

Guide to using Office 365 on a Gaming Console

Here is how you can access **Microsoft Office 365** as well as **TEAMS** and **WORD** on your PS4 and Xbox One for remote learning.



To access Office 365 on your Xbox One:

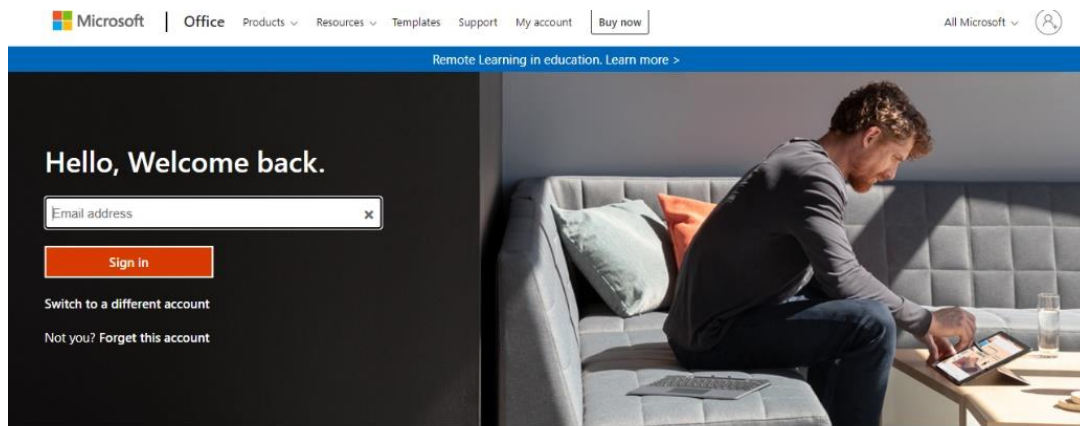
1. Ideally, plug in a keyboard via the USB slot. (this can be wireless or wired - see notes below). The Gamepad can also be used if no keyboard is available.

2. Go to 'my games and app's

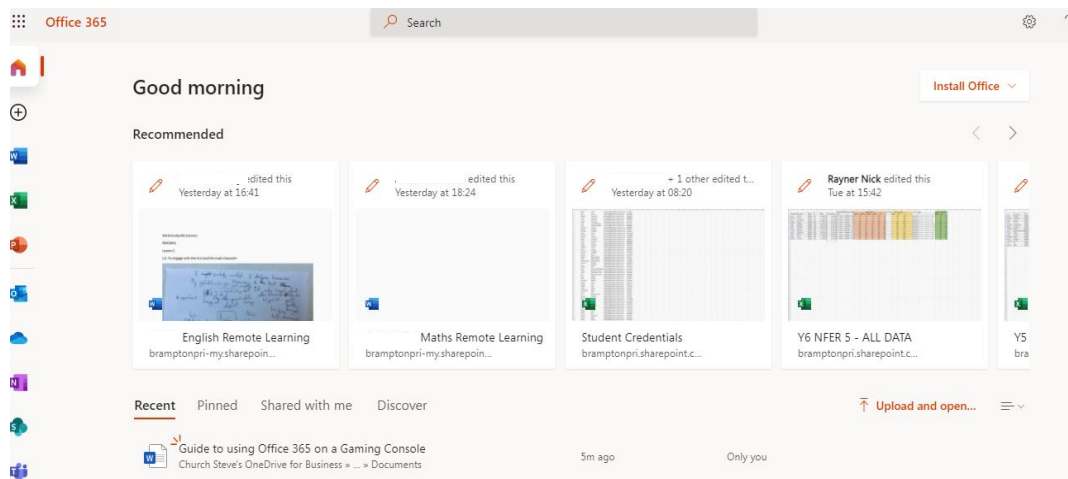
3. Find *Microsoft Edge* and select it



4. Type *Office 365* into the search bar and log in as you would do in school



You should see your home screen as you would on your other devices.



5. You can access your work as well as use key packages as you would do normally in school such as:

- Word – for working in your Maths, English or Creative documents
- Excel – for spreadsheets
- PowerPoint – for presentations
- Teams – for video lessons and communication via chat
- OneNote – for class notebook
- Your email (remember you can use the new class email to contact your teacher)

6. To move the cursor you can use the gamepad or, for greater control, 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
5. Type in Office 365 and log in like you would at school

NOTES

- This process offers another way for pupils to access remote learning materials whilst away from school.
- It can still be used in conjunction with other devices in the home.
- Gamepads can be used to navigate, but a keyboard and mouse will make typing and navigation easier for day-to-day work.
- There may be delay depending on the internet connection available.
- These devices do not have a webcam. However, pupils are still be able to watch a video lesson with their teacher but would not be able to share their video during the call.
- A headset with microphone can be used to join the video with audio only.