



**THORNS**  
COLLEGIATE ACADEMY



ACCESSING



Microsoft  
Teams

on




XBOX

&

PlayStation






- Plug your keyboard into the USB slot on your PlayStation
- Press the PlayStation logo on your controller
- Navigate to the Library, and then Games & Applications
- Find the Internet Browser in the "Apps" section, and then open it. Then, type in "**office.com**"
- Sign in using your Academy email address & password
- You should now be able to access the Microsoft Suite/ Apps from the waffle (top left hand corner ) including Teams, PowerPoint, Excel, etc...

# ACCESSING TEAMS

VIA  PlayStation

- Find the Microsoft Edge application on your console. This should be pre-installed on your Xbox
- In the search bar, search for "Office365"
- Click on "Office365 login"
- You must click 'No'...There is no Microsoft Teams App!
- Login using your Academy email address & password
- Click on the waffle  like you would on a PC – this is found in the top left hand corner
- Click on Teams
- Be patient! The first time you log on may take a few minutes
- Once you have logged on you will be able to access Teams, as you would on a laptop or any other device



# ACCESSING TEAMS

VIA  XBOX