

Online Learning Access



Accessing Office 365 via your Xbox or PlayStation

Xbox

1. Plug a key board into the Xbox USB slot
2. Go into my games and apps
3. Find Microsoft Edge and select
4. Search Microsoft 365 and you can log into web mail and all of the office 365 apps and log in as you would in school
5. You can then access your work through one drive and use key packages including
 - a. Word
 - b. Teams
 - c. Excel
 - d. PowerPoint
 - e. 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 Microsoft 365 and you can log into web mail and all of the office 365 apps and log in as you would in school
- You can then access your work through one drive and use key packages including
- a. Word
 - b. Teams
 - c. Excel
 - d. PowerPoint
 - e. Your emails

Alternatively you can purchase from amazon for less than £10 one example is below

https://www.amazon.co.uk/Acco-Kensington-6010715-ValuKeyboard-Wired/dp/B0001ZN7AO/ref=pd_sbs_147_1/262-4295837-0824351?encoding=UTF8&pd_rd_i=B0001ZN7AO&pd_rd_r=a211fda1-caef-4f30-93c2-663b7d44b8d1&pd_rd_w=7krkn&pd_rd_wg=P0Eri&pf_rd_p=62f21fe4-3f04-48ea-a8b2-ab990c79e0f8&pf_rd_r=S5CCZ43CW7G5SG6JYR4F&psc=1&refRID=S5CCZ43CW7G5SG6JYR4F