This guide will demonstrate how to activate your copy of Microsoft Office 365 which you downloaded from the TIGS Portal.

**Mac**

1) When you have finished installing the software the following screen will appear. Select the “Sign in” option.

2) Enter `username@student.tigs.nsw.edu.au` as the email address. Eg: If your TIGS username is `ajones` you would enter `ajones@student.tigs.nsw.edu.au`

3) In the following screen enter in your TIGS password.
Windows

1) When the following screen appears enter username@student.tigs.nsw.edu.au as the email address. Eg: If your TIGS username is ajones you would enter ajones@student.tigs.nsw.edu.au

2) On the next screen enter your TIGS password.