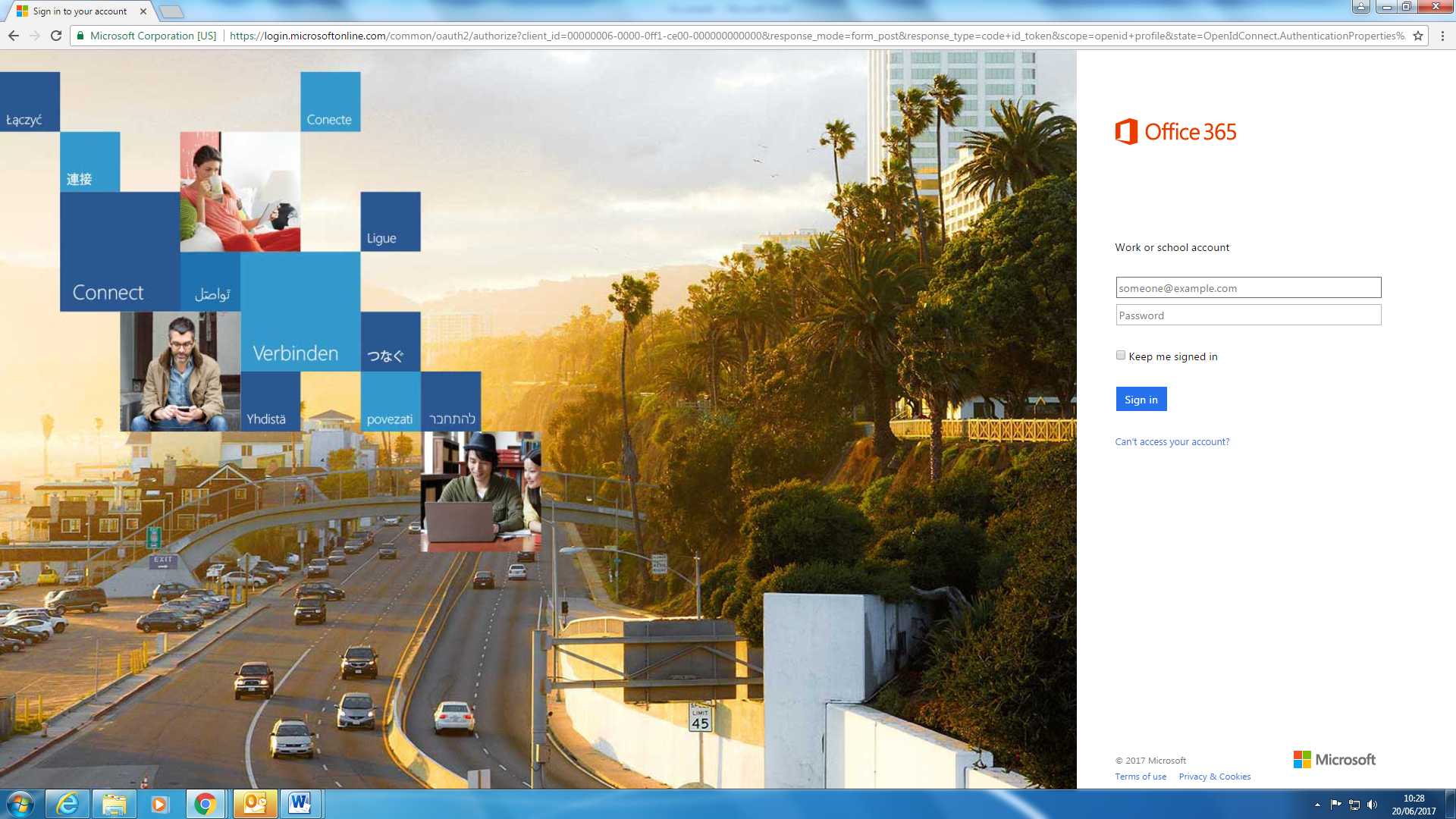
**Microsoft 365 Office Online – Immersive Reader and Translation. .**

**Step One:** Getting to 365

Type http://portal.office.com (or https://login.microsoftonline.com/login.srf ) into your address bar.

