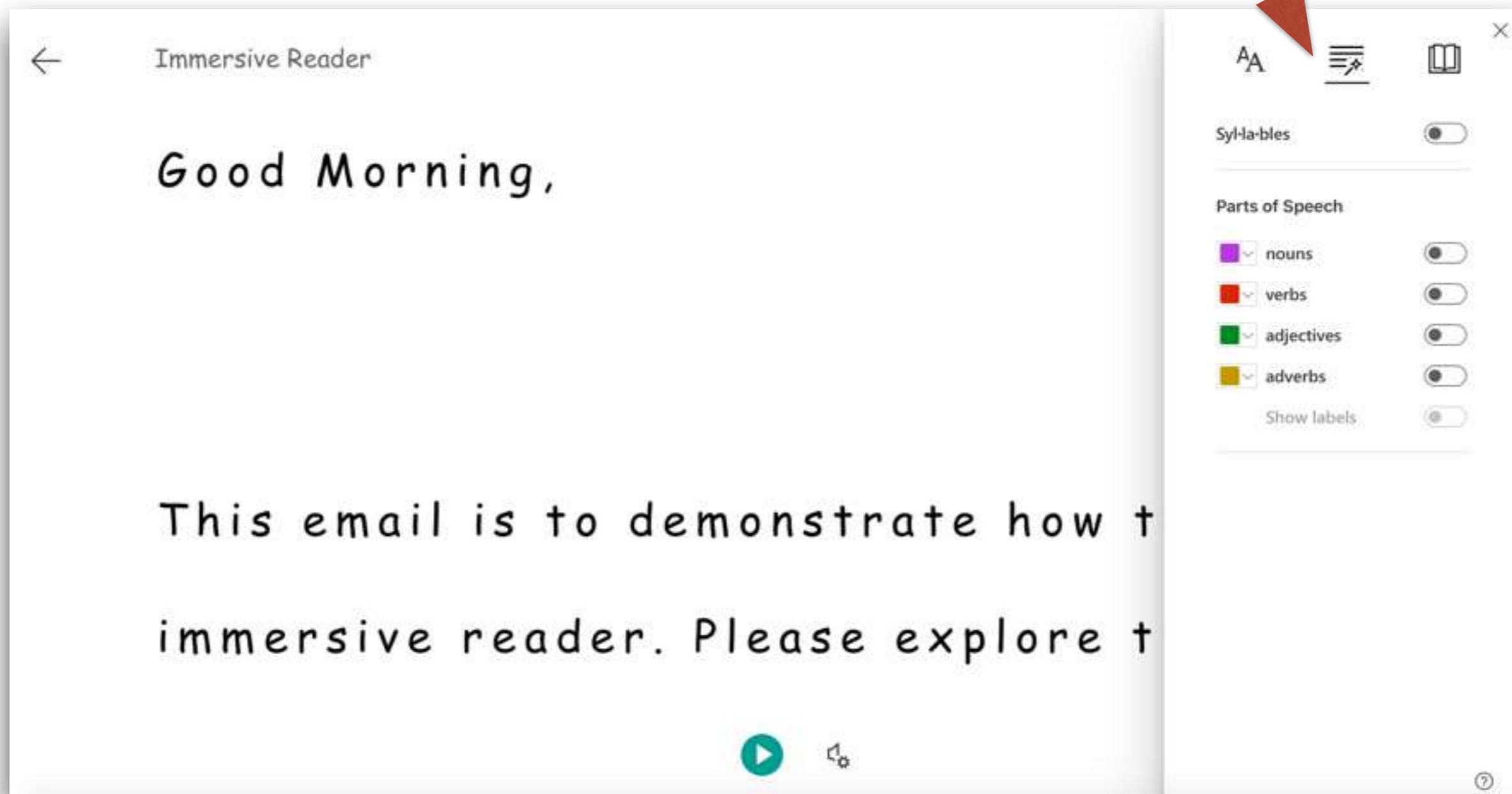


Change the font



Change the background colour

Select the Grammar icon for more support options



The screenshot shows the Immersive Reader application interface. On the left, the text "Good Morning," is displayed in a large, black, monospaced font. Below it, another line of text reads "This email is to demonstrate how t
immersive reader. Please explore t". At the bottom center, there is a green play button icon and a gear icon. On the right side, a settings panel is open, featuring a red arrow pointing to the Grammar icon (represented by a list with a pencil). The settings panel includes a "Syllables" toggle, a "Parts of Speech" section with color-coded dropdowns and toggles for "nouns", "verbs", "adjectives", and "adverbs", and a "Show labels" toggle. A close button (X) is located in the top right corner of the settings panel, and a help icon (?) is in the bottom right corner.



