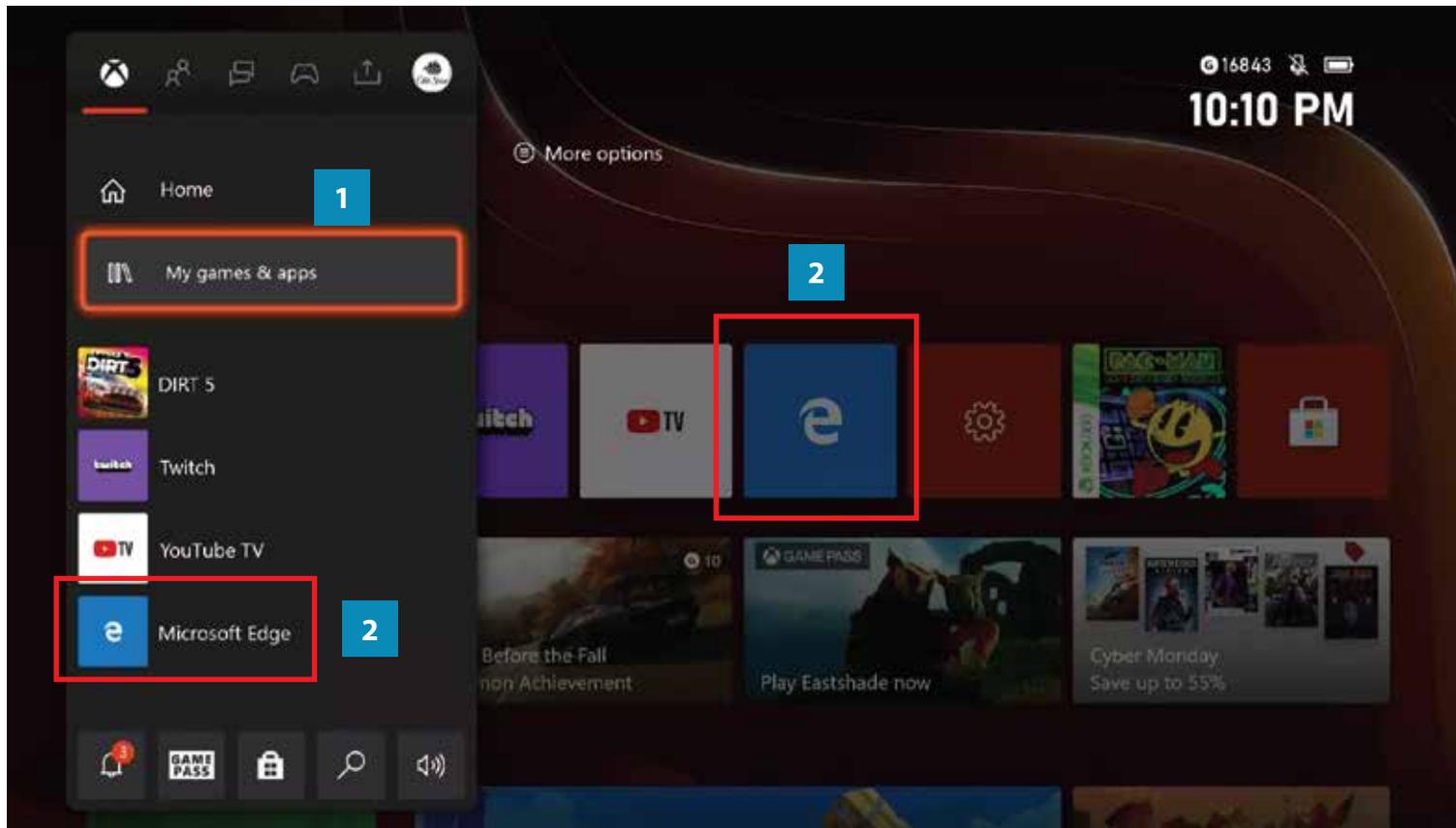




HOW TO USE YOUR XBOX TO ACCESS MICROSOFT TEAMS

1. Go to **My Games & Apps**
2. Find and select **Microsoft Edge**
3. In the address bar type **www.uhs.org.uk**





HOW TO USE YOUR XBOX TO ACCESS MICROSOFT TEAMS

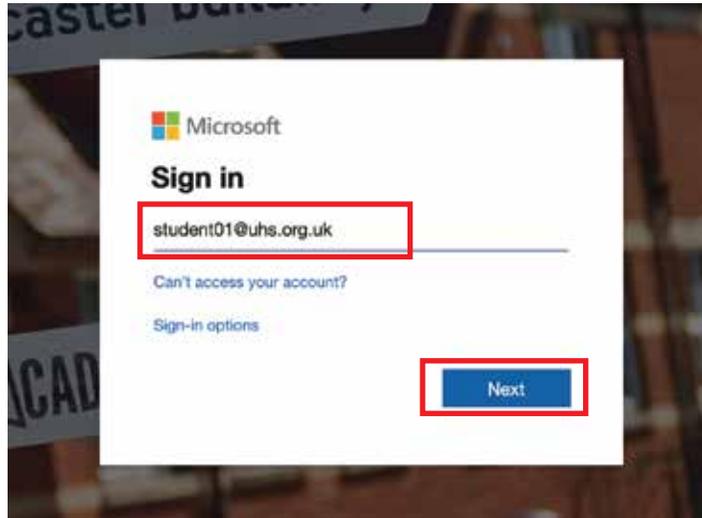


4

4. Click the **Student Portal** icon.

5. Log in using your **school email address** and click the **Next** button.

6. Enter your **password** and click the **Sign in** button.



5

Sign in with your organizational account

student01@uhs.org.uk