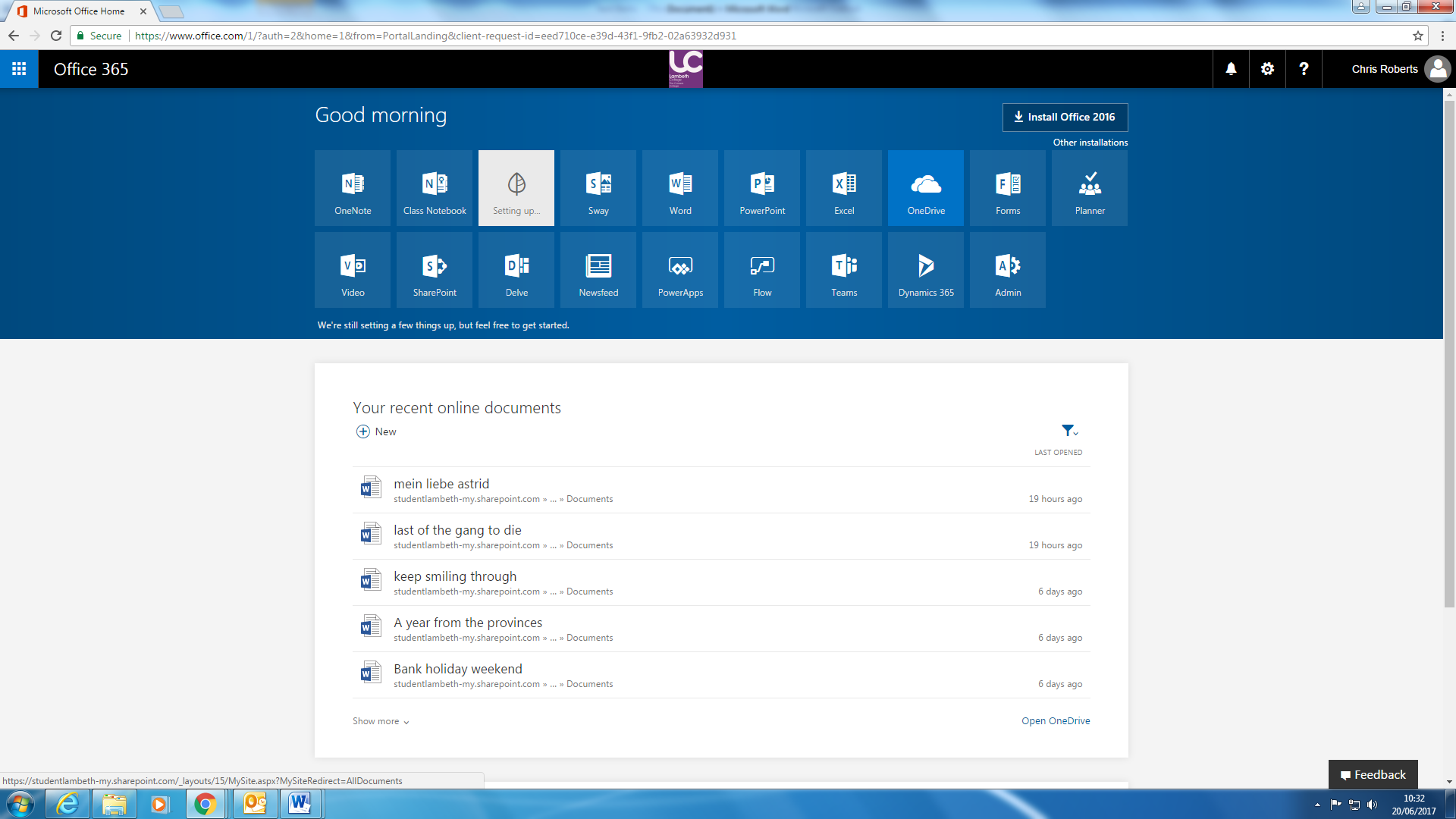


**Step Two**: Logging in to 365

Login with your Lambeth College email\* account username ( e.g. croberts@lambeth.ac.uk ) and password. Note @lambeth not @lambethcollege.

