

User guided on how to use **Xbox and PlayStation to access Microsoft TEAMS**

Xbox:

1. Plug a keyboard into the Xbox USB slot or use your game controller.
2. Go to my games and apps.
3. Find and select Microsoft Edge.
4. Type in TEAMS and open the programme.
5. Type in your BGFL email address and password.
6. If you have headphones, you can listen to the lessons.
7. If your headphones have a microphone, you will be able to be heard. (If your headphones DO NOT have a microphone then you can't be heard.)

PlayStation:

How To Access Microsoft Teams On PS4

1. Click on the console's Library and choose the option for games and applications.
2. Select Applications and start the PS4 web browser.
3. Type Microsoft Teams in the browser and type in your BGFL email address and password.
4. If you have headphones, you can listen to the lessons.
5. If your headphones have a microphone, you will be able to be heard. (If your headphones DO NOT have a microphone then you can't be heard.)