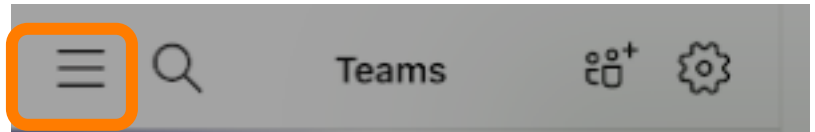
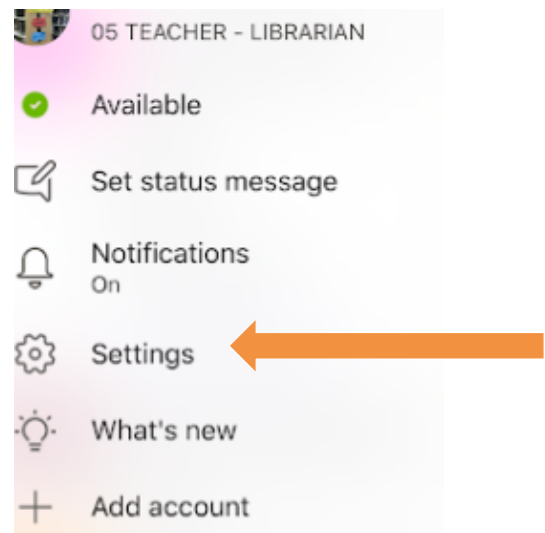


How to Log Out of TEAMS or OFFICE365 Apps on iPads

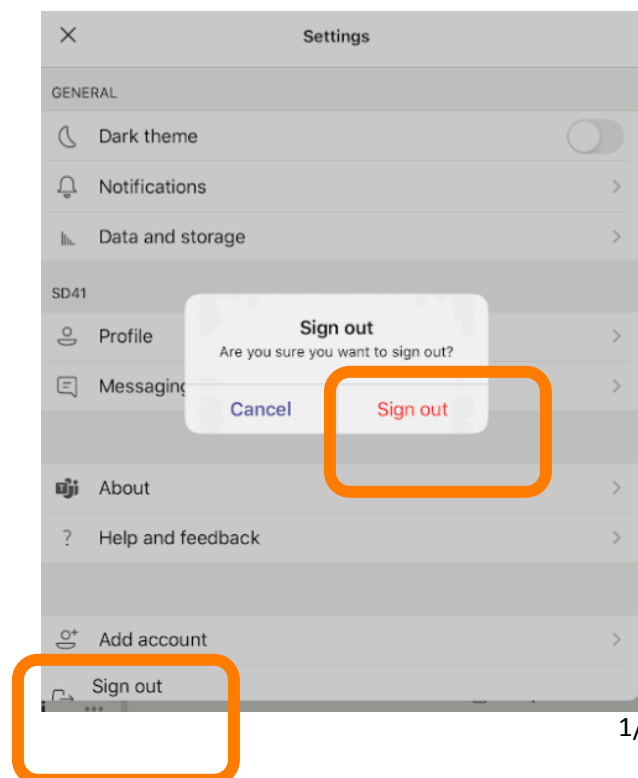
1. Log out → open the side bar by clicking the 3-line icon next to the magnifying glass on the top left corner.



