

# Access Microsoft Teams on Xbox and Play Station

## How to use Microsoft Teams on Xbox One & Xbox Series X/S

**Xbox consoles have access to the web browser Microsoft Edge, which can be used to access Microsoft Teams.**

1. Plug a wired keyboard into your Xbox One, Xbox Series X or Xbox Series S via one of the USB ports on the front or back.
2. Press the Xbox button top-centre of a game controller and head to 'My games & apps' in the side menu.
3. Click on 'see all', scroll down to 'apps' and you will see Microsoft Edge in the icons on the right-hand side. Open it.
4. Type 'Microsoft Teams' into the URL bar at the top and log in as you would on a PC using your College account.
5. You can either use an Xbox controller to move the cursor or a separate USB mouse plugged into one of the other ports.

## How to use Microsoft Teams on PS4 & PS5

You will need to open the web browser first; on the PS4 it's in the content menu and is an icon with 'WWW' written on it.

On the PS5 you need to open the system settings, then the user guide, which will open up an online user manual, where you can change the URL.

Then follow these steps.

1. Plug a wired keyboard and/or mouse into the USB ports on the PS4 or PS5 - each console should recognise them.
2. In the URL bar of the browser, type 'Microsoft Teams' and then log in using your College account.

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

- Word
- Teams
- Excel
- PowerPoint
- your emails

To move around you use the X-Box/PS control or plug a mouse