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**
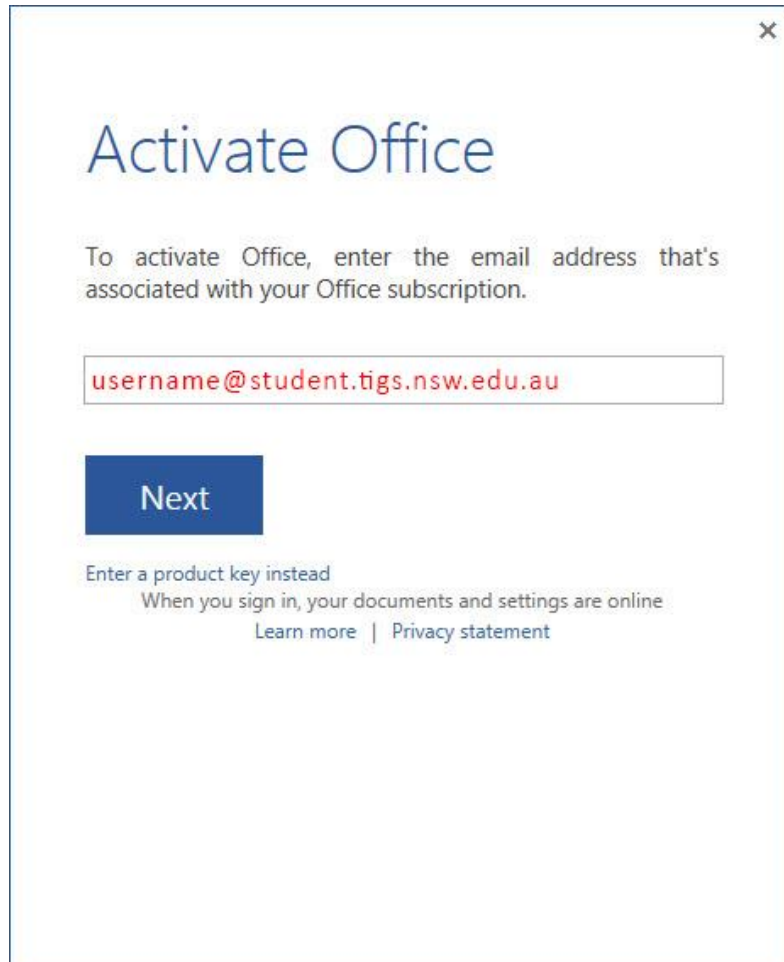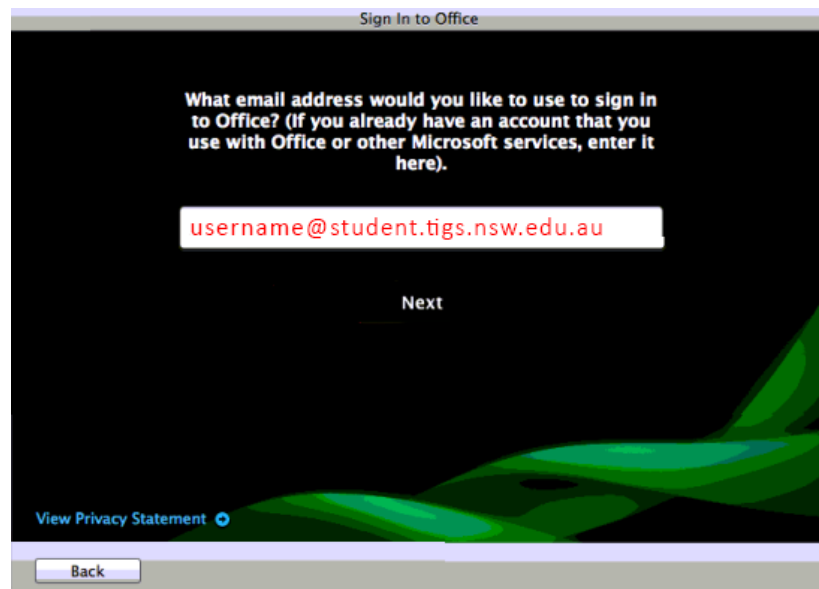

3) In the following screen enter in your TIGS password.

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.