

## **Using Xbox or PlayStation to access Office 365**

**Accessing your remote learning. An alternative method of accessing remote learning during times of lockdown.**

### **Xbox**

1. Plug a keyboard in to the Xbox USB slot (less than £10 from Amazon)
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Type in [Office 365](#) and log in as you would in school
5. You can then access your work and use key packages including:
  - Word
  - Excel
  - PowerPoint
  - Teams
  - Your emails
6. To move around you use the Xbox controller or plug in a mouse

### **PlayStation**

1. Identify the PlayStation internet browser icon (it is WWW with dots around it)
2. Press the PlayStation logo on the controller
3. Go to the library and find options for games and applications
4. Go in to applications and you will find the internet browser
5. Type in [Office 365](#) and log in as you would in school
6. You can then access your work and use key packages including:
  - Word
  - Excel
  - PowerPoint
  - Teams
  - Your emails