



Using XBOX or PlayStation to access Microsoft Teams Lessons

XBOX

1. Plug a keyboard in to the Xbox USB slot
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Type in: Microsoft Teams and log in as you would in the academy
5. You can then access your work through one drive and use key packages Including:

- **Word**
- **Teams**
- **Excel**
- **PowerPoint**
- **Your emails**

6. To move around you use the Xbox controller or plug in a mouse

PLAYSTATION

1. Identify the PlayStation internet browser icon (it is WWW with dots around it)
2. Press the PS4 logo on the controller
3. Go to the library and find options for games and applications
4. Go into applications and you will find the internet browser
5. Type Microsoft Teams into the browser and log in as you would in the academy
6. You can then access your work through one drive and use key packages including:

- **Word**
- **Teams**
- **Excel**
- **PowerPoint**
- **Your emails**