



# Using Xbox For Teams



If you have an Xbox at home and it is connected to play online then you can also use it for getting onto your school work!

This may be quite useful for looking at Classcharts but even better for getting on to Teams if you have a 'Live Lesson' with your teacher. You can go through the school website but here I will show you how to get straight to the Office Apps.

## Step 1

Turn your Xbox on and go to your Games and Apps list.

Clicks on your Apps.

You may need to scroll down but find the 'Microsoft Edge' icon and click it to open it.

The screenshot shows the Xbox 'Apps' menu. On the left sidebar, the 'Apps' option is circled in red. A red arrow points from this box to the 'Apps' option. In the main grid of app tiles, the 'Microsoft Edge' tile is circled in red. A red arrow points from a text box on the right to this tile. The text box contains the instruction: 'You may need to scroll down but find the 'Microsoft Edge' icon and click it to open it.'

## Step 2

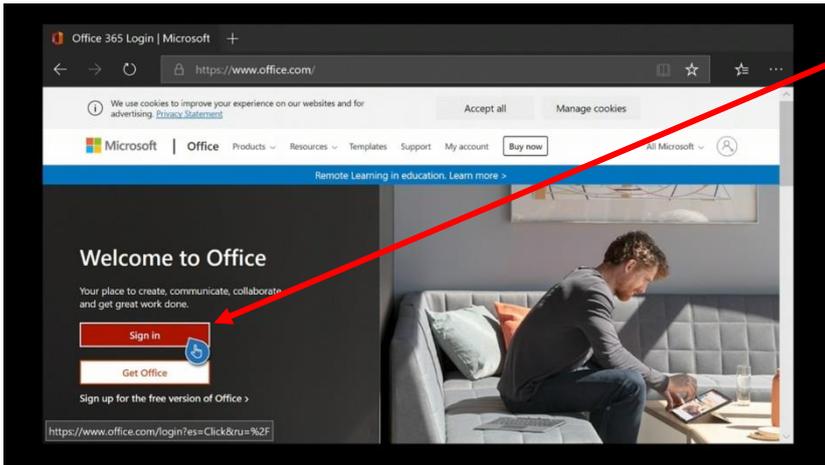
Type in the address in the address bar.

Click into the search section and type in 'office.com', this can be a bit fiddly using your controller! Click the first link or click to enter.

The screenshot shows the Microsoft Edge browser interface. The address bar is circled in red, and a red arrow points from a text box to it. The text box contains the instruction: 'Click into the search section and type in 'office.com', this can be a bit fiddly using your controller! Click the first link or click to enter.' Below the address bar, the search results for 'office.com' are shown, with the first result 'http://www.office.com' highlighted. A red arrow points from the text box to this result. A keyboard overlay is visible at the bottom of the screen, with the right arrow key circled in red.

## Step 2

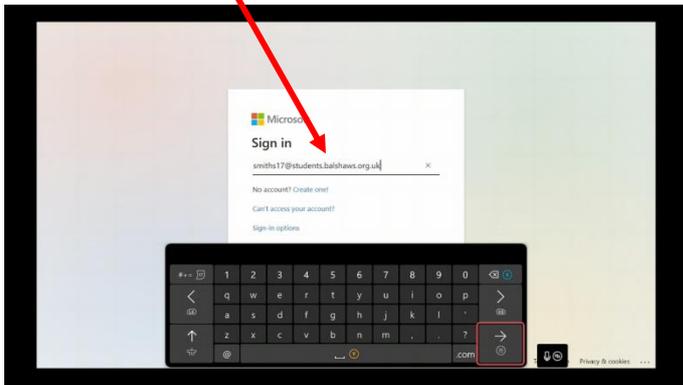
### Sign in to Office



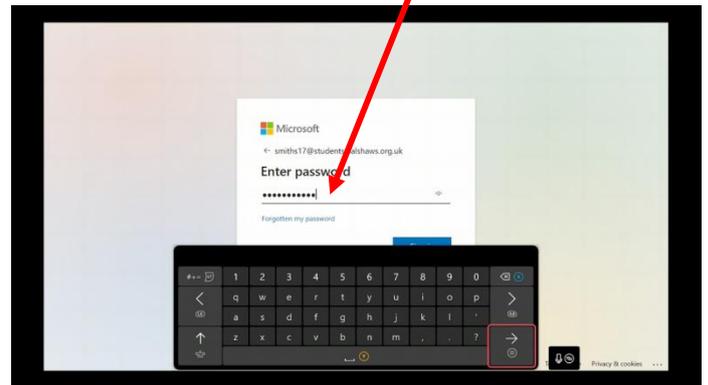
Click 'sign in' to log in with your Balshaws email and password.

