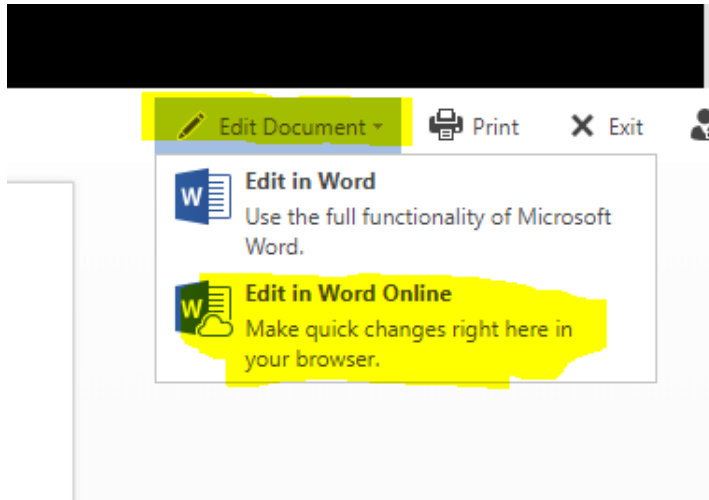**How to Use Immersive Read in Microsoft Word Online**

This tool is found in Microsoft Word Online, which can be accessed through Office 365. The tool will read text and allows the user to control the speed, font size, and background colour.
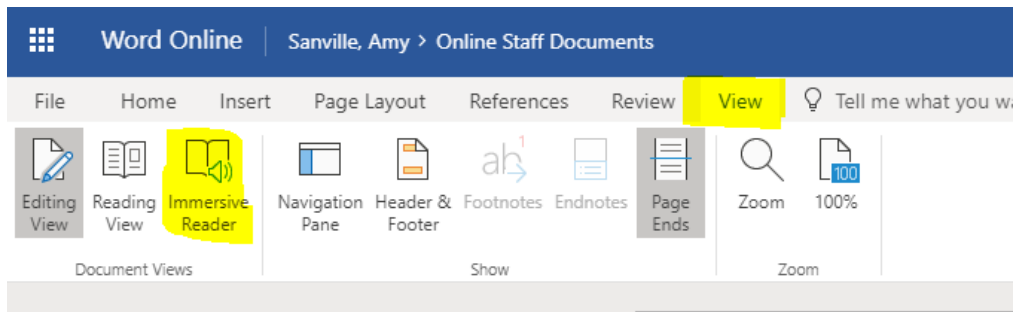
Step One: Log into Office 365 and open the desired document. Content can also be copied and pasted from other sources to allow access to the Immersive Reader.

Step Two: Click on **Edit Document** in the top right corner and select **Edit in Word Online.**

Note: If editing is already enabled, you do not need this step.

Step Three: Click on **view** and select **Immersive Reader.**

Step Four: Once in Immersive Reader mode, preferences can be set using the control panel in the top right corner.