.....

Sign in

6



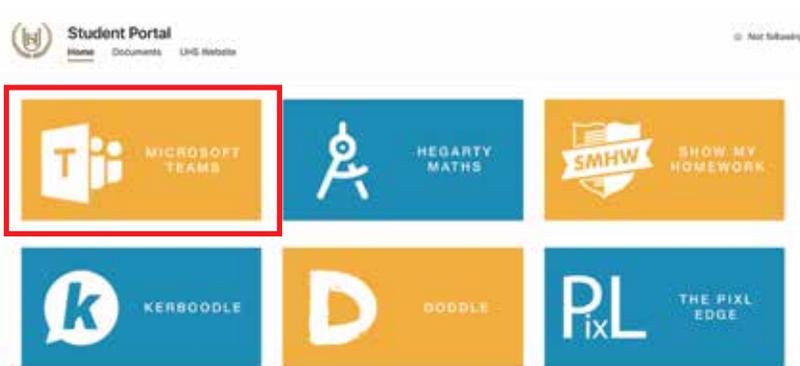
HOW TO USE YOUR XBOX TO ACCESS MICROSOFT TEAMS



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7. Click the **Yes** button to continue.

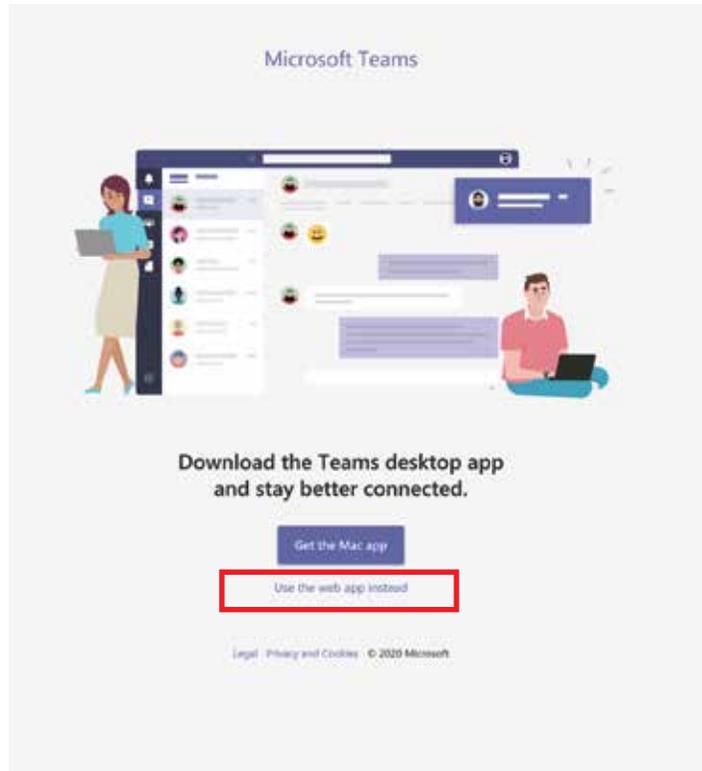
8. On the **Student Portal** website, click on the **Microsoft Teams** picture to go to **Microsoft Teams** site.



8



HOW TO USE YOUR XBOX TO ACCESS MICROSOFT TEAMS



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9. Click 'Use the web app instead' link to launch the **Microsoft Teams** app.

