




How to listen to the ebook

You have 2 options for listening to the ebook:

1. Login to the MindTap course.
2. Click on a chapter reading link. The ebook opens.
3. Use the ReadSpeak button  in the vertical menu on the right side of the screen.

Or

1. Download the Cengage Read app on your phone. (Not sure if it works for iPad.)
2. Open the app and sign in with your Cengage credentials. (username and password)
This will load your Library shelf.
3. Select the eTextbook for THE OFFICE and download to your app account.
4. When download is complete, click Open.
5. Click in bottom left corner to display options. Click the hamburger button  to scroll through the table of contents to find your chapter.
6. In the same bottom options display, click on the 'person speaking'  icon to begin listening to the chapter.

Plug in your ear pods to listen or just listen out loud.