Change the colour of the different grammar elements

AA   ×

Sylla·bles

Parts of Speech

nouns

verbs

adjectives

adverbs

Show labels

Good Morning,

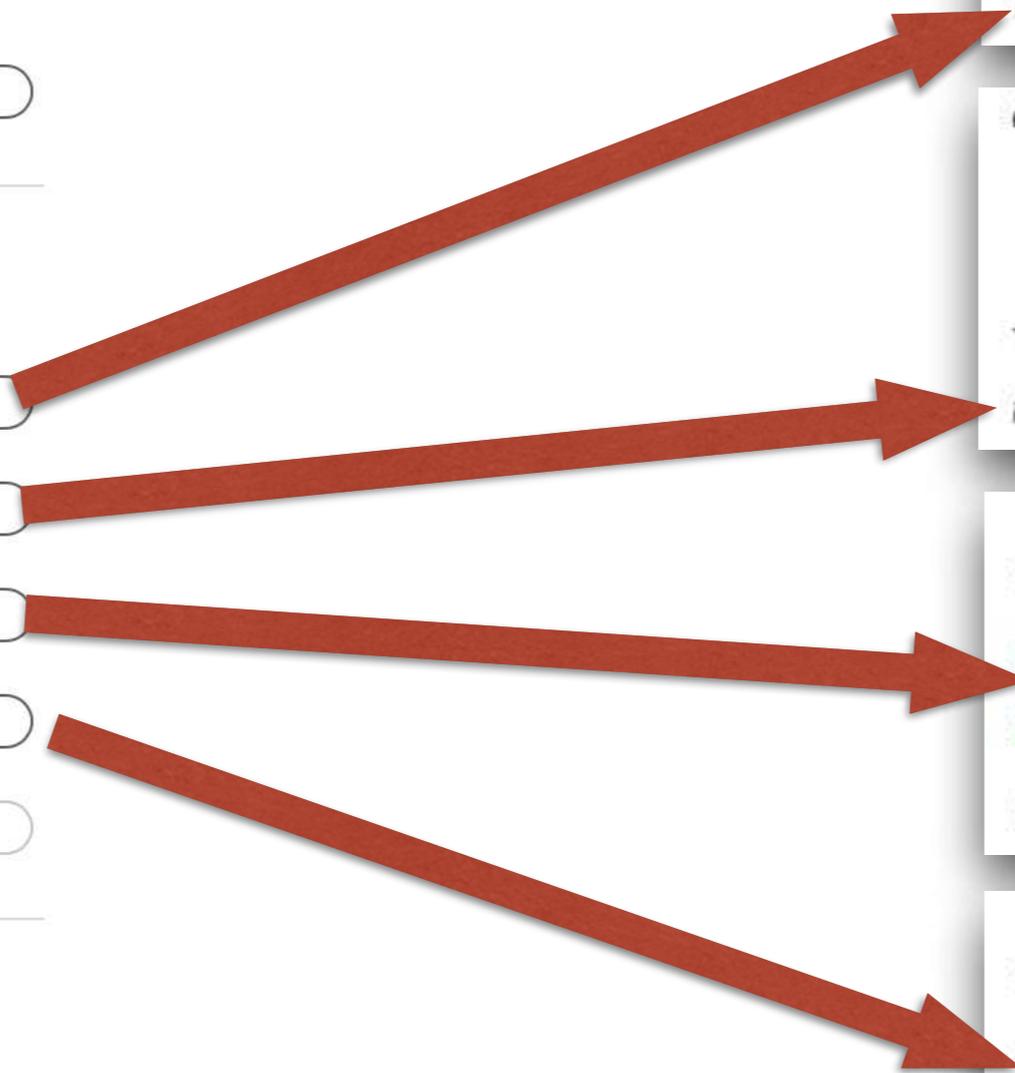
This email is to demonstrate how to use immersive reader. Please explore the

