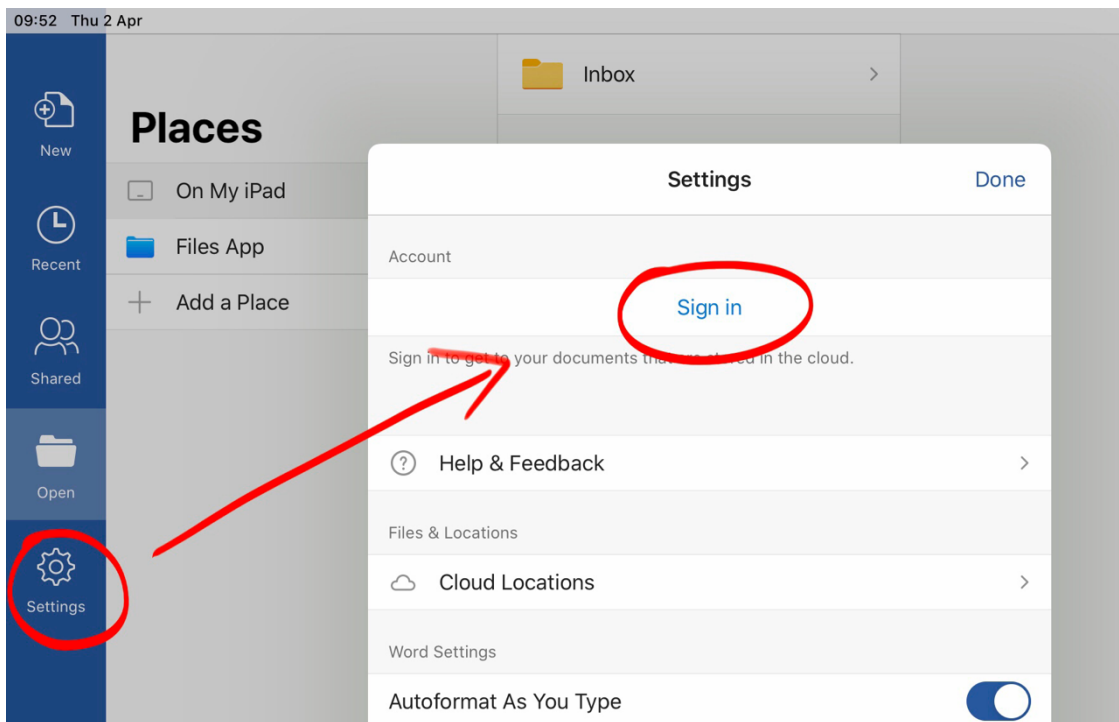


Signing in and saving documents - Microsoft Word on iPad

1. Locate and open the Microsoft Word App

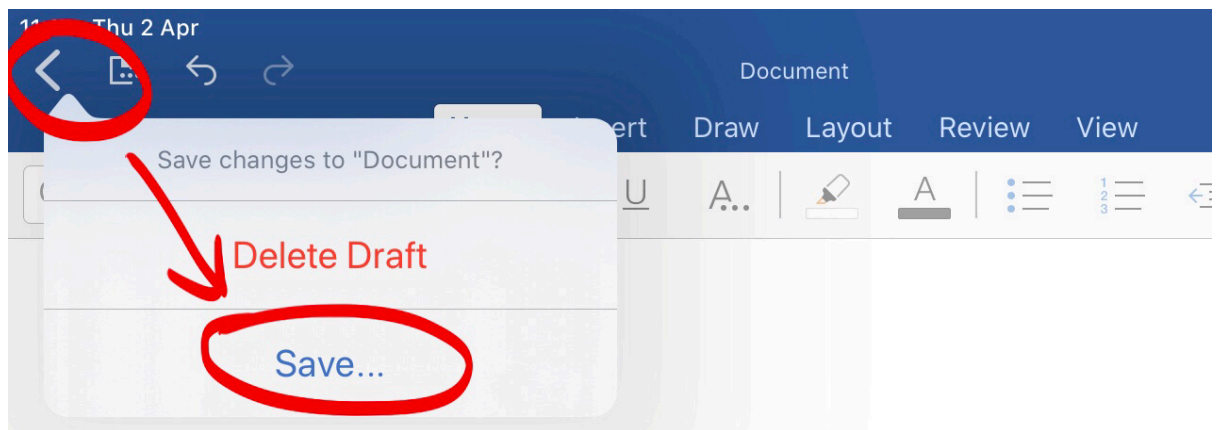


2. Tap on 'Settings' then tap 'Sign in'

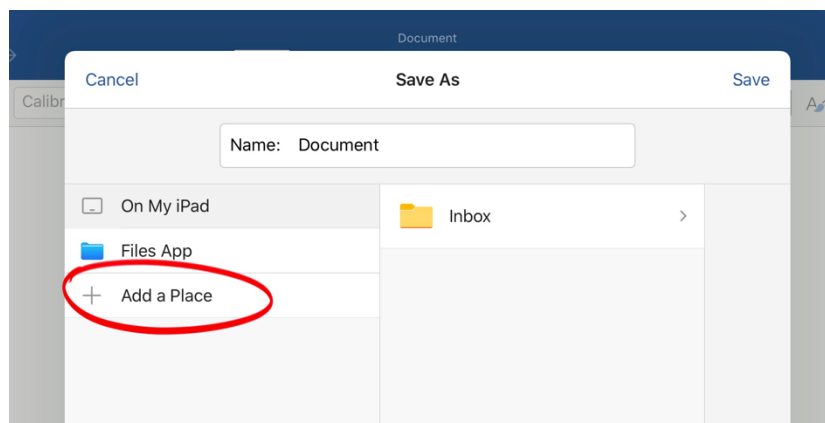


3. On the next screen enter your UKAT email address. This will be your BA/CG username and email address i.e. username@universityofkentacademiestrust.org.uk
4. On the following screen enter your password (your BA/CG password is the same one you use for logging into the computers or Office 365 at school)

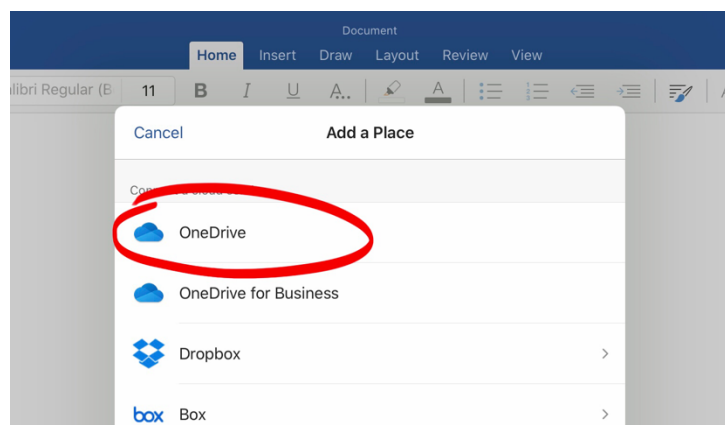
5. Once you have created your document you can save it to One Drive so it is accessible from other devices. Tap the 'return' arrow and select 'save...'



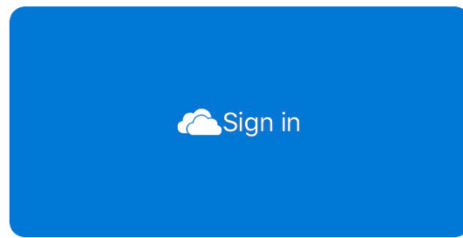
6. If you haven't already signed into One Drive, tap 'Add a place'



7. On the next screen select 'One Drive'



8. On the next screen tap 'Sign in' and enter the same UKAT email address and password as you did in steps 3&4



9. Once signed in, your One Drive folders will appear in the menu on the left. You can then choose where you want to save the document.
10. Now you are signed in, any document you create in Word will save automatically to your One Drive folder