**Logging in and out of the Word App on the iPad**

**Introduction**

In this tutorial participants will learn how to log out of the Word app on the iPad.

**Materials:**

iPad with word app installed and an Office 365 login.

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| Steps |
| 1 | **Sign in**1. Open the word app on the iPad
2. Tap **Sign in**
3. Enter your Office 365 user name tap **Next**
4. Enter your password and tap **Sign in**
 | cid:E043BEF2-8C3D-45C0-9784-F9F095F9B228cid:8E7E187A-902C-4A5A-A1B7-47420038764C |
| 2 | **Sign out**Sign out of the Word app when you are logged in1. Tap the settings icon
2. Tap your user name
3. Select **Sign Out**
 | cid:7DB2F419-4540-45B0-9E4D-7B2DC856CEB3cid:ACD5B6C4-1E2D-40C8-9B13-59268D57E749 |

 Tip… SD71 Office 365 Staff User name: Firstname.Lastname@sd71.bc.ca

 SD71 Student User name:

First initial Last initial last 4 digits of the student number @learn71.ca jr1234@learn71.ca