

## Using your Xbox One to Access MS Teams and Office 365




This guide shows you how to use your Xbox One to access MS Teams and Office 365 which are commonly used for online lessons in schools. This may make doing schoolwork easier if you don't have a laptop or are using a mobile device.

### What you need

- Xbox One connected to the internet
- **Optional but advised if you want to make typing easier** A WIRED keyboard (blue tooth keyboards will not work without further hardware). *A good value keyboard can be found on Amazon for around £10, for example : [Rii RK907 Office Keyboard Full Size USB Wired Keyboard: Amazon.co.uk: Electronics](https://www.amazon.co.uk/dp/B078888888) .*



### Step by Step Instructions

1. Plug in the Keyboard into a USB port (there are two in the back and one on the front). **After this you can use the Xbox controller as a you would normally and as a mouse and use the keyboard for typing.**
2. Start-up the Xbox and log in as usual
3. Ensure that you have an internet connection
4. In 'Apps' open to 'Microsoft Edge' , this will open a web page
5. Use the controller to move the pointer to the 'Address Bar' and use the keyboard to type in 'teams.microsoft.com'



6. This should open a SIGN IN screen asking you to enter your email, enter your SCHOOL email address.
7. A new screen then asks you to enter your SCHOOL Email password.
8. You should now have access to 'Microsoft Teams'
9. To access Word, Excel, PowerPoint and Email (Outlook), click on the '9 dots' navigation button and select the App you want



## **Using Xbox or PlayStation to access Office 365**

**Accessing your remote learning. An alternative method of accessing remote learning during times of lockdown.**

### **Xbox**

1. Plug a keyboard in to the Xbox USB slot (less than £10 from Amazon)
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Type in [Office 365](#) and log in as you would in school
5. You can then access your work and use key packages including:
  - Word
  - Excel
  - PowerPoint
  - Teams
  - 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 PlayStation logo on the controller
3. Go to the library and find options for games and applications
4. Go in to applications and you will find the internet browser
5. Type in [Office 365](#) and log in as you would in school
6. You can then access your work and use key packages including:
  - Word
  - Excel
  - PowerPoint
  - Teams
  - Your emails