Good Morning,

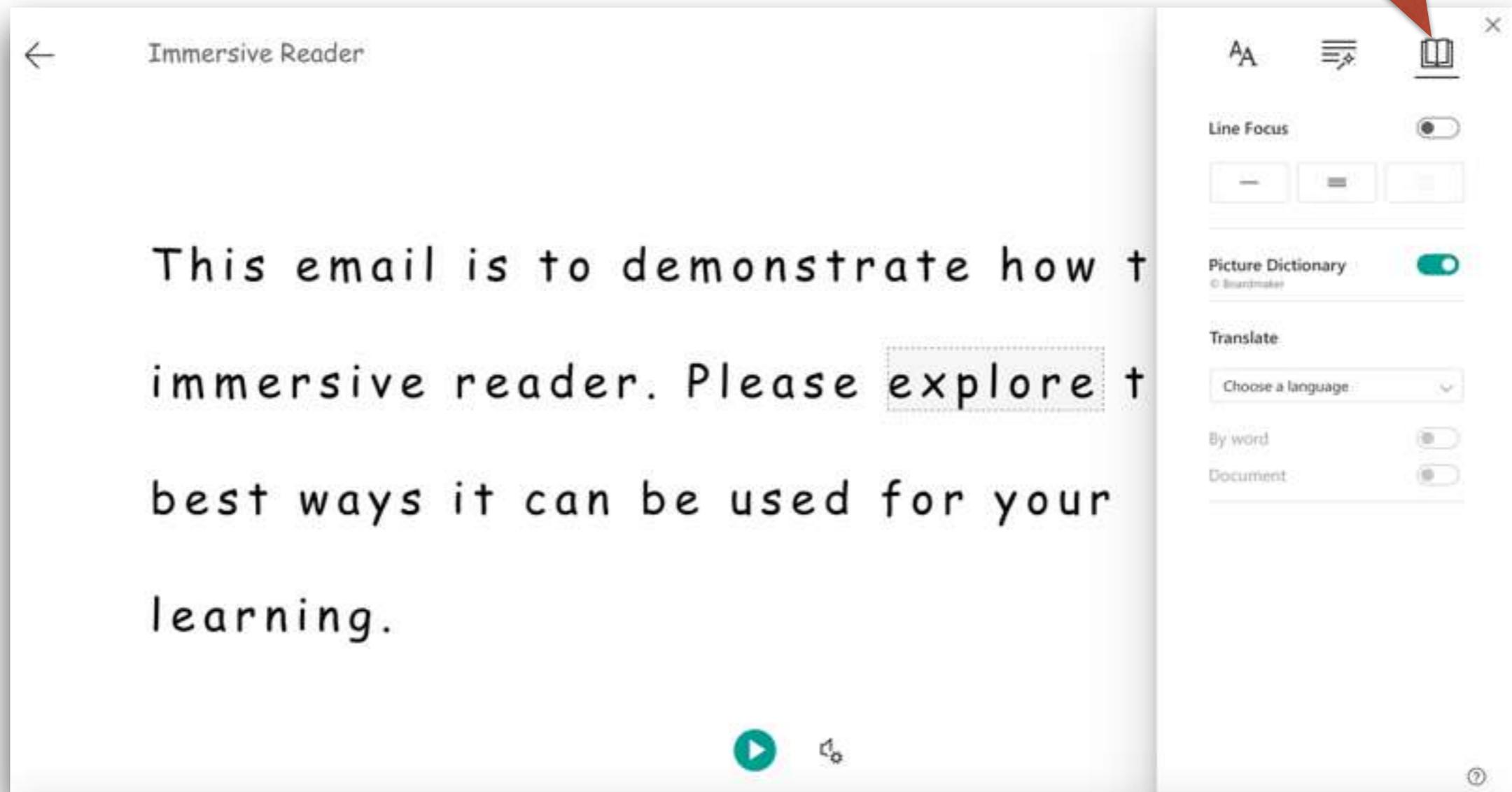
This email is to demonstrate how to use immersive reader. Please explore the

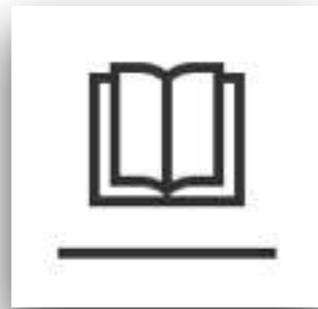
This email is to demonstrate how to use immersive reader. Please explore the best ways it can be used for your learning.

