

HOW TO USE YOUR PLAYSTATION TO ACCESS MICROSOFT TEAMS



1. Press the PlayStation **logo** on the controller to go to the home screen.

2. Go to the **Library** application, click **Start**.

3. Go to **Applications** folder.







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4. Select Internet Browser.

5. Click the **Start** button open **Internet browser**.

6. In the **address bar**, enter uhs and click **Go**.



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7. Select the **Uxbridge High School** website from search results.

8. Click the **Student Portal** icon.

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



Sign in with your	organizational account	10
student01@uhs.	org.uk	
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Sign in		
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10. Enter your **password** and click the **Sign in** button.

11. Click the Yes button to continue.

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



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Microsoft Teams Q. Search Calendar Qt Meet = T Today December 2620 ~ 1 3 16 15 17 14 P Thoras Address of Turnelin Mathe English L105 P.L 101 1305 14 Singlish LVDS Drama C105 1101 Chief. Mathe L1DE Geography L103 History L105

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

HOW TO JOIN A TEAMS MEETING:

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



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	09:00	Citizenship L105	7xFr1 French week A Monday period 2 14 Dec 2020 09:55 - 10:55				
ndar	10:00	French 1105 2xFr1 French week A Mondi period 2	Join RSVP V				
	11.00		1 2020-21 7x/Fr1 > General				
••		Maths L105	ख्य Chat with participants				
	12.00	Lunch					
	13:00						



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

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





17. 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.