

# Microsoft Teams on XBOX & PlayStation

Microsoft Teams can be accessed in a number of ways on different devices. This guide is intended to show how to access Teams using an XBOX or PlayStation. However, we will give information on how you can access Teams according to the equipment you have. Using a console should be one of the last resort options as it is easier to access with PC, laptop, smartphone or tablet.

If you prefer to watch run through on video, here is a teacher from a school in Wales explaining the process (credit Mr Longden @ Pontypridd High School)

XBOX Example <https://youtu.be/CiNzN8QxIRI>

Playstation 4/5 Example <https://www.youtube.com/watch?v=yTQsSxqdhmY> (Credit @PhilEdtech Teachblend)

## Methods of accessing Teams:

Teams App – PC, Laptop, Tablet, Ipad, Mobile Phone

Teams via a Web browser - PC, Laptop, Tablet, Ipad, Mobile Phone, XBOX, Playstation

You will need to use a browser such as Microsoft Edge or Google Chrome.

*It is important to note that any device that has a web browser should enable you to access MS Teams. Your device may have its own web browser (not Edge or Chrome) so you can try this.*

## Accessing Microsoft Teams on XBOX or PlayStation

1. Open your 'Apps' section on your Xbox or PlayStation
2. Find Microsoft Edge (or other Web browser)
3. Open the web browser
4. Accessing Office
  - a) Go to [www.shoreham-academy.org](http://www.shoreham-academy.org) Students menu and log into your email or OneDrive
  - b) Go to [www.Office.com](http://www.Office.com)
5. Log in using your school email address as username and password provided by the academy as normal
6. If prompted to download an app click 'no'. This should not be required.
7. Find the Teams app on the web page and click it (down left hand side- may have to click the 'ALL APPS' button- bottom left)
8. You will now be in MS Teams and can locate your classes, meetings etc.

## Important points to note:

- Using Teams on a console is slower than PC/laptop –be patient
- Plug in a gaming headset so you can use the microphone/headphones

- You can plug in a standard USB keyboard to use chat or use a chat pad for your game controller – otherwise you must type with gamepad and onscreen keyboard. If you require support with getting a keyboard please contact the academy via IT Helpdesk [helpdesk@shoreham-academy.org](mailto:helpdesk@shoreham-academy.org) .
- You will not be able to use a camera unless you plug in a USB webcam.
- You can scroll pages using the D-Pad or manually using the slider on the right hand side of pages

### **Accessing assignments/Documents**

- You should be able to open documents (word etc.) on [www.office.com](http://www.office.com) and inside Teams - including assignments.
- Or <https://shorehamacademy-my.sharepoint.com/>
- You should also be able to edit documents and hand in work
  - Connecting a Mouse, USB keyboard or chat pad is the best way to type/edit documents – otherwise you may need to agree another option with you teacher.