HOW TO JOIN A TEAMS MEETING:

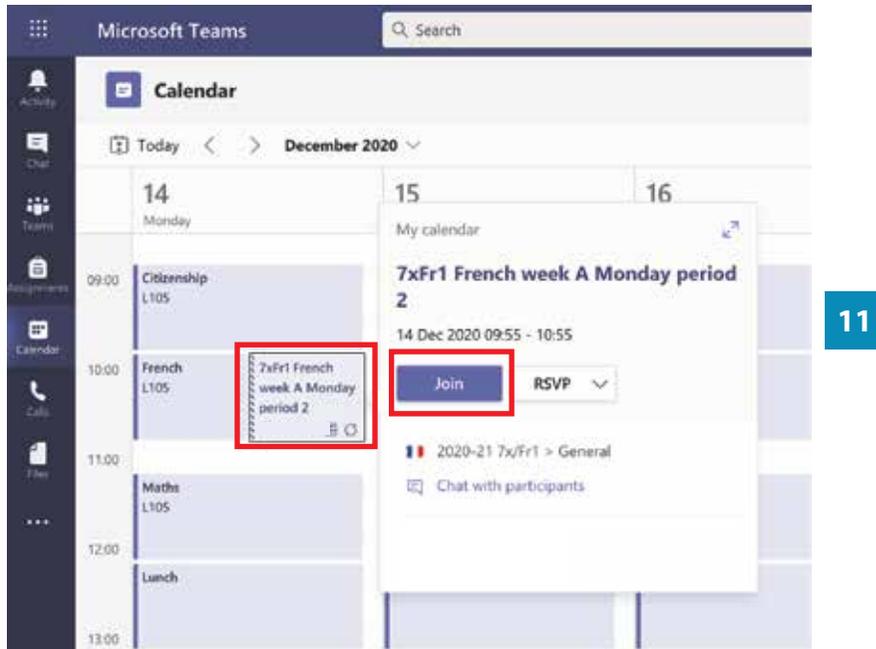
10. Click **Calendar** icon. This will bring up your weekly timetable.



10



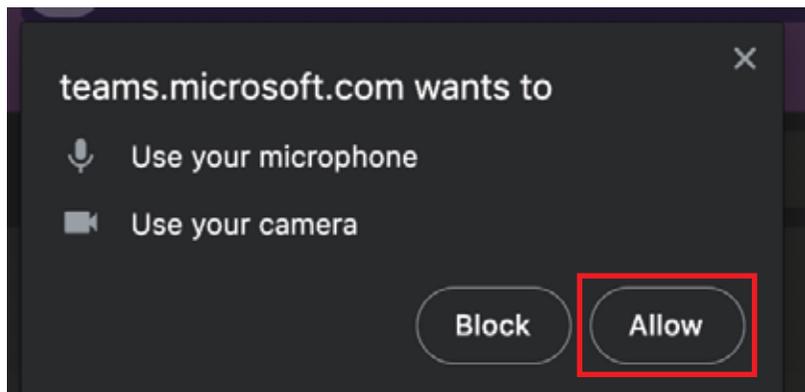
HOW TO USE YOUR XBOX TO ACCESS MICROSOFT TEAMS



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11. Subjects with scheduled meetings will have a **Join** button when selected. Click this button to enter the meeting room.

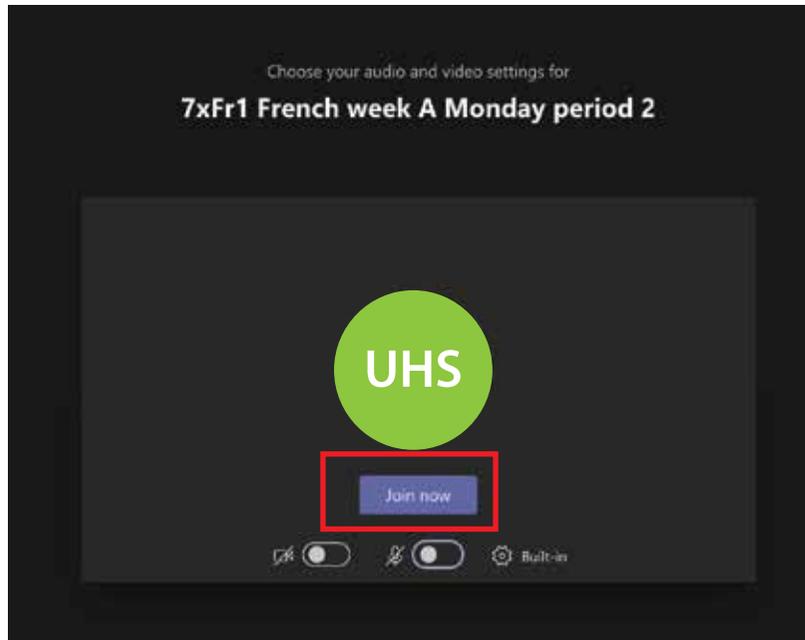
12. If prompted, click the **Allow** button to give your Internet browser access to use your **microphone** and **camera**.



12



HOW TO USE YOUR XBOX TO ACCESS MICROSOFT TEAMS



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13. Click the **Join** now button to join the meeting. The two buttons underneath control the microphone and camera settings, which you can toggle on/off.