

Accessing Office 365 including Microsoft TEAMS on your Xbox One and Playstation 4

To access Office 365 on your Xbox One:

1. Plug in a keyboard via the USB slot (This can be wireless or wired, wired keyboards can be found for as little as £8.20 on Amazon.)
2. Go to my games and apps.
3. Find Microsoft Edge and select it.
4. Type in Office 365 and log in as you would in school. (Alternatively, you can just type in Microsoft TEAMS)
5. You can access your work as well as use key packages such as:
 - Word
 - Excel
 - PowerPoint
 - Teams
 - Your email
6. To move the cursor you can use the gamepad or plug in a USB mouse.

To access Office 365 on PS4 you:

1. Go to the PlayStation browser icon (it is WWW with dots around it)
2. Press the PlayStation logo on your controller
3. Go to library and find options for games and applications
4. Go into applications and you will find the internet browser , it's a WWW with dots around it
5. Type in Office 365 and log in like you would at school. (Alternatively, you can just type in Microsoft TEAMS)
6. You can access:
 - Word
 - Excel
 - PowerPoint
 - Teams
 - Your email