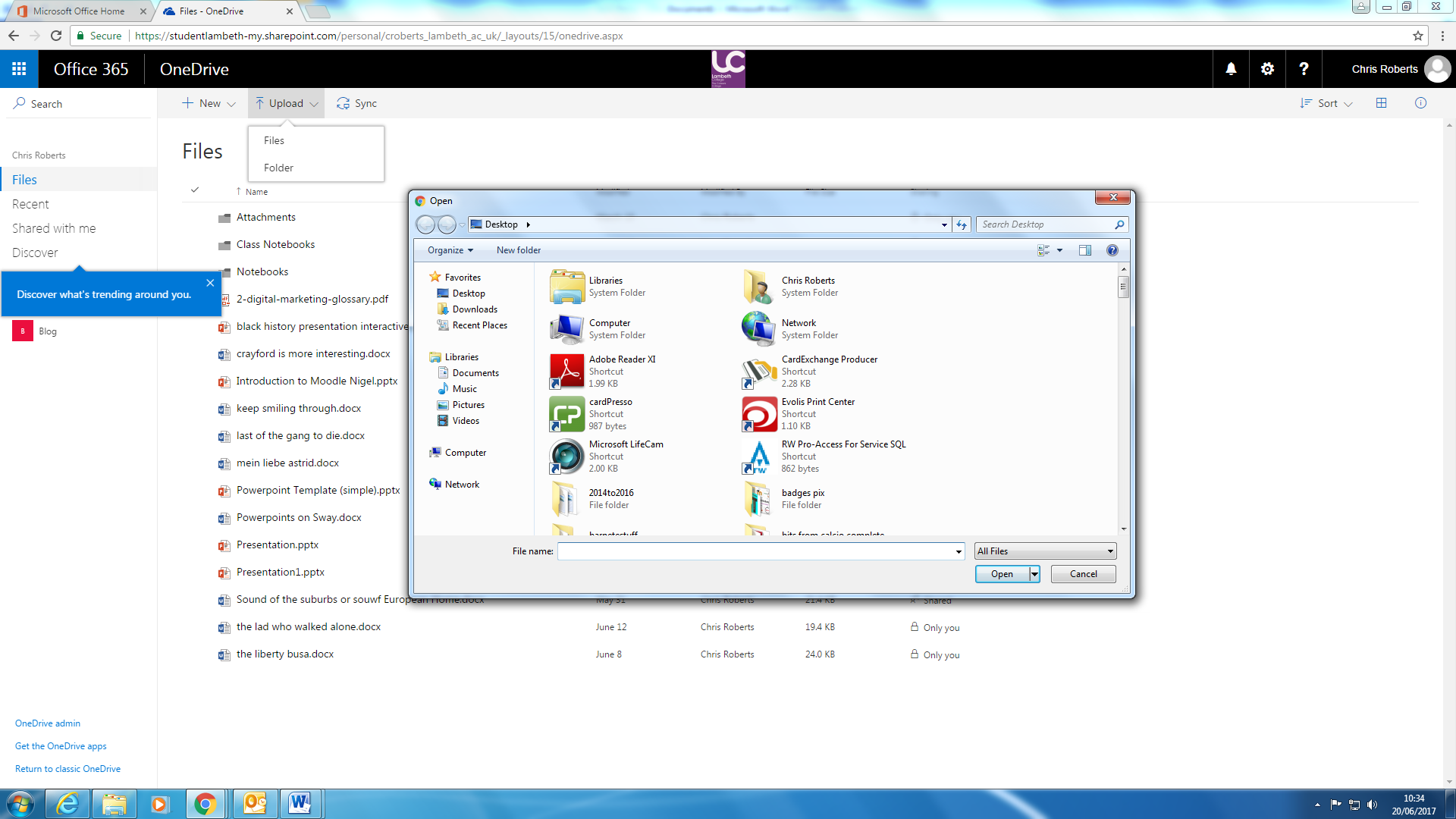
For students it’s 88888888@student.lambeth.ac.uk

Outside the college or using Google Chrome you’ll have to do this twice but inside –once you’re logged on it should go straight through to the Office Portal.



