

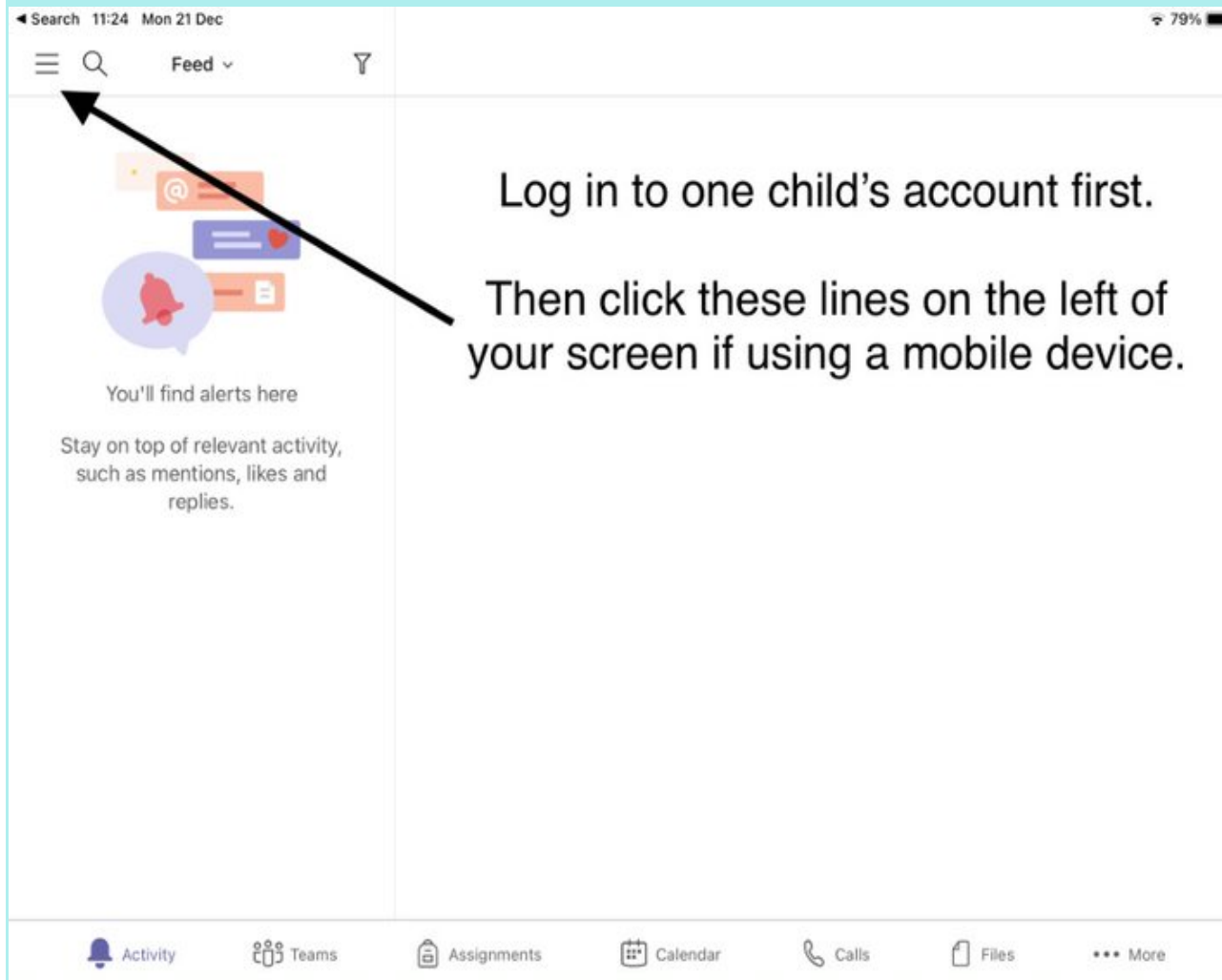


Teams Tips

- sharing devices between family members
- using an Xbox or Playstation to access Teams

If you require any further support or assistance with any Teams issues, please get in touch.
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The following images show how to add accounts on Teams rather than sign in and out all the time if pupils are sharing a device.





- ⓧ Offline
- ✍ Set status message
- 🔔 Notifications
Off
- ⚙ Settings
- 💡 What's new
- + Add account



Click 'Add account'





Select an account to sign in with



Sign in with the next child's account details.

 Sign in with another account



Sign up for free



- Available
- Set status message
- Notifications Off
- Settings
- What's new

Accounts and Orgs

-  **The City of Edinburgh Council**
[redacted]@ea.edin.sch.uk
-  **The City of Edinburgh Council**
[redacted]@ea.edin.sch.uk
- + Add account



Add any other children in the same way.

You will see all account log ins here.



◀ Search 11:25 Mon 21 Dec

79%

Available

Set status message

Notifications
Off

Settings

What's new

Accounts and Orgs

The City of Edinburgh Council
@ea.edin.sch.uk

The City of Edinburgh Council
@ea.edin.sch.uk

+ Add account

Each child can just
click on their account
to see
the Team for their year
group.



