

Microsoft Office For iPad

Before beginning make sure you login to the Wi-Fi network.

Signing In to Office on the iPad

1. Open one of the Microsoft Office Apps (Word, Excel, PowerPoint)
2. Press "Sign In"
3. When prompted, enter your My FSU ID (e.g., jd1234@my.fsu.edu)
4. Press "Organizational Account"
5. Input your My FSU ID and password and press "Sign In"

Logging Out of Office for the iPad

Office is a multiuser application that requires sign in. To prevent others from accessing your files make sure to logout and remove any files you do not want shared from the device.

1. Press the account icon in the upper left hand corner
2. Press on your own account
3. Press "Sign Out"

Accessing Files

To share files between the iPad and the PC/Mac you will need to use Microsoft OneDrive (formerly known as SkyDrive). You can access the files directly through your web browser or download a standalone OneDrive client application from <https://onedrive.live.com>.

1. Press the "Open" button
2. Enter in the OneDrive credentials of where you wish to access files
3. Press "Sign in"
4. You should now be able to open and save files to your OneDrive