

## ACTIVATING OFFICE 365

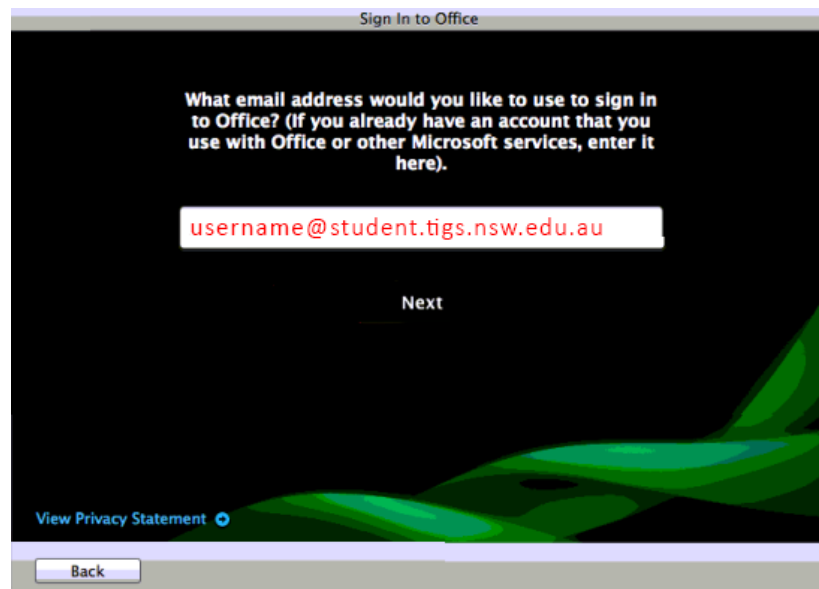
This guide will demonstrate how to activate your copy of Microsoft Office 365 which you downloaded from the TIGS Portal.

### 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](mailto: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](mailto:ajones@student.tigs.nsw.edu.au)

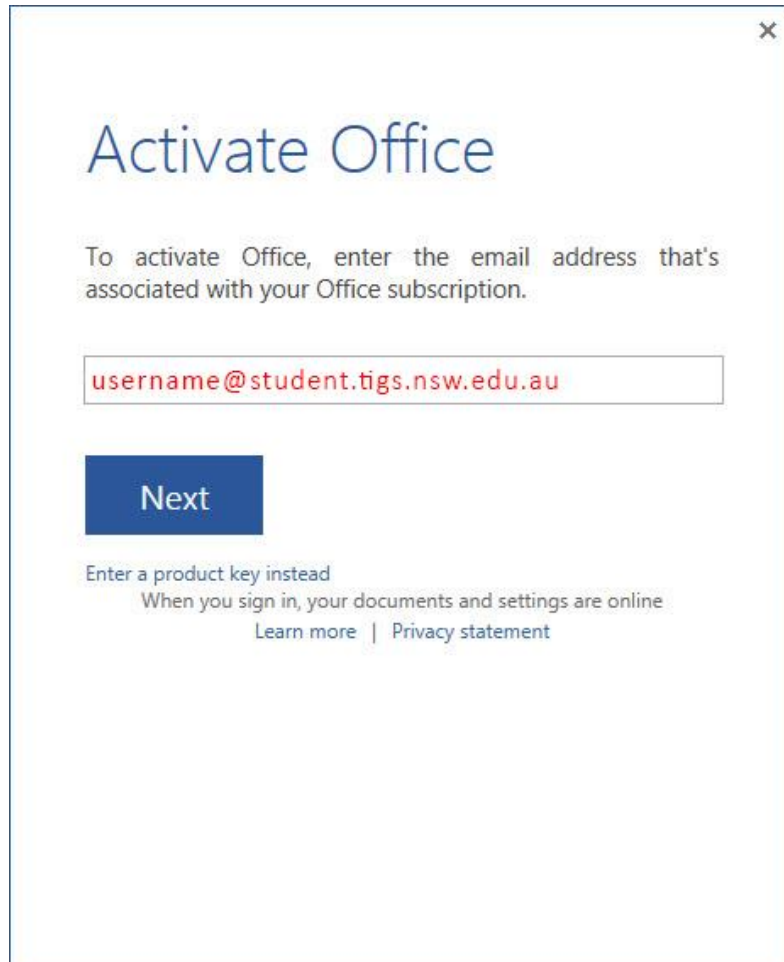


- 3) In the following screen enter in your TIGS password.



## Windows

- 1) When the following screen appears enter [username@student.tigs.nsw.edu.au](mailto: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](mailto:ajones@student.tigs.nsw.edu.au)



Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

**Next**

Enter a product key instead  
When you sign in, your documents and settings are online  
[Learn more](#) | [Privacy statement](#)

- 2) On the next screen enter your TIGS password.

