



Merrydale
Junior School

Be the Best you can Be

Alternate Ways to Access MS Teams via Games Consoles.

Dear Parents/Carers,

Please find information below on how to access MS teams via gaming consoles. We as a school are extremely keen on removing any barriers to accessing online/blended learning. The following instructions will allow further barriers to be removed and for children to access their classes MS team page where not previously able too.

The ability to access this online learning is vital and games consoles give children the opportunity to communicate with their teachers, access resources and take part in the online learning that is provided for them.

Open my apps/ games.

1. Open the 'e' icon, this is internet explorer/ Microsoft edge.
2. Type in google.
3. Complete a google search for 'Office 365' and then click on the top link.
4. It will then ask you to sign in. It may ask you to download the app (ignore this and say no).
5. When you sign in – it is your TEAMS email and password. Please email the [ICT Technical Team](#) with the students name, school and class and a member of the technical team will reply as soon as possible.
6. You will then be taken to the Office 365 homepage. You only need to access the TEAMS icon. When you click on this it will take you to a different page where you will access your teams page.

When on the Xbox you can:

- Reply to comments and messages
- Access assignment instructions and supporting materials
- You can edit documents, however this is sometimes not easy

Limitations are that the browser might take slightly longer to load due to network traffic. Also editing documents can be difficult. I would advise completing the work on paper rather than editing the document, you should be able to access all the resources necessary to enable you to complete the task.

Playstation:

1. Open the internet explorer icon.
2. Search for MS teams
3. Go on to the top result and press log in. You will then be taken to a separate page.

4. You will then be presented with a log in screen. You should have this information as it is your TEAMS email and password. **Please let us know if you don't have this.**
5. You will then log in to your teams page.

When on the Playstation you can:

- Reply to comments and messages
- Access assignment instructions and supporting materials
- You can edit documents, however this is sometimes not easy

The limitations are similar to those of the Xbox. The browser may take a while to load and editing documents is not always possible.

A video has been uploaded onto the [school website](#) in the Learn from Home menu under Videos on how to use Teams online at home that shows you how this can be done.

