

Accessing Office 365 on Xbox One X and Series X

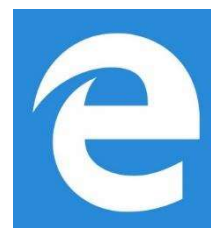
It is possible to access Office 365 on the Xbox One, Xbox One X/S and the Series X/S.

Loading Office 365

Please note: The Xbox supports the ability to plugin a USB keyboard and mouse, which can make the experience of using Office 365 on the Xbox an easier experience.

1. In order to access Office 365, you need to open the Edge Browser– which is shown as a large blue tile with an E in the centre.

If you do not have the Microsoft Edge browser icon on your dashboard, navigate to the My games and apps section of the console. Select the App category on the left-hand side and you will be able to find Microsoft Edge in your application list.



2. In the address bar, use the virtual keyboard to enter: www.office.com.
3. Select the '**Sign In**' button and login using your school email address and password. This will take you to the Office 365 dashboard.

From here you can access a large majority of Office 365 including Microsoft Teams, Outlook, Stream – as well as Word, Excel and Powerpoint. Most importantly - Students will also be able to participate in live lessons and watching lesson recordings back via Microsoft Stream.

Helpful Tip: Occasionally when accessing Microsoft Teams, particularly when the student is viewing their Teams in Tile mode – the channel names will not appear on the left-hand side. This can be resolved by switching Teams over to the list view.

1. In the top right-hand corner of the teams window, select the user avatar circle.
2. From the pop-menu, select '**Settings**'.
3. In the pop-up which appears, under the layout section – select '**List**'.
4. Close the window by using the small X in the top-right hand corner of the pop-up.