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Microsoft Teams instructions – Xbox and PlayStation

Dear Parents/Guardians,

You may have seen on social media that Microsoft Teams can be accessed via an Xbox or Playstation. We thought we would share these instructions for any families with these games consoles who are struggling for devices.

- It is possible to use both the Sony PlayStation 4 and the Microsoft Xbox One to access Microsoft Teams. These notes should also work on the newest generation of consoles (PS5 and Xbox X). Please note, this may not work on older consoles such as a Playstation 3 or Xbox 360.
- Both gaming machines are indistinguishable from computers if a mouse and keyboard are attached).

How to access online learning on an Xbox.

- Plug a keyboard in to the Xbox USB slot
- Go to 'my games and apps'
- Find Microsoft Edge and select.
- Type in Teams into Google and log in as you would in school.
- You can then access your work and use key packages including: Word, PowerPoint and Teams. You can access these apps by clicking on the 'waffle' (3 by 3 square) in the top left hand corner.
- To move the cursor you could use the Xbox controller or plug in a USB mouse.

How to access online learning on a PlayStation.

- Plug a keyboard into the PlayStation's USB slots (on the front).
- Go into applications and you will find the internet browser
- Identify the PlayStation internet browser icon (www with dots around it).
- To move the cursor you could use the PlayStation controller or plug in a USB mouse.
- Type in Teams into Google and log in as you would in school.
- You can then access your work and use key packages including: Word, PowerPoint, and Teams.

Obviously, if you are submitting photographic evidence of children's work, these consoles do not have a camera. However, it could be useful for submitting work via Word or PowerPoint. Children could use their games console to read the assignment, complete on paper and then upload via the smart phone app when available.

Many thanks,