You may already be logged in here because it will notice you have a Microsoft account with your Xbox, in which case there will be an option to 'Switch' accounts.

It will ask you for a username first, so type in your school email address (like the example). Then click 'Next'



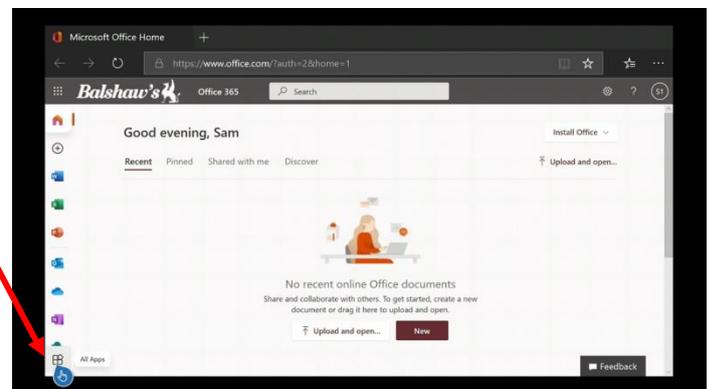
Then type in your school password and click 'Sign in'



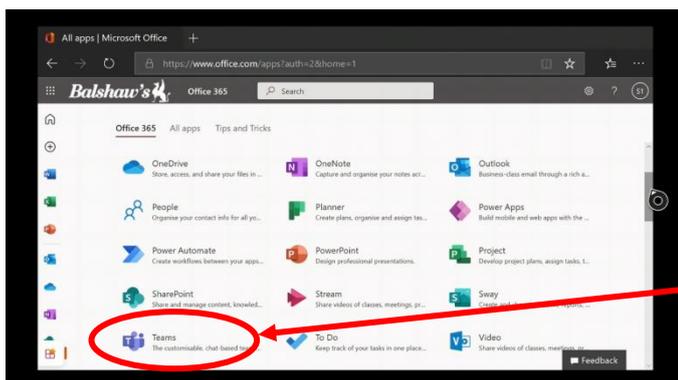
## Step 4

### Open up Office to see all the Apps.

You will have some popular apps at the side but click at the bottom to open up all the apps



All apps you may need are in here, you may need to scroll down to find 'Teams', click on it to open a new tab.

