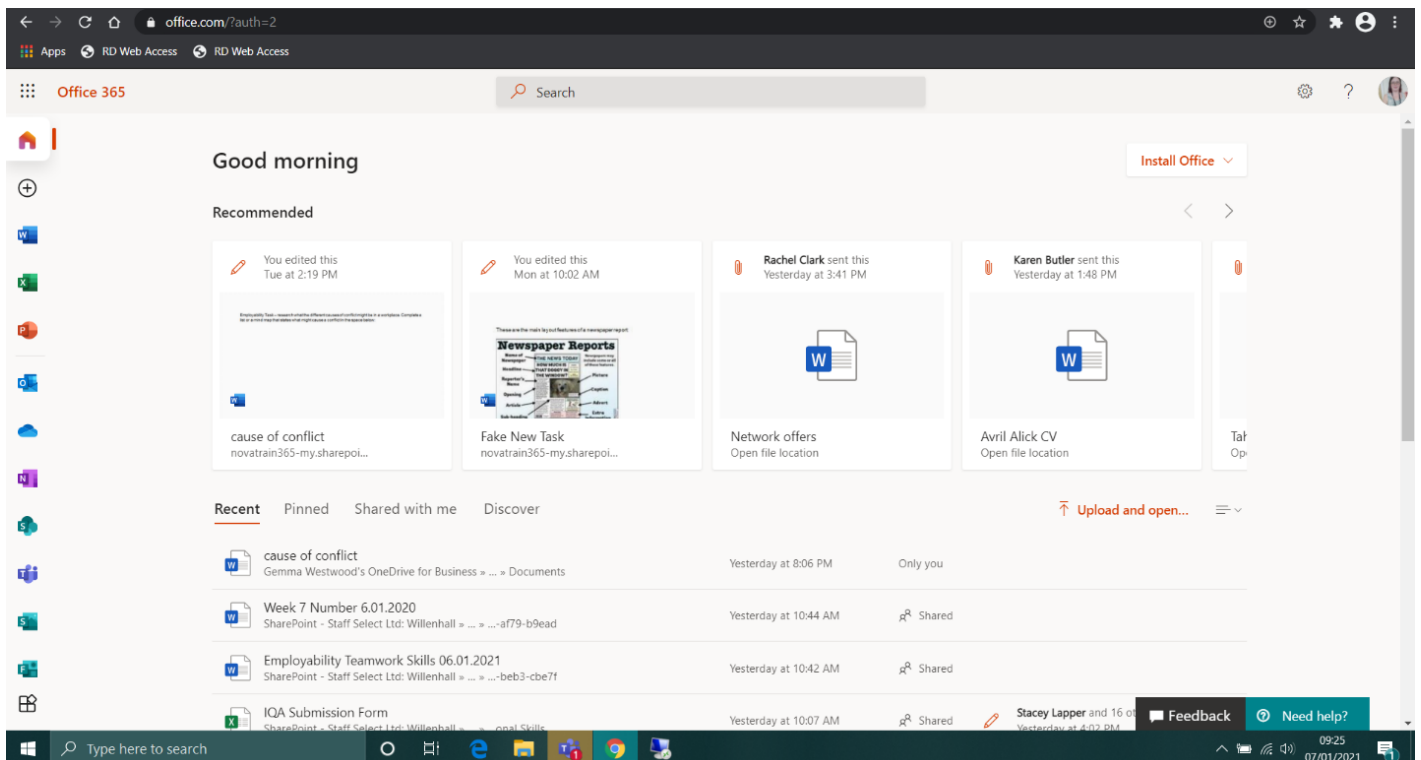




## Accessing MS office 365 via your PS4

1. Navigate to your web browser on your PS4 and open it.
2. Type into the search bar Office.com
3. Log in with the username and password that you would use in Centre/ on any other computer or mobile device, and follow the onscreen log on instructions.
4. This will open up office 365:



### When logged in:

1. On the left-hand side of the screen are all the available Microsoft apps, including all MS office products and MS Teams, click on the appropriate icon to open the online version of your required app in a new tab.
2. You can then use these in the same way as you would on a PC or a laptop to access your assignments and complete them.

**NB.** You will only be able to access the online sessions through your PS4 if you download Microsoft edge as an app. It will prompt you to do this when you attempt to join a call, follow the onscreen instructions to do so. If you don't wish to download the Microsoft edge app please use another device (e.g. mobile phone or tablet) to attend live lessons and the PS4 to complete assignments.

3. If you find that typing using your controller is a little slow for you, you can plug in a USB enabled or a wifi enabled keyboard to your device. If you do not have a keyboard at home discuss this with your tutor/ coach as you may be able to have one loaned to you from the Centre.

*'The year of staff support, development and engagement'*