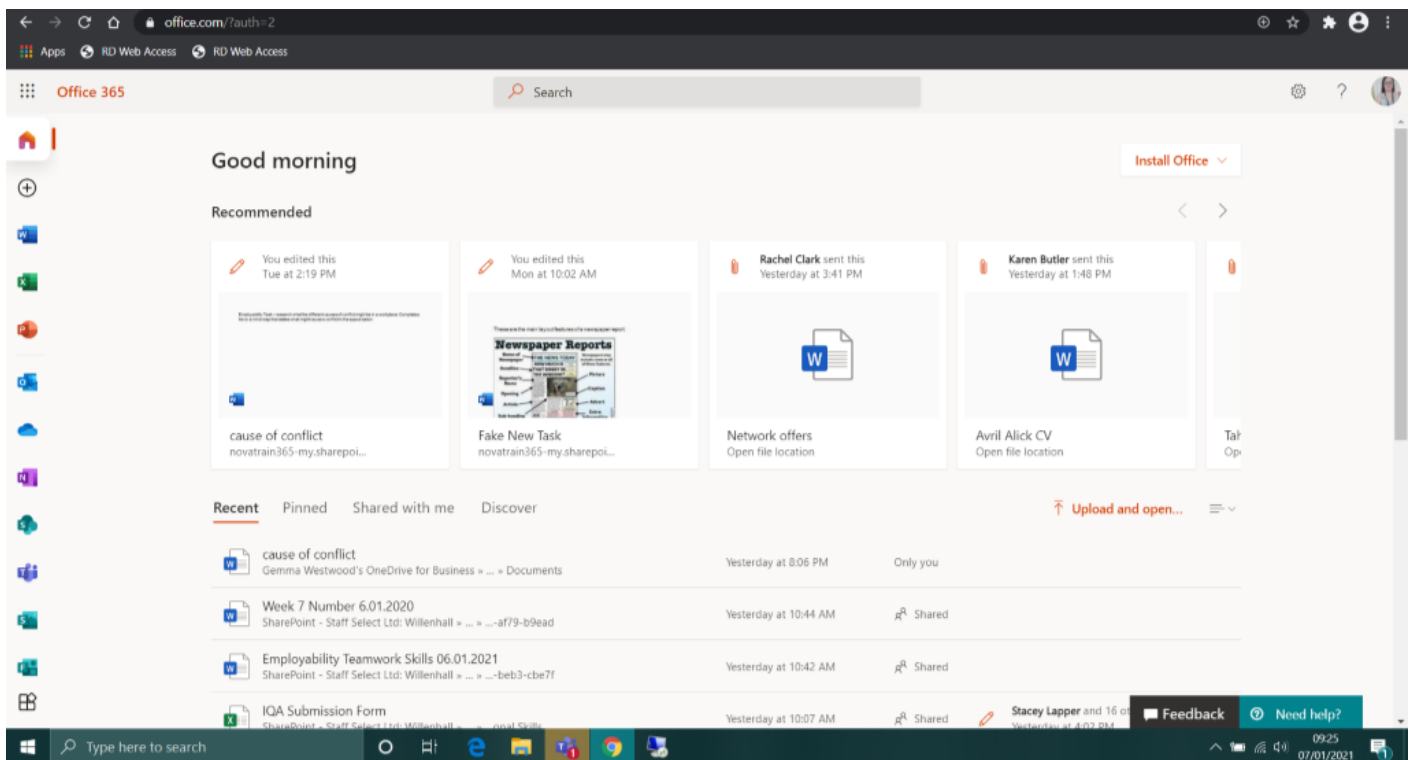




## Accessing MS office 365 via your Xbox

1. Navigate to your web browser on your Xbox and open it.
2. Type into the search bar Office.com
3. It will ask you to search for an app, select No to go to the web browser version of office 365. (it may ask you to do this a few times continue to select No)
4. 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.
5. 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.
3. If you find that typing using your controller is a little slow for you, you can plug in a USB enabled or a Wi-Fi 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’*