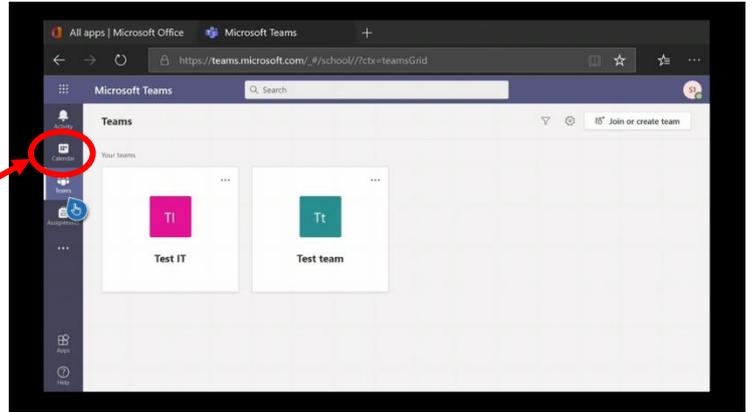


## Step 5

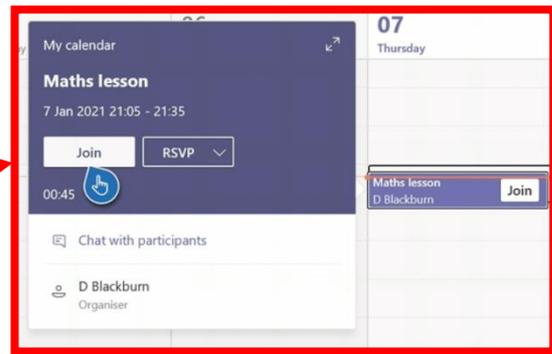
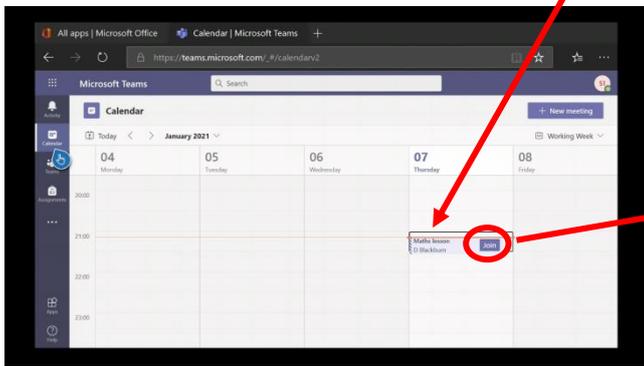
### Joining a meeting or 'Live Lesson'.

It may take a bit of time to load so be patient! It may open on your Teams which are your class groups.

To see any meetings you can click on Calendar.

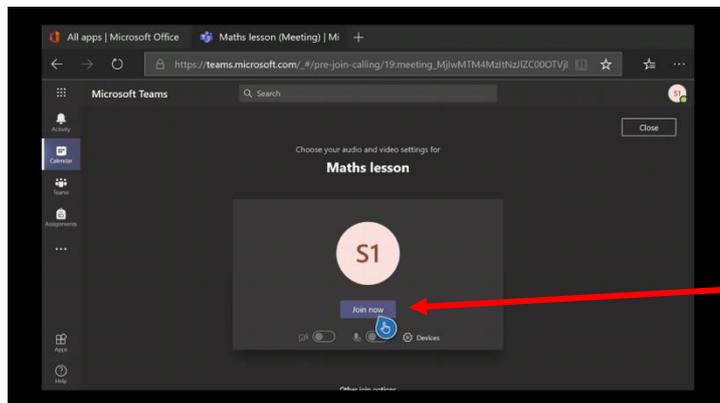
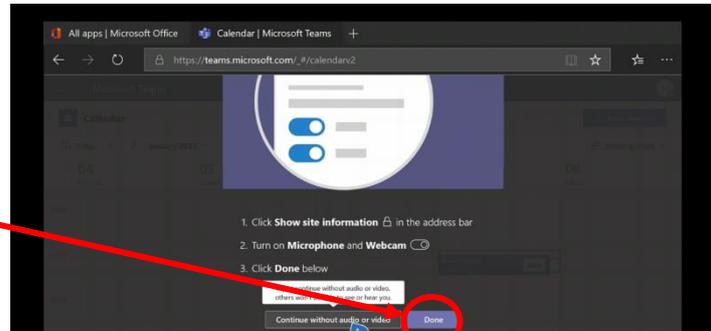


On the calendar you will see all your scheduled meetings. Click join to get the pop-up box, then 'Join' again.



**\*\*\*\*\*Only Join a meeting when it is time for your lesson to start\*\*\*\*\***

This message about microphones and cameras will come up – you do not need to change anything just click 'Done'



This should then take you to the Lobby where you can Join when the meeting is started. Click 'Join Now'

## Step 6

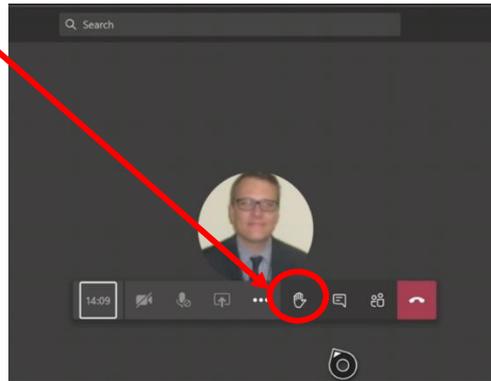
Using meeting features.

There are two main features you need to know about - Raise Hand and Conversation/Chat.

### Raising Hand

In the meeting you will see whatever your teacher wants to display to you, at some point if they have asked you may be able to raise your 'virtual' hand to ask something.

Click on the hand icon and wait for your teacher. You can also click it again to put your hand down.



### Opening Chat

Your teacher may ask if there are any questions - you can type a question into the chat that they can then answer when they see it. Just remember to be polite and use your manners - all the chats get saved.

Click on the 'Show Conversation' icon and the chat should open on the right, here you can add a question.

