

Accessing Office 365 from your console



Xbox

1. If you have one, plug a keyboard into the Xbox USB slot. If not use the on screen keyboard
2. Go into **My Games and Apps**
3. Find Microsoft Edge and select
4. Search **office.com** and log in as you would in school
5. You can then access your work through Notebook/Teams and use key packages including
 - Word
 - Teams
 - Excel
 - PowerPoint
 - Your emails
6. To move around you use the Xbox control or plug a mouse in.



Play Station

1. Identify the Play Station internet browser icon (it is www with dots around it)
2. Press the PS4 logo on the controller
3. Go to the library and find options for games and applications
4. Go into applications and you will find the internet browser
5. Search **office.com** and log in as you would in school

You can then access your work through one drive and use key packages including

- Teams
- Excel
- Word
- PowerPoint
- Your emails