This email is to demonstrate how to use immersive reader. Please explore the best ways it can be used for your learning.



Select the Reading preferences for more support options





AA [List Icon] [Book Icon] X

Line Focus

[Single Line] [Triple Line] [Quadruple Line]

Picture Dictionary © Boardmaker

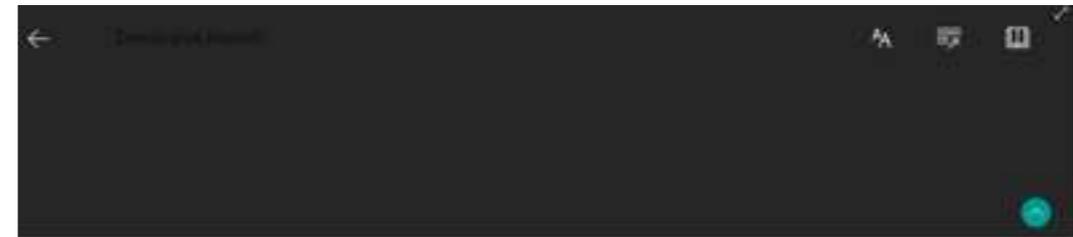
Translate

Choose a language [v]

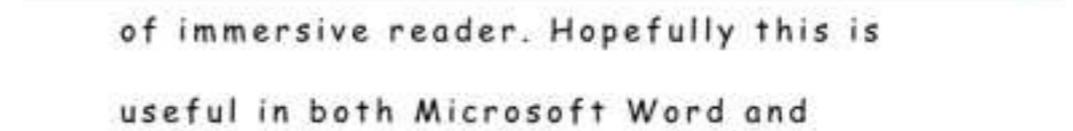
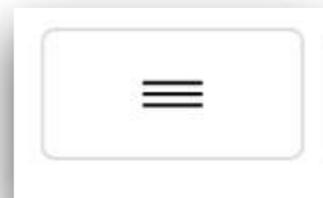
By word

Document

?

