

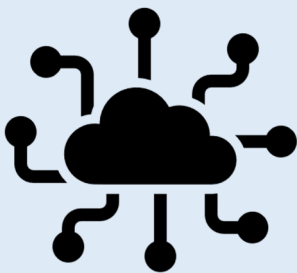


Online Learning from January 2021

Information for parents / carers

Accessing Microsoft Teams via an X-box, Play Station or Smart TV

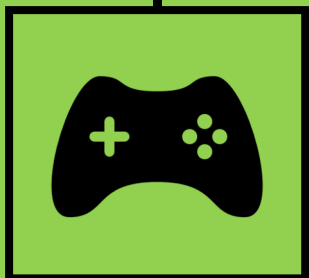
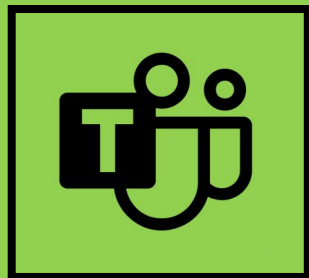
These instructions will tell you how to use other devices to access remote learning on **Microsoft Teams**



Using Internet connected devices for remote learning

If you have internet-connected devices at home, such as games consoles or a smart TV, you may be able to use these to access remote learning on Teams.

If you have a keyboard or mouse you might also want to connect these to make accessing Teams easier.

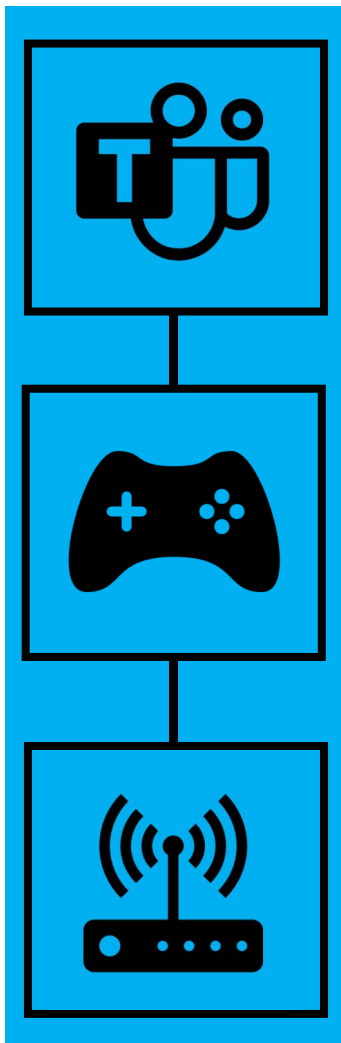


Using an X-Box to access remote learning on Teams

If you have a keyboard, plug this into the X-Box USB slot.

- Go into **My Games and Apps**, then find **Microsoft Edge** and select it.
- Once you are using Edge you can access remote learning via **the school website** or **Office.com**.
- To access via the school website
 - Log-in to office 365 with your school email address and your usual school password.
 - Select **Teams** and find the class you need to access your work.
- To access Teams via Office, type in: **www.Office.com**
 - To log-in use your school email address and your usual school password.
 - To open Teams, look at the list of 'app' icons
 - Click on the **Teams** logo and find the class need to access your work.

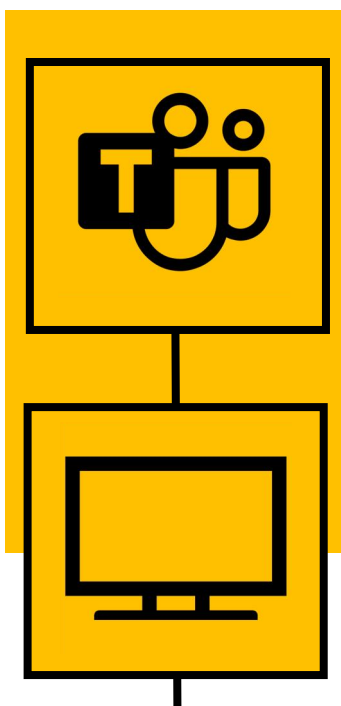
To move around use your X-Box controller or plug in a mouse. Once you are logged in can also access your e-mails and use key packages, including Word, Excel, and PowerPoint.



Using a PlayStation to access remote learning on Teams

- Identify the PlayStation internet icon (a WWW with dots around it).
- Press the PS4 button on the controller, then go to the library and find **options for games and applications**.
- Go into **applications** and you will find the internet browser, once you are using it you can access remote learning via **the school website** or **Office.com**.
- To use the school website
 - Login to office 365 with your school email address and your usual school password.
 - Select **Teams** and find the class you need to access your work.
- To access Teams via Office, type in: **www.Office.com**
 - To log-in use your school email address and your usual school password.
 - To open Teams, look at the list of 'app' icons
 - Click on the **Teams** logo and find the class need to access your work.

To move around use your PlayStation controller or plug in a mouse. Once you are logged in can also access your e-mails and use key packages, including Word, Excel, and PowerPoint.



Using a Smart TV to access remote learning on Teams

- Press the **Home** or **Menu** option on your TV remote control
- Scroll through the apps to find the **internet browser**, once you are using it you can access remote learning via **the school website** or **Office.com**.
- To use the school website type
 - Log-in to office 365 with your school email address and your usual school password.
 - Select **Teams** and find the class you need to access your work.



- To access Teams via Office, type in: **www.Office.com**
 - To log-in use your school email address and your usual school password.
 - To open Teams, look at the list of 'app' icons
 - Click on the **Teams** logo and find the class you need to access your work.

To move around use your remote control or plug in a mouse. Once you are logged in can also access your e-mails and use key packages, including Word, Excel, and PowerPoint.

Getting help and further information

For more information

- Visit the school website for further information about using Teams
- You can also find some useful resources on the **Microsoft Teams support page**
- If you are reading this guide online, click this link: [Get started in your class team - Office Support \(microsoft.com\)](#)
- Alternatively, you can type this case-sensitive short URL into a web browser from any device:
<https://bit.ly/MSTeamsStudent>