



Ashton
Community
Science
College

'a school to be proud of'

Access Microsoft Teams & Office with your Xbox or PlayStation



Microsoft Teams and Office can be opened on through an Xbox and PlayStation if you do not have other means to access it.

There isn't an app that you can add to your consoles, you access it through the built-in browsers that come on the two devices.

On Xbox, it is Microsoft Edge. On the PlayStation, it is the 'www' browser.

You will probably know how to find the browsers on your console, but if not, there is a search function you can access on the home screen.

Once the browser has been opened:

1. Type in 'office 365'
2. A prompt for signing in will appear
3. Type in your school email address (your school user name @ashtoncsc.com) and password.
4. You're now ready to go

You now have access to Microsoft Office and such programs as Teams, Emails, Word, Excel and PowerPoint.

A controller can be used to navigate round the platforms as you normally would do on a computer. If you have a keyboard you can plug this into the USB port and type away.

If you are having difficulties in accessing Teams through your console, please feel free to call the school and a member of staff can talk you through the process above.