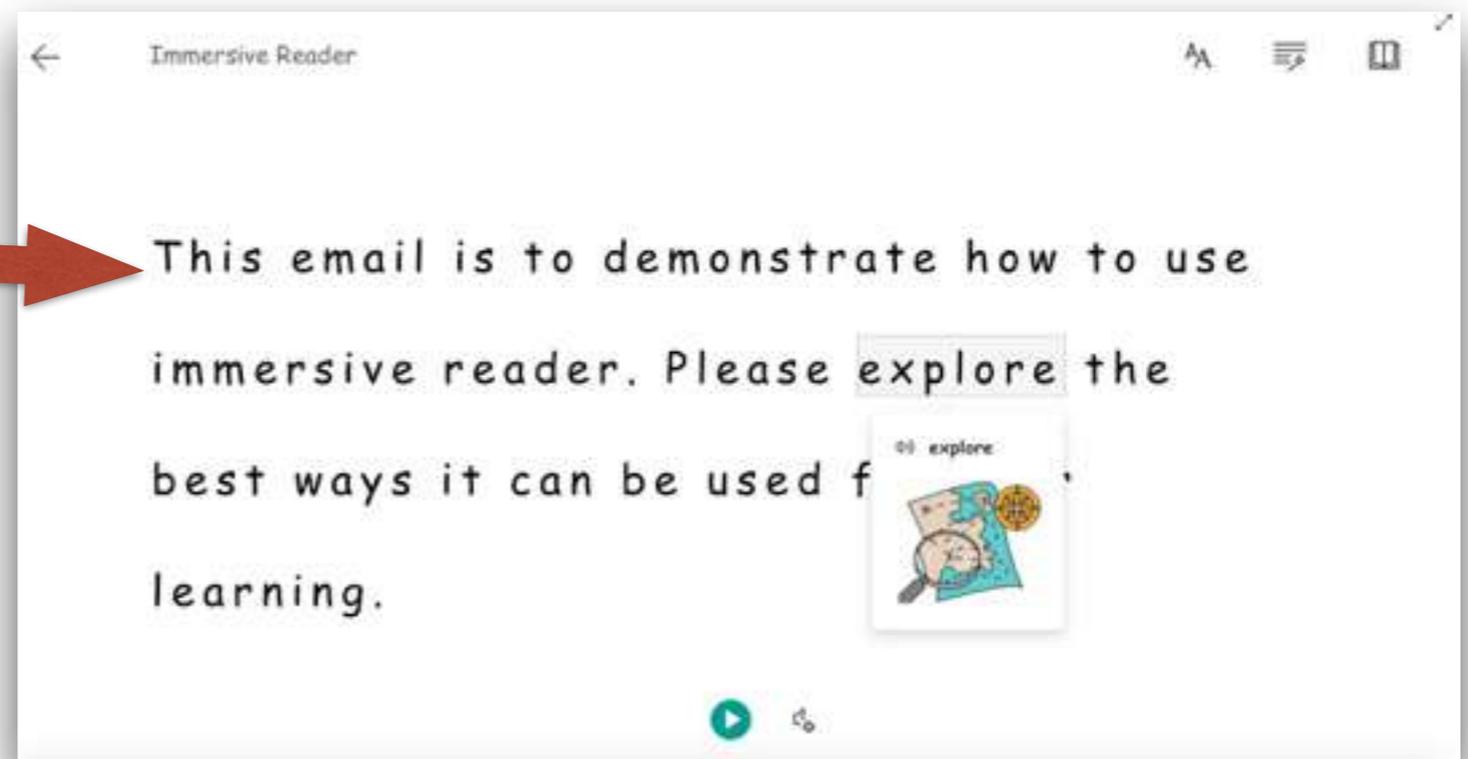
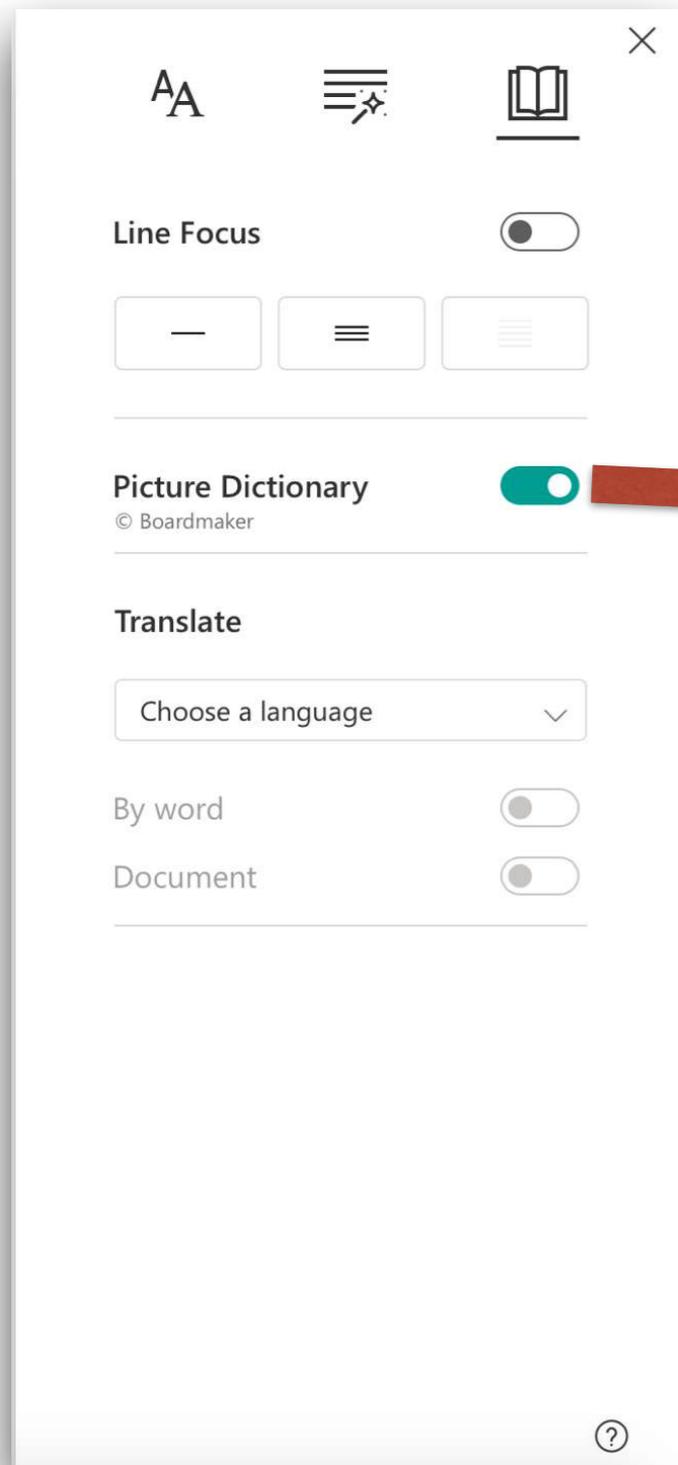


