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'

09:52 Thu 2 Apr							
Ð	Places	Inbox >					
New	On My iPad	Settings	Done				
Recent	📄 Files App	Account					
Shared	+ Add a Place	Sign in to get to your documents that is the doubt of the cloud.					
Open		⑦ Help & Feedback	>				
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<b>کېک</b> Settings		Cloud Locations	>				
		Word Settings	_				
		Autoformat As You Type					

- 3. On the next screen enter your UKAT email address. This will be your BA/CG username and email address i.e. <u>username@universityofkentacademiestrust.org.uk</u>
- 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...'

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	ert	Draw	Layout	Review	View	
Save changes to "Document"?	<u>U</u>	A.		<u>A   =</u>	1	÷
Delete Draft						
Save						

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

-	Document	
Cancel	Save As	Save
	Name: Document	
On My iPad	Inbox	>
📒 Files App		
+ Add a Place		

7. On the next screen select 'One Drive'



8. One 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