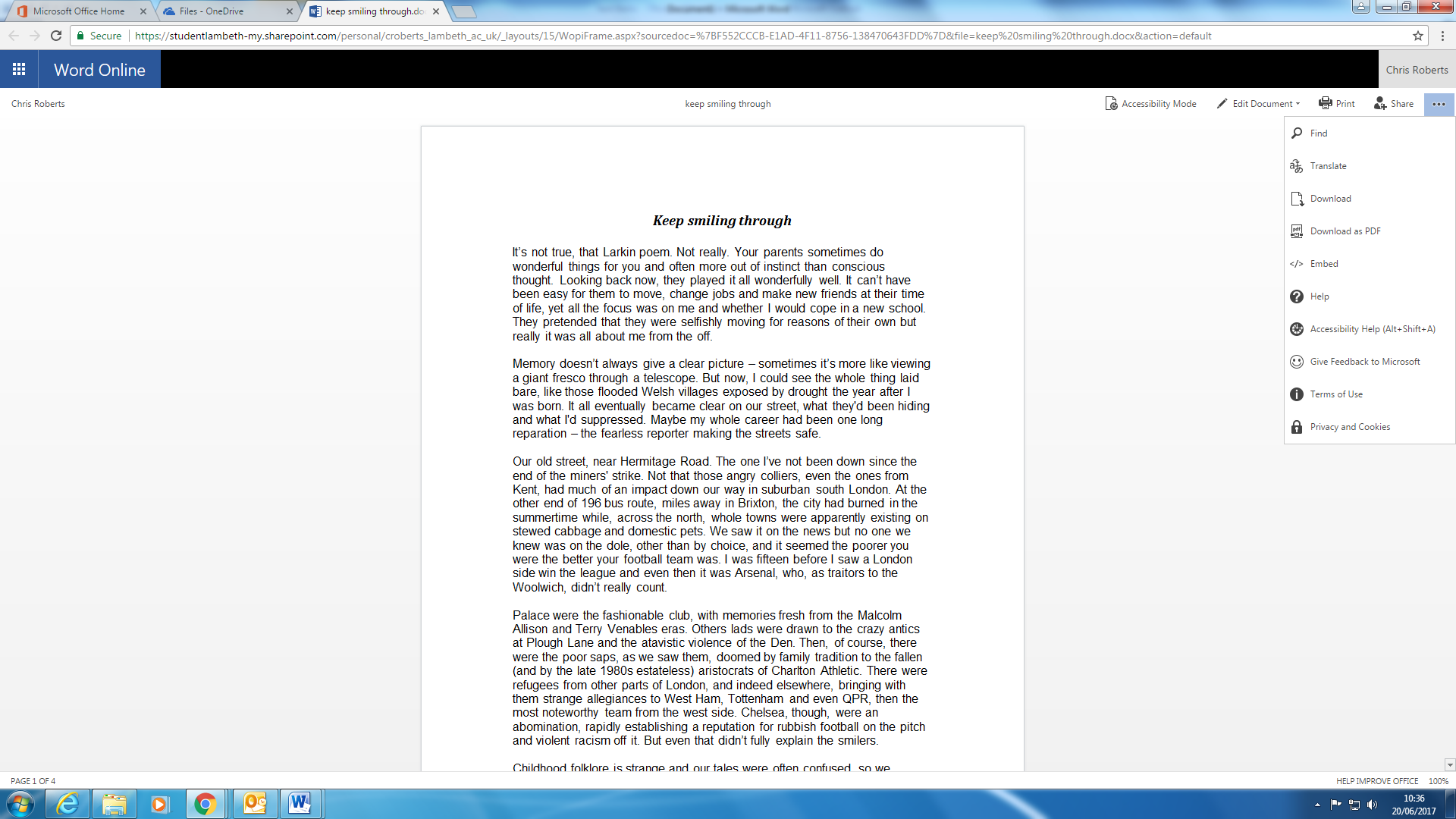
**Step Three :** Uploading a file toOne Drive

Select One Drive . Upload a file.



**Step Four –** Translation tool

Open a file. Look for the three dots on the right of the screen and select translate.