New post

Assignments

Calendar

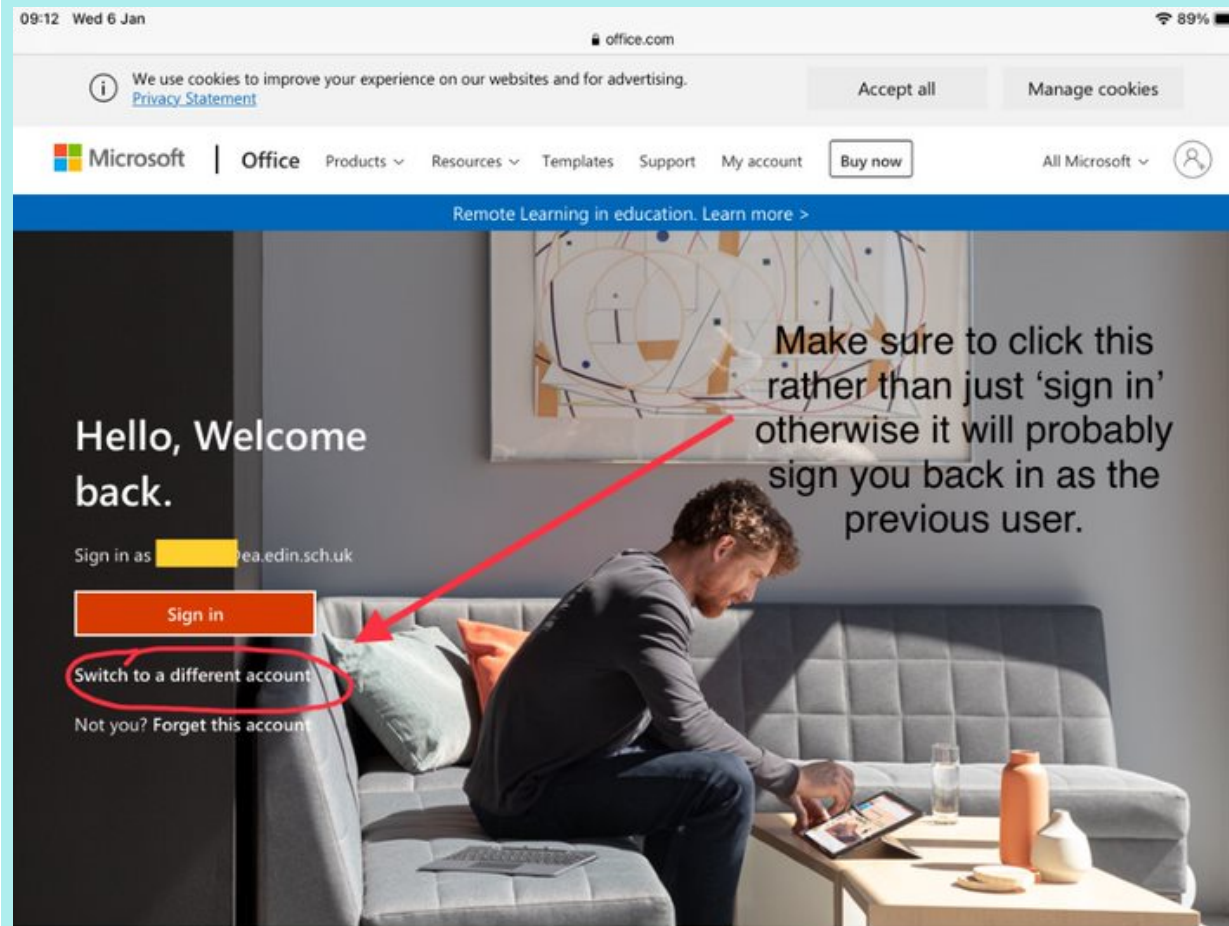
Calls

Files

More

If using an Internet browser, switch to a different account or click 'Forget this account.'

If you are finding the computer is still remembering the previous user, it's also helpful to close any tabs and/or clear the browser history.



Using an Xbox or a playstation to access Teams

The two videos below will show you how to use either an Xbox or a Playstation to log in to Teams. Depending on the model, you may require a keyboard. If you do and wish to borrow one from school, please do not hesitate to get in touch.

If required, you should be able to simply plug the keyboard into a spare USB port and it should be picked up automatically.

There are some limitations however, MS Edge has disabled the use of a mouse and the Xbox controller has to be used as a pointer mechanism. This is slightly more cumbersome than a mouse.

To make things slightly easier here is a list of keyboard short cuts and the corresponding values to the controller:

Function	Controller input	Keyboard key
Move to next element	N/A	Tab
Move to previous element	N/A	Shift+Tab
Open the guide	Xbox button	Windows button
Select	A	Space, Enter
Back	B	Escape, Backspace
Open search	Y	Y
Open menu	Menu button	Win+M
Change view	View button	Win+V
Up	Left stick up , D-pad up	Up arrow
Down	Left stick down, D-pad down	Down arrow
Left	Left stick left, D-pad left	Left arrow
Right	Left stick right, D-pad right	Right arrow