

HOW TO ACCESS TEAMS/OUTLOOK 365 FROM AN XBOX OR PS4



- 1 Turn on your PS4
- 2 Use the controller to scroll to *Library* and use the search bar to type in *INTERNET*
- 3 Select the *Internet Browser*
- 4 Start Internet Browser and press the triangle button on the controller to search
- 5 Type in a search for Outlook 365 <https://outlook.office.com/>
- 6 Login using your school email address user@prestatynhighstudents.co.uk and password
- 7 Click on the waffle in the top left of the screen and select *TEAMS*



- 1 Go to Home Menu
- 2 Select My Games and APPS
- 3 Scroll down to Apps
- 4 Go to Microsoft Edge application
- 5 Type in a search for Outlook 365 <https://outlook.office.com/>
- 6 Login using your school email address user@prestatynhighstudents.co.uk and password
- 7 Click on the waffle in the top left of the screen and select *TEAMS*

