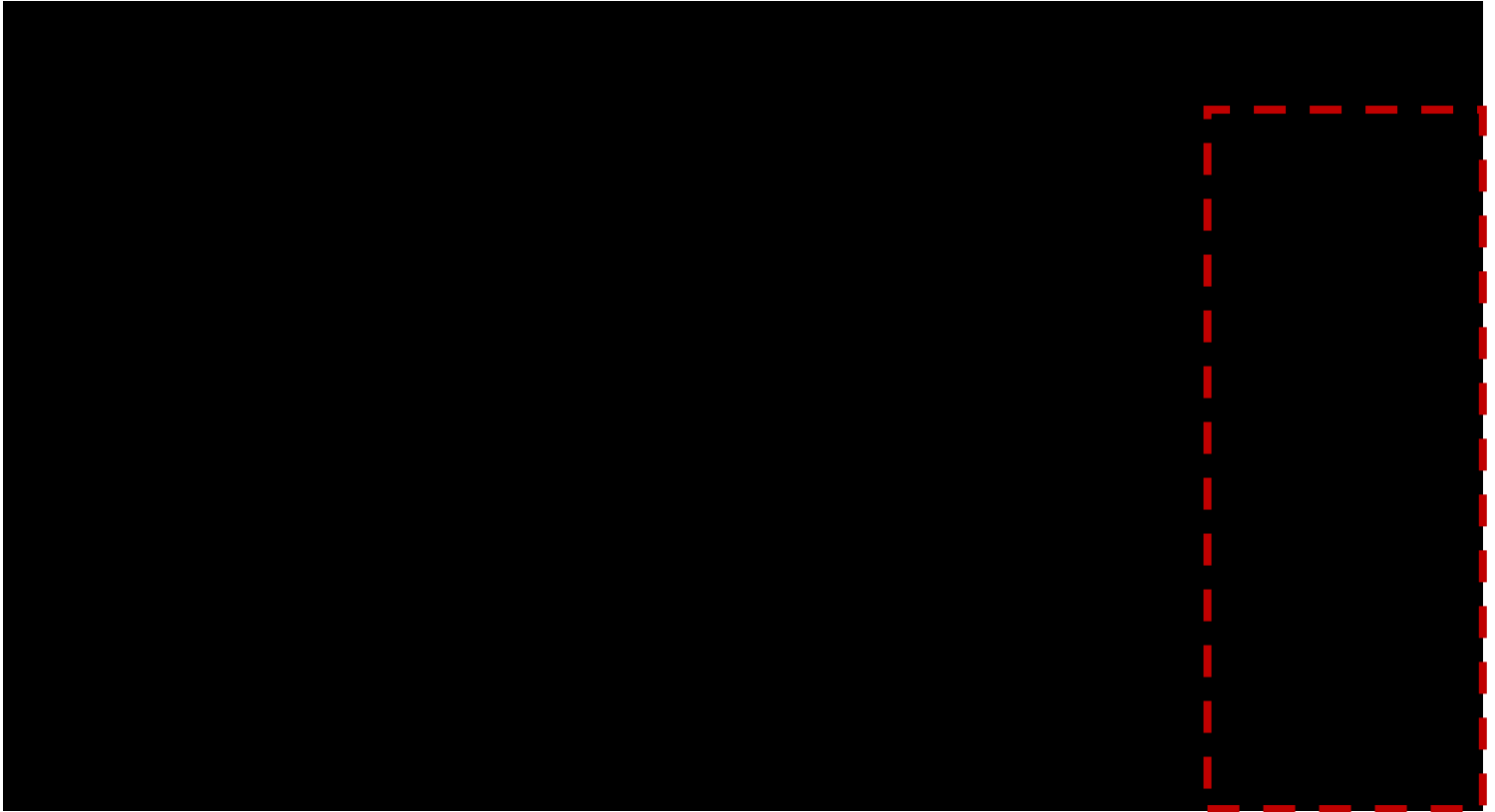# Total Contract Manager: Using the Word App

The below image represents the Jaggaer Contract Authoring for Word App view:

Jaggaer Contract Authoring for Word App
panel. All the same functionalityioBT/5 6.16Tm0

Click the ´Check Out ´button to take ownership of the document to make changes. Click the ´Check In ´button to update your document with your changes in TCM.

Appendix A: Retrieving Activation Code:

1. To retrieve your activation code you must return to the TCM system and click on your username in the upper right hand corner of

4. Your **App Activation Code** will then appear. Copy this code and enter into the Activation Code field of your Word App.

Accessing the App for Future Use: