

Viking Academy Trust

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Microsoft Teams

Using Xbox or PlayStation to access TEAMS

XBox

1. Go into my games and apps
2. Find Microsoft Edge and select, it looks like this → 
3. Plug a keyboard into the Xbox USB slot or use the controller. To request a keyboard, use this link <https://app.keysurvey.co.uk/f/41520084/2ebe/>
4. Type in <http://portal.office.com> and login with your School details
5. You can then access Teams and all the other products including:
 - Word
 - OneDrive
 - PowerPoint
6. To move around use your Xbox controller or plug a mouse into the USB slot
7. You can plug a headset in with a microphone to speak in live lessons.

PlayStation

1. Press the PS4 logo on the controller
2. Go to Library find and select Games and Applications
3. Find the internet browser looks like this → 
4. Plug a keyboard into the PS4's USB slot or use the controller. To request a keyboard, use this link <https://app.keysurvey.co.uk/f/41520084/2ebe/>
5. Type in <http://portal.office.com> and login with your School details
6. You can then access Teams and all the other products including:
 - Word
 - OneDrive
 - PowerPoint
7. To move around use your PS4 controller
8. You can plug a headset in with a microphone to speak in live lessons.



'One Childhood, One Chance'



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