

# Microsoft Office for iPad

The real Microsoft Office apps designed for iPad



In order to help you prepare for success this school year, we're providing Office to every student free of charge. With Office 365, you will now have access to the latest version of Word, for writing; Excel, for spreadsheets; PowerPoint, for presentations; OneNote, for organization and note taking; and much more.

- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!) – This includes home devices/computers
- Use with OneDrive for automatic device syncing (1 Terabyte of Cloud Storage Space)
- Gain valuable skills on the world's most popular productivity software
- Office subscription lasts for as long as you are a student here and the program continues

Follow these simple steps to get Office:

## **The credentials needed to sign in/use Office 365 is:**

Username: School username with @echucacollege.vic.edu.au on the end. Eg:  
[ABC0001@echucacollege.vic.edu.au](mailto:ABC0001@echucacollege.vic.edu.au)

Password: Your school network password

1. For iOS and Android:

- Visit <https://products.office.com/en/mobile/> (or <http://bit.ly/1RCtUSL>)
- Choose your device from the list of option
- Scroll down and select which Apps you would like to install. We recommend to install the following:



**Word**



**Excel**



**PowerPoint**



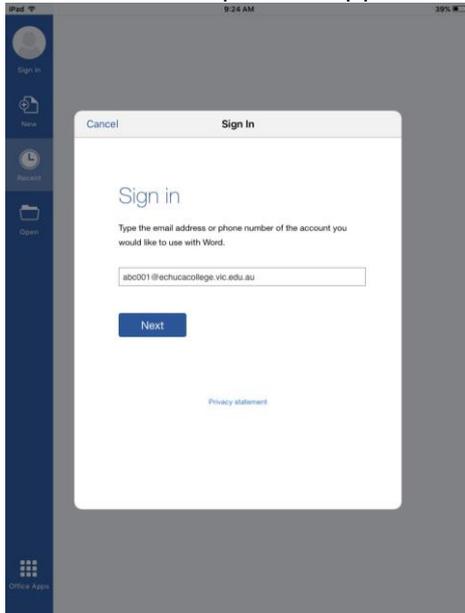
**OneNote**



**OneDrive**

- This should take you to the App Store where you can download the App.

- e. Once installed, open the apps and sign in with your school credentials as per example above



- f. You should now have full editing capabilities within the apps, and also the ability to save documents to OneDrive.

## Microsoft OneDrive



### What is OneDrive?

OneDrive is the one place for everything in your life. Easily store and share photos, videos, documents, and more. When you upload photos or videos from your iPhone or iPad to OneDrive, you can get to them when you're on your PC, Mac, tablet, or phone. With OneDrive, you can easily get to, manage, and share files on the go:

- Automatically upload photos and videos to OneDrive using Camera Backup.
- Browse all your OneDrive files and files shared with you.
- Share files by sending a link in email or getting a link to copy and paste.
- Move, delete, and rename files, and create new folders.
- Open your OneDrive files in other apps, including Office apps.
- Quickly get to documents you've recently opened.
- Search for your files and folders