## HOW TO ACCESS TEAMS VIA YOUR XBOX

Step 1: Start your X-Box and wait for your home screen to load up. Then locate the Microsoft Edge appplication and run it.



Step 2: When Microsoft Edge has loaded using either your keyboard or your controller – seach for Microsoft Teams.



Step 3: Click on Microsoft Teams and when the page loads click on SIGN IN.



Step 4: If you are asked to download a separate APP just click no.



Step 5: You will be asked to sign in. Use your keypad or controller to type in your school log in.



Step 6: You will be taken to a new log in screen. Enter the same password you use to access the school computers.



Step 7: You have now logged into Teams and you should see all of you Teams.



Step 8:If you click the 3 dots on the left hand side it will bring up additional options. You can access your calendar from here.



Step 9: Click on the class you want to join. It is easier if you have a keyboard to type with but you can use your controller. The sound will play through your head set or your TV. Let your tutor or your teacher know if you need a keyboard.

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