2. Click **Settings** (on the side bar).



3. Scroll all the way down and click "Sign out".



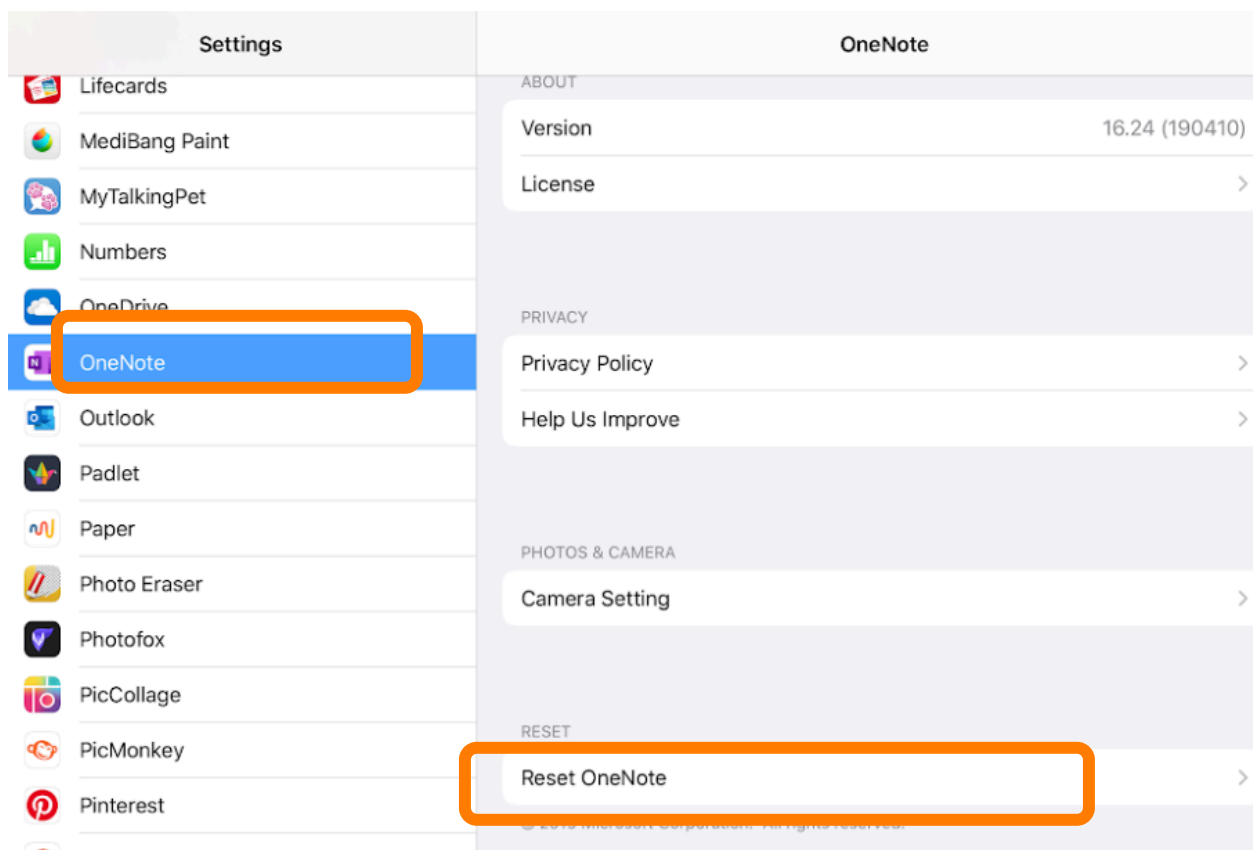
4. Close TEAMS app by double clicking the home button & swiping up to close.

5. Open the iPad **Settings** icon (grey gear icon).



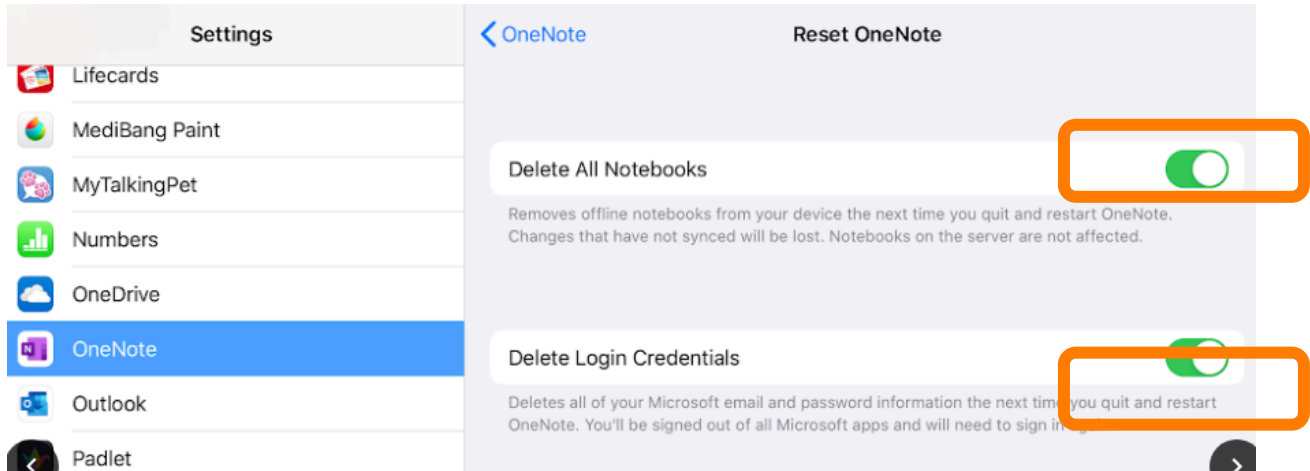
6. Scroll down the side bar (left) until you see **OneNote**.

7. Click on **OneNote**.



Find & click the **Reset OneNote** button near the bottom right.

8. Select both **Delete all Notebooks** and **Delete Login Credentials**, making the buttons **green**.



9. Open the **OneNote** app from the iPad's home page.



OneNote

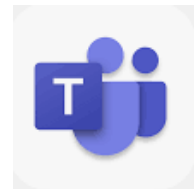
Take Notes.
Get Organized.

Sign Up for Free

Sign In

10. Once the **OneNote** app has loaded, close the app by double clicking the home button AND swiping up.

11. Double check by re-opening the **Teams** app from the iPad's home page.



12. When you click "**Sign in**", your email address should be gone.