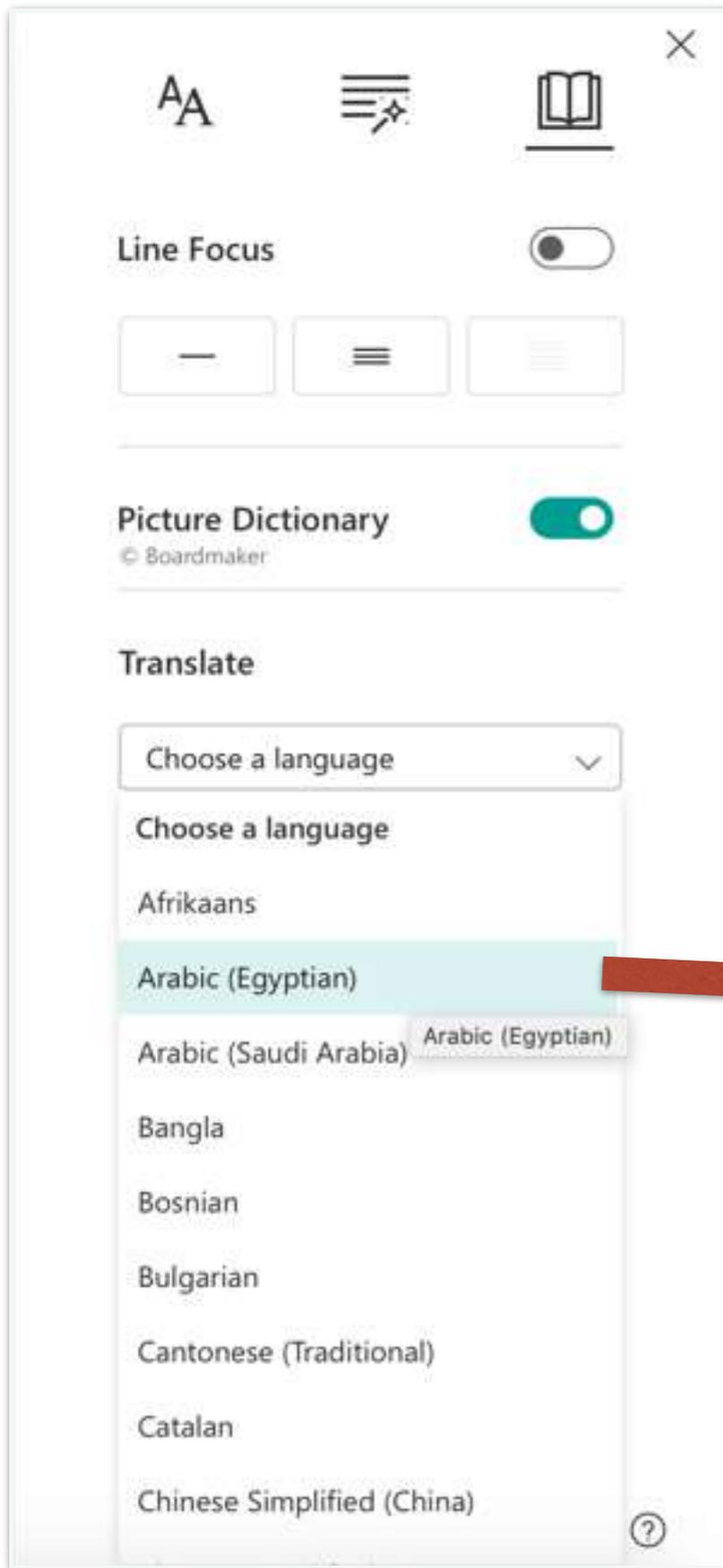
The single line guides you through one line at a time.



