

ACCESSING OFFICE 365 THROUGH XBOX & PS4



- 1 **Optional** Plug in a keyboard via the USB slot. (this can be wireless or wired. Wired keyboards can be found for as little as £8.20 on Amazon)
- 2 Go to my games and apps
- 3 Find Microsoft Edge and select it
- 4 Type in Office 365 and log in as you would in school
- 5 You can access your work as well as use key packages such as:
 - Word
 - Excel
 - Powerpoint
 - Teams
 - Your email
- 6 To move the cursor you can use the gamepad or plug in a USB mouse



- 1 Go to the PlayStation browser icon (it is WWW with dots around it)
- 2 Press the PlayStation logo on your controller
- 3 Go to library and find options for games and applications
- 4 Go into applications and you will find the internet browser
- 5 Type in Office 365 and log in like you would at school
- 6 You can access:
 - Word
 - Excel
 - Powerpoint
 - Teams
 - Your email