

# 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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