The triple line guides you through three lines at a time.

Having the picture dictionary turned on allows you to click on a word and an image will appear to represent that word.

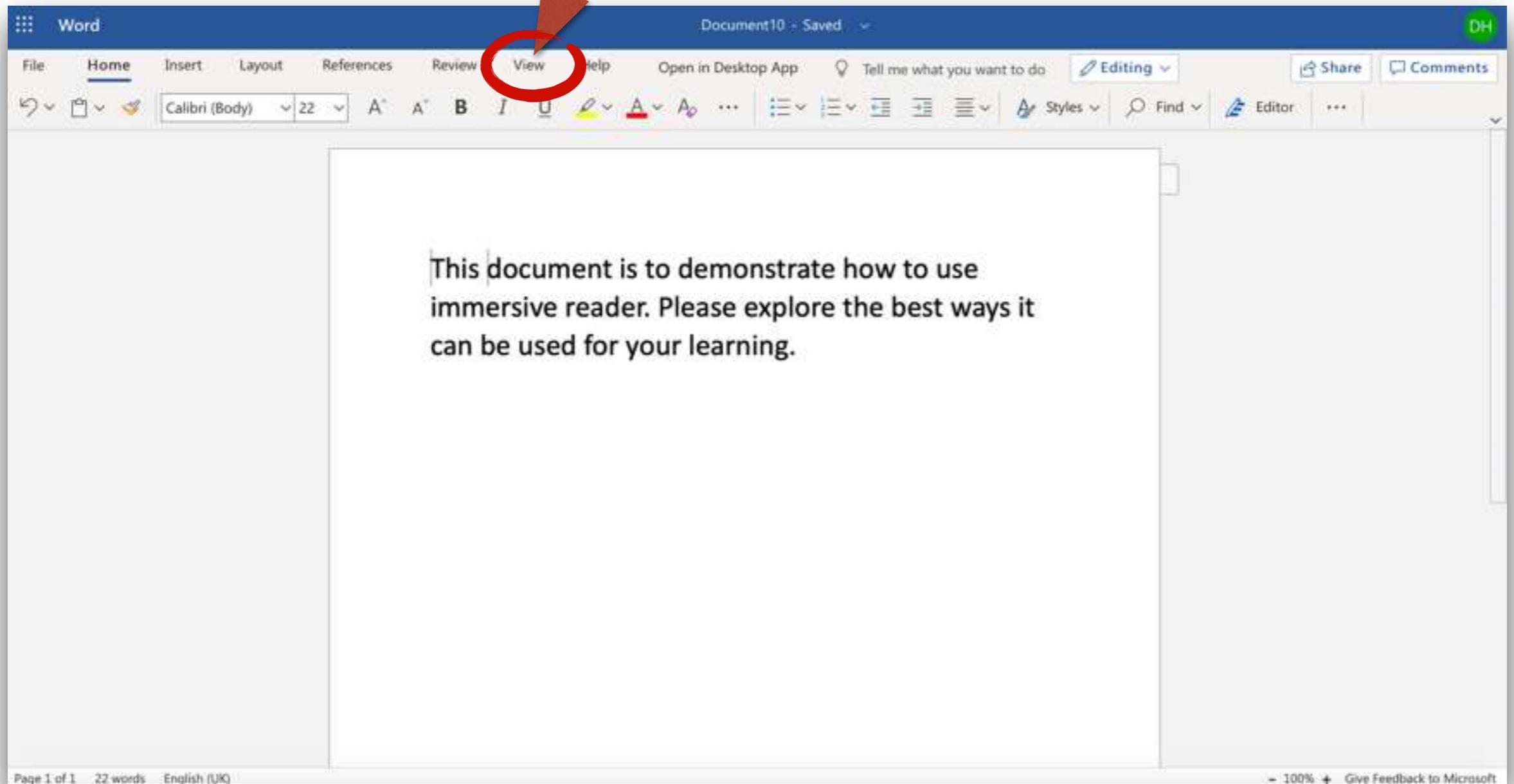




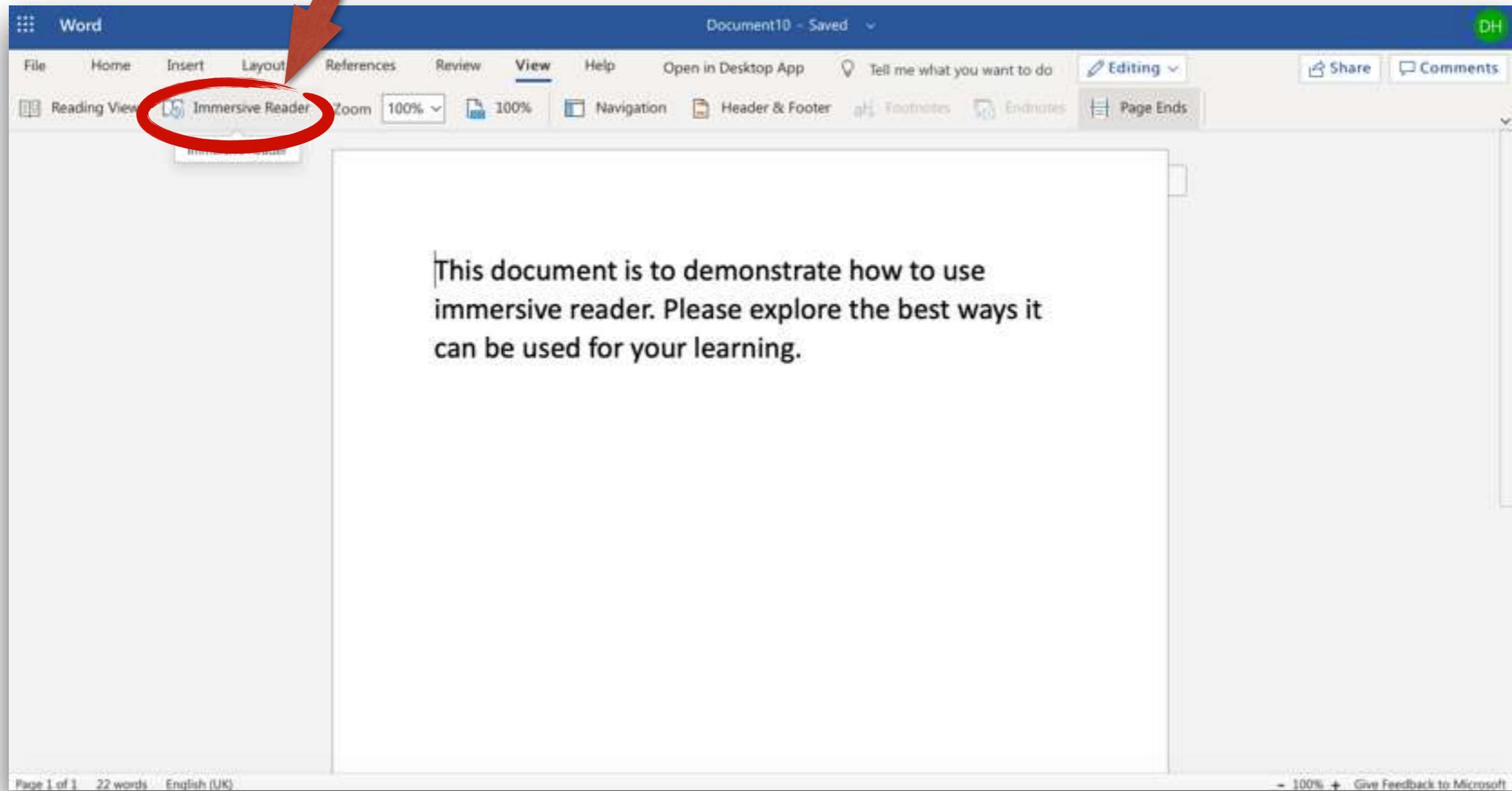
You can also change the language in text and have it read to you in this language also.



Select the View option



Select the 'immersive reader' option





Important

Office 365 is for school use only so all the rules and safety you have learnt apply the same.

Accounts will be checked regularly and you are to only email the teachers that are sending you work.

If you are worried about anything then ask parents to contact school for advice or support.