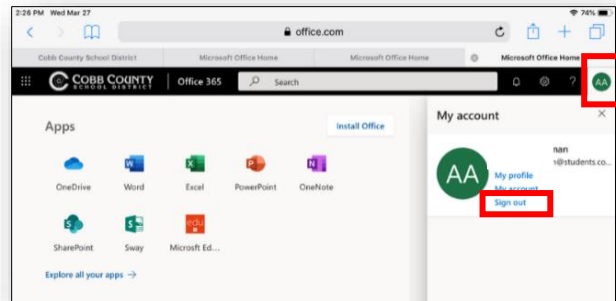


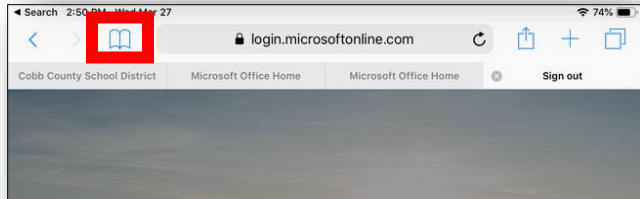
Log Out of Office 365 on a Shared iPad

When using Office 365 on a shared iPad, a student will appear to be logged out. However, when the next student accesses Office 365, the previous student is still logged in. These directions explain how to clear a shared iPad's browser history after a student signs out of Office 365.

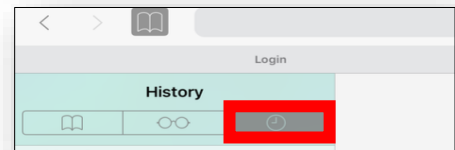
1. Go to the **Office 365 home page**.
2. Tap in the upper right corner on the **student's initials** and select **Sign out**.



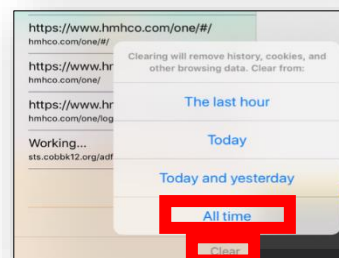
3. At the logout confirmation screen in Safari, tap the **Bookmark icon**.



4. Tap the **clock icon** to show the recent browsing history.



5. Tap **Clear** at the bottom of the screen and select **All time**.



6. Close the Safari browser by clicking the **Home Button** twice and swiping up to fully close the Safari browser.

The student is now logged out of Office 365 on the shared iPad, and another student may now access Office 365 using his or her login information.