

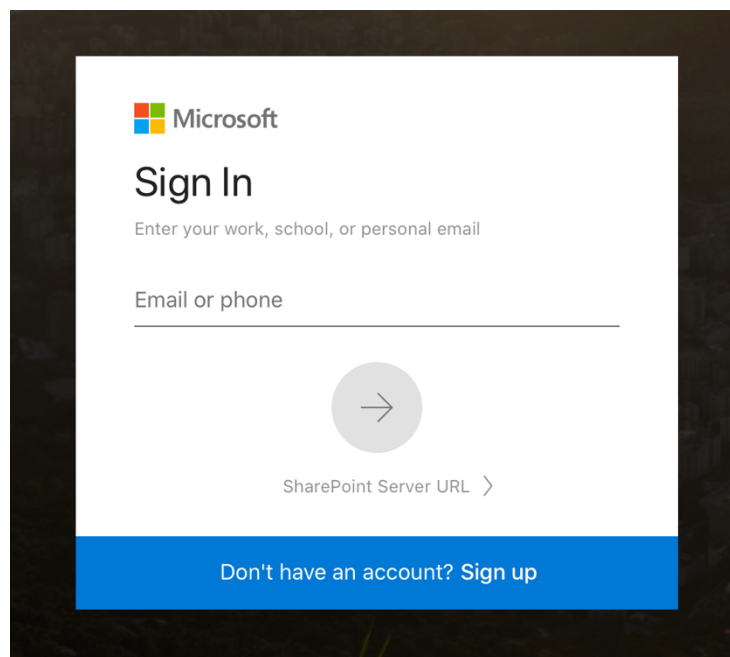
## Signing in to Microsoft One Drive

1. Find and open the One Drive App



2. On the next screen enter your UKAT email address. This will be your BA/CG username and email address i.e.

[username@universityofkentacademistrust.org.uk](mailto:username@universityofkentacademistrust.org.uk)



3. 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)
4. Once logged in, you will see all of the documents you have saved to your One Drive. You will now be able to save documents directly to One Drive from other apps on your iPad.