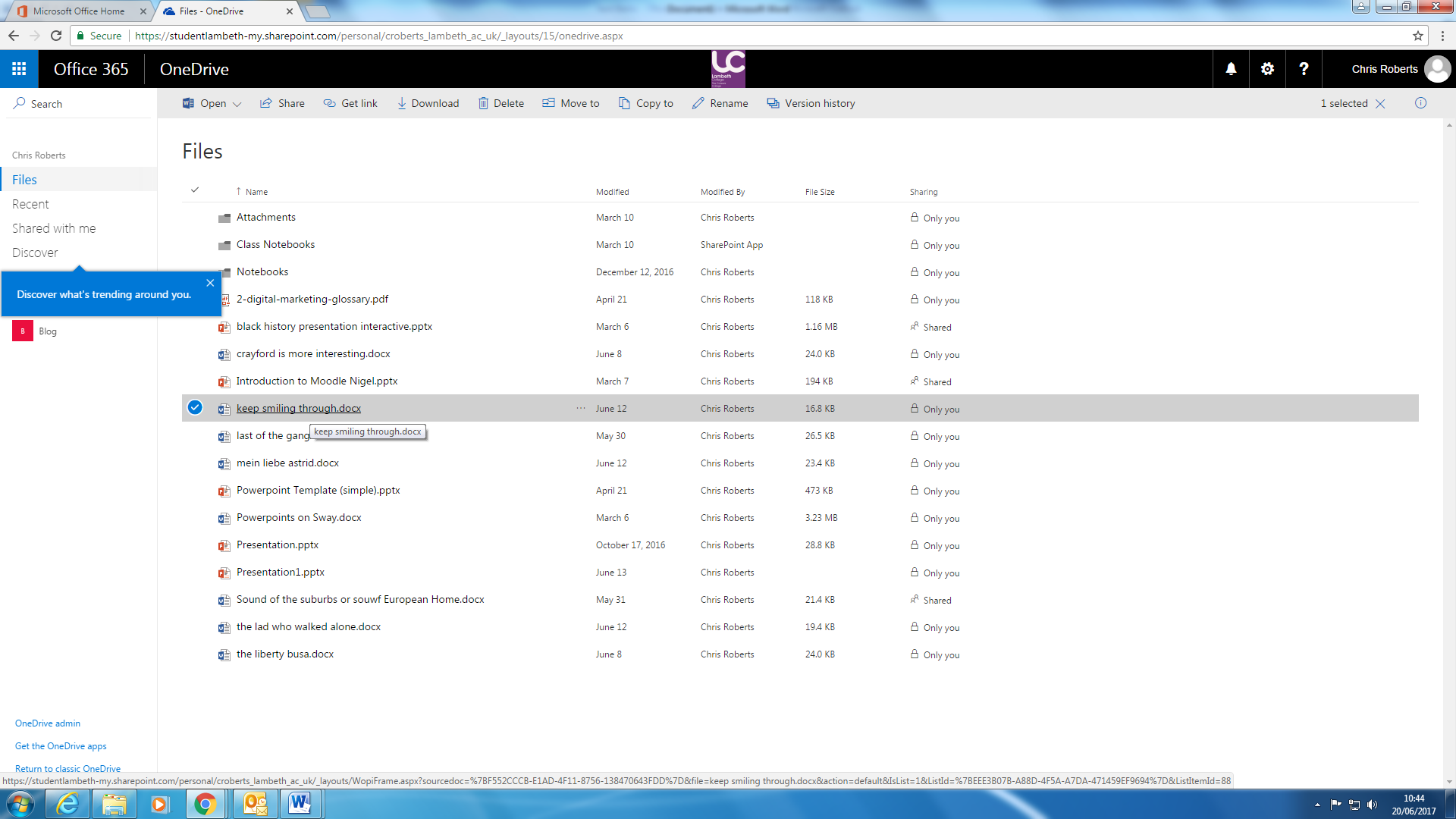


Pick the language to translate to and press OK. After a few seconds it translates to that language. Not 100% but uses more natural language thus avoiding some Google translator’s awkwardness.

