Using an Xbox or PlayStation to Access Office 365/TEAMS

Xbox

1. Plug a keyboard into the Xbox USB slot.
2. Go into my games and apps
3. Find Microsoft Edge and select
4. Type in Office 365 and log in as you would in school
5. You can then access your work and use the key packaged including
   - Word
   - Excel
   - PowerPoint
   - Teams
   - Your emails
6. To move around you can use the Xbox controller or plug in a mouse

PlayStation

1. Identify the PlayStation internet browser button (it is www with dots around it)
2. Press the PlayStation logo on the controller
3. Go to the library and find options for games and applications
4. Go into the applications and you will find the internet browser
7. Type in Office 365 and log in as you would in school
8. You can then access your work and use the key packaged including
   - Word
   - Excel
   - PowerPoint
   - Teams
   - Your emails

If you do not have access to a keyboard or/and a mouse for the use of an Xbox or PlayStation, please contact the school for support

How to scan documents on your iphone, ipod and ipod touch

You can use the notes app to scan documents and add signatures on your iPhone, iPad or iPod touch.

Scan a document

1. Open Notes and select a note or create a new one.

2. Tap the Camera button 📷, then tap Scan Documents 🔲.

3. Place your document in view of the camera.

4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button ⚪ or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.

5. Tap Save or add additional scans to the document.