

How to Access Teams via Xbox one or PS4

PS4

1. Turn on PS4.
2. Use your controller to scroll to the far right of the bar with the Games to Library.
3. Select library application.
4. Within the library use the search bar to type in internet.
5. Select the internet browser app.
6. Start internet browser and press the triangle button on the controller to search.
7. Once on the internet type in the search box office 365
8. The first link should be to www.office.com open this and login within your school email and password.

Xbox one

1. Turn on Xbox one.
2. Go to the home menu.
3. Select my games and apps.
4. Scroll down to Apps.
5. Go to Microsoft Edge application.
6. Type in a search for office 365
7. The first link should be to www.office.com open this and login within your school email and password.

*Please note: process may be the same or similar for new consoles (PS5 or Xbox series X)