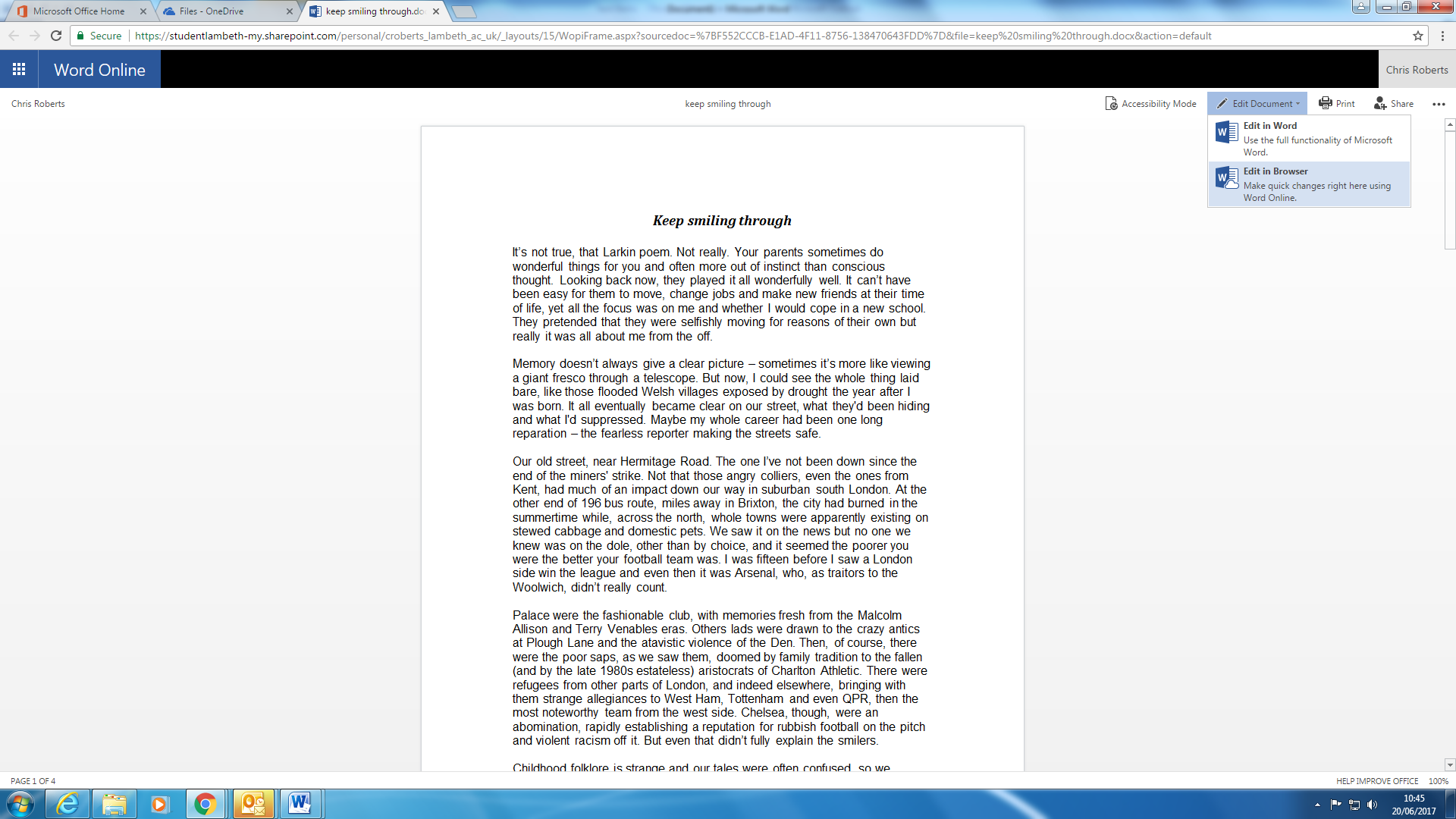
|  |  |
| --- | --- |
|  |  |

**Step Five** Immersive Reader

Select your file from One Drive and open.



Select **edit in browser** (Note at this point Microsoft may update your document to a version compatible with Immersive Reader.)



**Step Six .** Finding the reader.

Go to **View** then **Immersive Reader**



**Step Seven:** Use the features

|  |  |
| --- | --- |
|  | **Text viewing**  Change the size of text  Change the width of text  Add a colour background |
|  | **Text analysis**.  Break up words in to Syllables |
|  | **Read out loud**.  This is useful for learners with poor reading skills, who do not have English as a first language.  For a more advanced level of learner it is an excellent proof reading tool and all learners should be encouraged to read their assignments back this way prior to handing in |