

# Using Office 365 with your iPad

Hello and welcome. This tutorial will focus on the best way to use office 365 with your iPad. Your iPad as well as any MacBook or iMac computer is fully capable of using office 365.

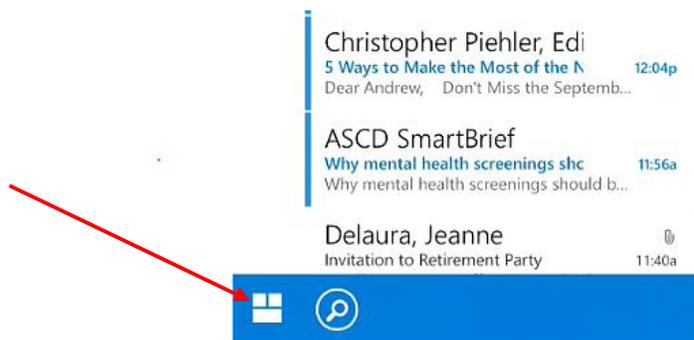


There are free apps available for download on your iPad however they are limited in their capabilities. The first app called OWA can be used to access your email, calendar and contacts however it does not give you access to one drive or to team sites.

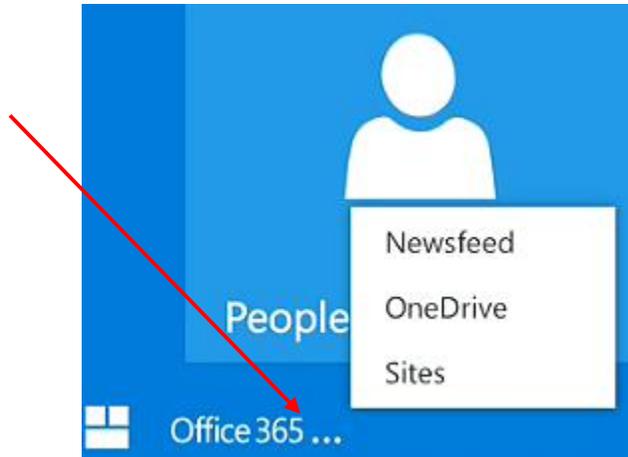
OneDrive for business is a second and free app however it only gives you access to OneDrive content and you cannot create new files in this space nor can you access documents/folders that have been shared with you. So, both apps are very limited.

The best solution to utilize office 365 is to simply login through a web browser to the 365 portal. **Let's begin:**

- ✚ [Open up Safari](#) or any browser on your iPad and go to our district homepage, to quicklinks and down to office 365 portal. Enter credentials if prompted.
- ✚ By default it will go into your email. [Click at the bottom left-hand corner to get into calendar or contacts.](#)



- Then click further down at the bottom on the office 365 button and the ellipsis next to it to access OneDrive or team sites.



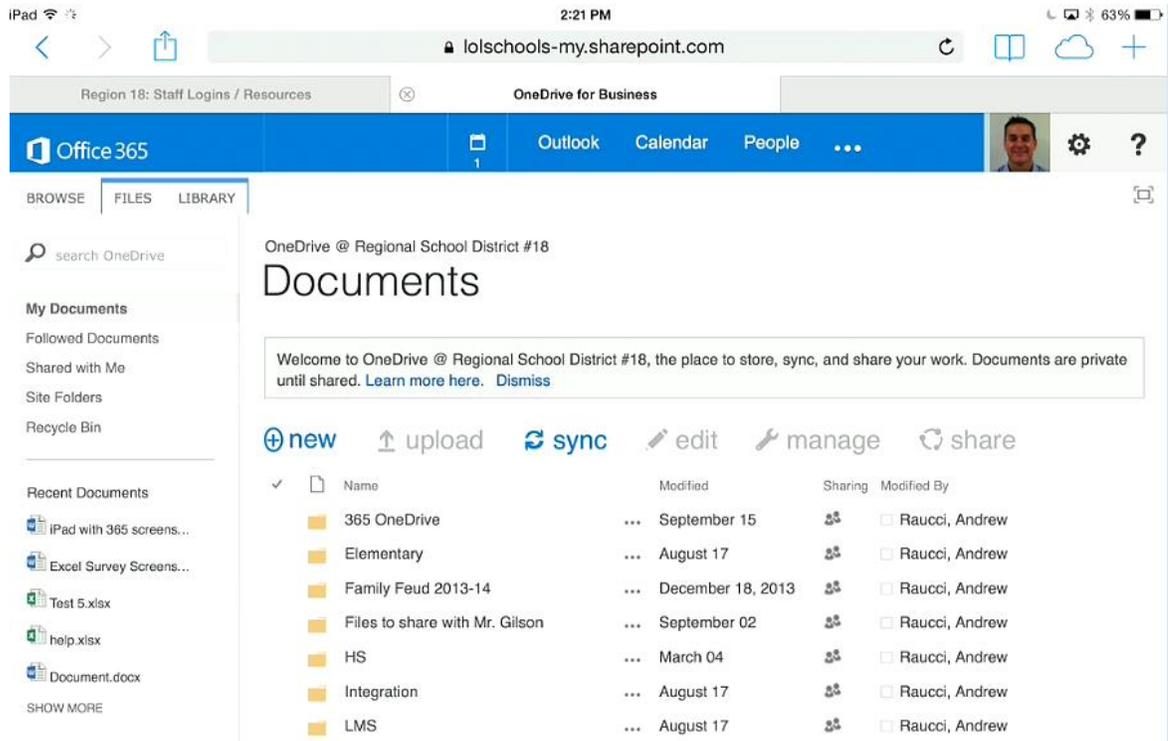
- Let's click on OneDrive. The first time you go in, it will look like this:



- Change the view so it looks like it would in any desktop browser. To do this, simply click on the ellipsis on the right and select 'switch to PC view'.



- ✚ It will refresh and you will notice that the portal looks exactly like it would from any desktop computer:



- ✚ Please note, you may have to select 'switch to pc view' to view team sites as well.

- ✚ So in summary there are free apps you could use however they are very limited in their capabilities. The best way to utilize office 365 from your iPad is to simply use a browser to connect to the portal and switch to PC view where necessary. From here, Office 365 is fully functional.

We hope this was helpful and we thank you for your time.