

Online teaching through TEAMS – Troubleshooting access

Accessing TEAMS

- All 'how to' sheets are available on our website (COVID/TEAMS) these include:
 - I. How to access your child's school emails to view and access TEAMS invitations
 - II. How to access Microsoft TEAMS for recorded lessons.

Accessing TEAMS on alternative devices

As Microsoft TEAMS is browser based, the above devices have compatible browsers you can access.

X Box

Go into *my games* and *apps* and find *Microsoft Edge*

Type in *Microsoft Teams* and *log in* as you would following the 'How to access TEAMS meetings'

You can then access your work through Teams and One drive and use Key Packages including; Word, Teams, Excel, PowerPoint and your emails.

To navigate use the controller or plug in a Mouse (USB)

PlayStation (PS4)

Identify the PlayStation internet browser icon – it is WWW with dots around it

Press the PS4 logo on the controller

Go to the library and find options for games and applications and you will find the internet browser

Type in *Microsoft Teams* and *log in* as you would following the 'How to access TEAMS meetings'

You can then access your work through Teams and One drive and use Key Packages including; Word, Teams, Excel, PowerPoint and your emails.

To navigate use the controller or plug in a Mouse (USB)

Fire Stick and Smart TV

Identify the internet browser icon – this is usually internet explorer (a large e) or chrome

Type in *Microsoft Teams* and *log in* as you would following the 'How to access TEAMS meetings'

You can then access your work through Teams and One drive and use Key Packages including; Word, Teams, Excel, PowerPoint and your emails.

To navigate use the controller or plug in a Mouse (USB)