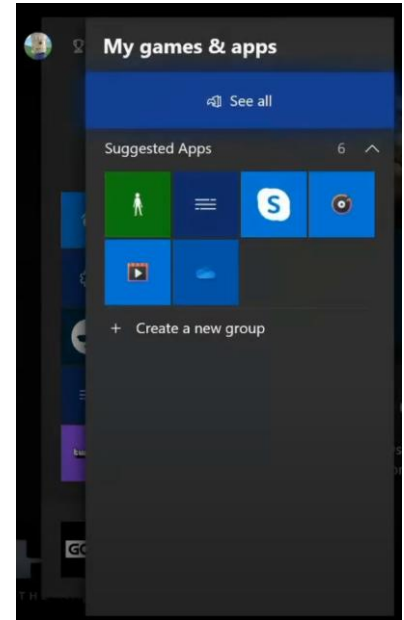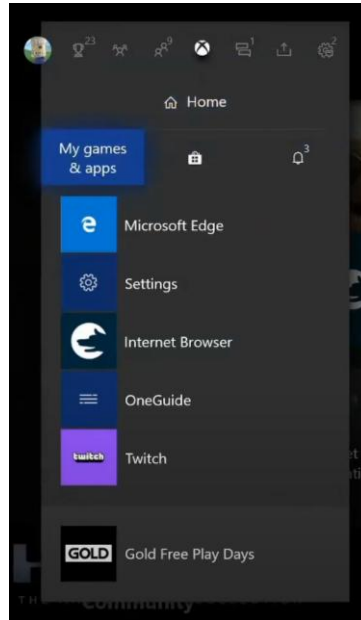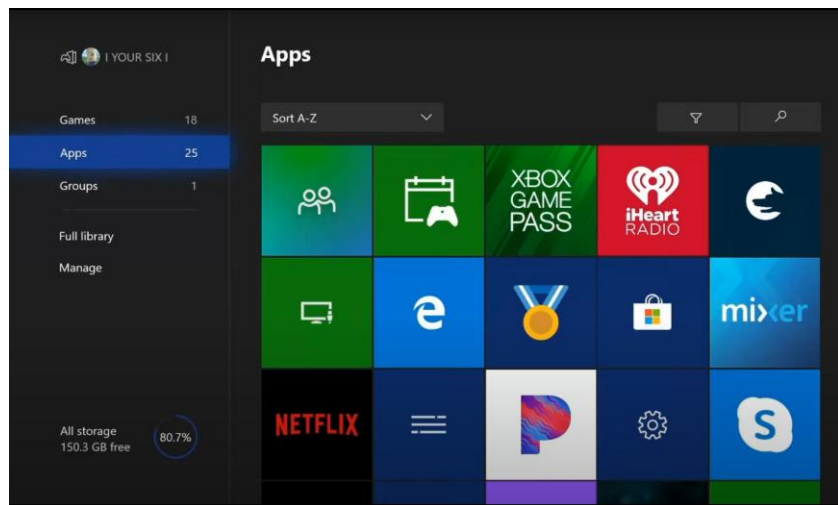On your Xbox Controller, press the middle "Xbox" button until the Side Menu appears.
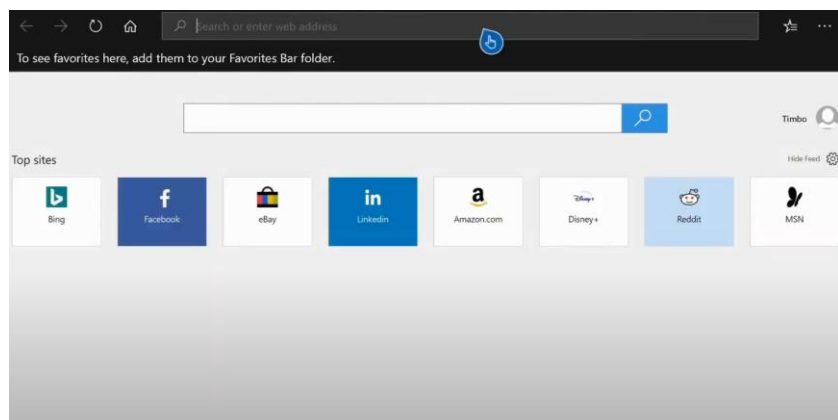
On the Side Menu, press the down arrow to select "My games & apps" and press the "A" key. On the "My games & apps" menu, press the "A" key on "See all".

Once on the "Games" page, press the down arrow again and then use the arrow keys to highlight the large "E" icon. Once highlighted, press the "A" key".
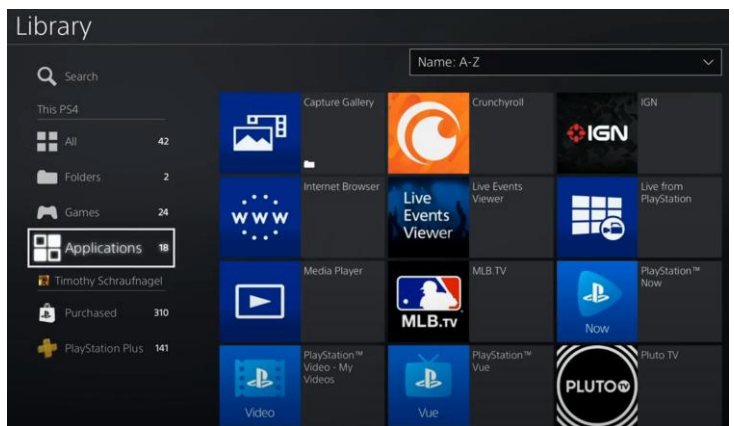
Now you're in Microsoft Edge, use the arrow keys to hover over the address bar and type in: "office.com" and login with your email address and password.
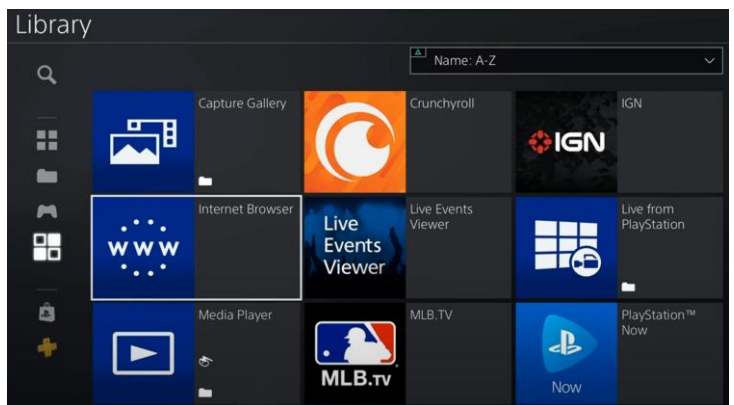
On the PS4 home screen, use the arrow buttons until you highlight the Library application. Once highlighted, press the "X" button.

Once the Library application is open, use the arrow keys to scroll down to "Applications" and press the "X" button again.

Use the arrow keys again to highlight the "Internet Browser" and then press the "X" button.

Now, use the arrow keys to hover over the address bar and type in: "office.com" and login with your email address and password.