

Microsoft Office365

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Signup to Office365 offered by UoM

UoM users (staff and students) are eligible to download the licensed Microsoft Office 365 Offline version to their devices through a paid educational subscription obtained for uom.lk domain.

01

- To obtain an account , open a ticket via the [UoM helpdesk](#). You must select '**Specialized Services / Subscriptions/Office 365**' as the help topic avoid unnecessary delays.
- You cannot merge this account with your existing (personal) MS account. If you have added your UoM email as the secondary email to your personal MS account, remove it before proceeding to the next steps to avoid complications and to save time.
- A license will be provided only for personal UoM (named) account (Licenses will not be provided for designation accounts such as director-xx, head-xx, ar-xx etc.).

02

- Once the backend process is done, we will post a reply to your request ticket with relevant details, log in to your new account via office.com.
- Please note that it may take up to 72 hours for the license to be fully applied to your account. (If you have used Microsoft's self-registration-service it may take lot longer) you can see the license information under your main profile > Microsoft 365 profile, in office.com.
- Once you get the license you will be able to use MS online services as well as you will be able to download MS Office 365 offline setup files.
- Install and sign in with Microsoft account credentials to one of the office products to activate the office software pack.
- For MS Products other than Office 365, read the next section.

03

How to Download: *(Detailed guide is on the next page)*

1. Visit **office.com**.
2. Go to the "**Apps**" section (typically found in the left menu).
3. Click "**Install apps**" (usually located in the top right corner).

Note: Microsoft updates their website frequently. If the layout looks different, please look for similar menu options.

If you have any other issues, please open a ticket via the [UoM IT Helpdesk](#). Make sure to upload a **screenshot of the entire screen (if necessary)** upon ticket submission for a smooth experience.

04

Important Notice Regarding Office 365 Account Lifecycle

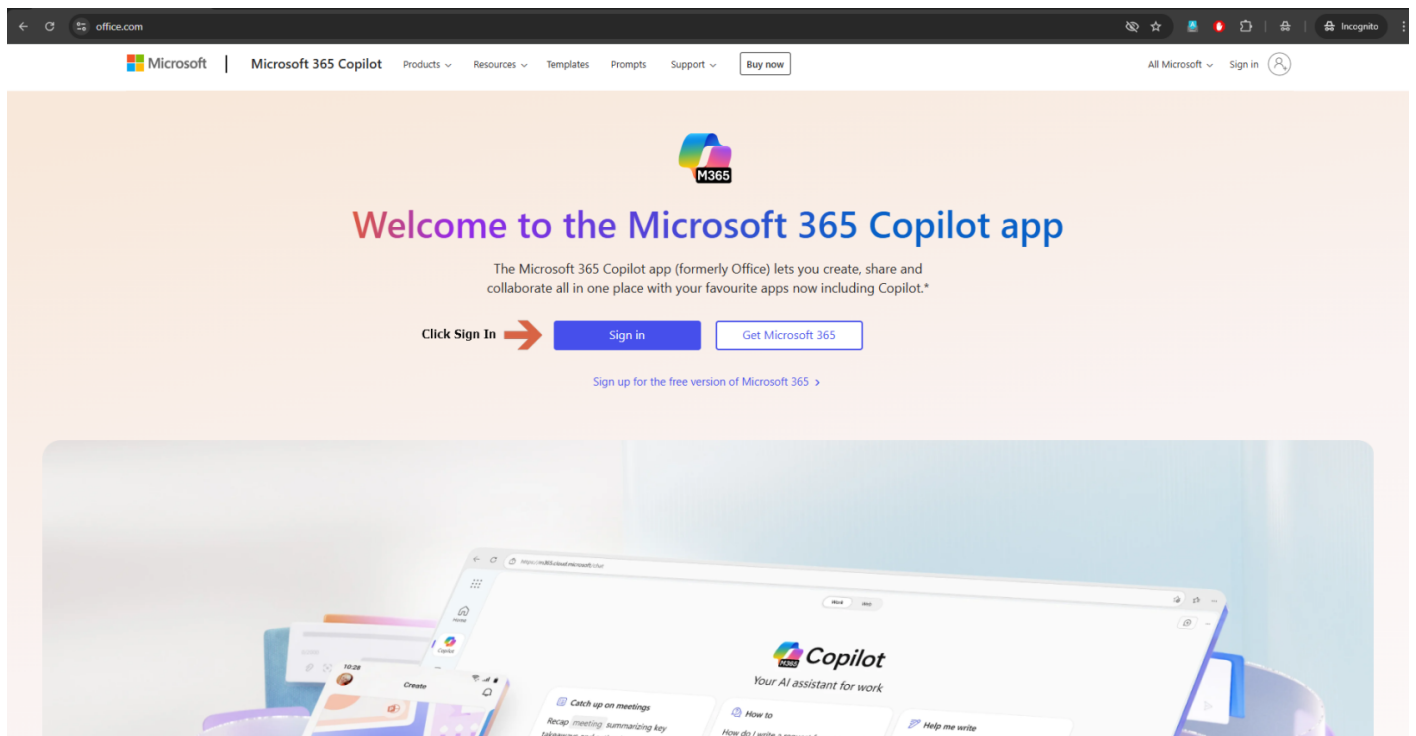
Please be advised that your Office 365 account is subject to permanent deletion upon graduation (for students), retirement (for permanent staff), or termination of service (for permanent, temporary, and contract staff). Once deleted, accounts and their associated data cannot be recovered under any circumstances. Therefore, it is the user's responsibility to maintain complete external backups of their data.

Terms of Use: By creating and using this account, you explicitly acknowledge and agree that the University of Moratuwa reserves the right to terminate this account at any time, for any reason, without prior notice.

Guidelines for Office installation and Activation

login to <https://www.office.com/> with your university Office 365 credentials.


Please note that this guideline will only work for microsoft O365 products nothing else.



The screenshot shows the Microsoft 365 Copilot app landing page. At the top, there is a navigation bar with the Microsoft logo, "Microsoft 365 Copilot", and various menu items like "Products", "Resources", "Templates", "Prompts", "Support", and "Buy now". A "Sign in" button is also visible in the top right. The main content area features the Microsoft 365 logo, the heading "Welcome to the Microsoft 365 Copilot app", and a sub-heading: "The Microsoft 365 Copilot app (formerly Office) lets you create, share and collaborate all in one place with your favourite apps now including Copilot.*". Below this, there are two buttons: "Sign in" and "Get Microsoft 365". A link "Click Sign In" with an arrow points to the "Sign in" button. At the bottom, there is a link "Sign up for the free version of Microsoft 365 >". The background of the page shows a laptop displaying the Copilot interface with various prompts like "Catch up on meetings", "How to", and "Help me write".



Sign in

 **Enter Your Username**

No account? [Create one!](#)

[Can't access your account?](#)

Next



Sign-in options



UNIVERSITY OF MORATUWA
WISDOM IS ALL WORTH

← [redacted]@uom.lk

Enter password

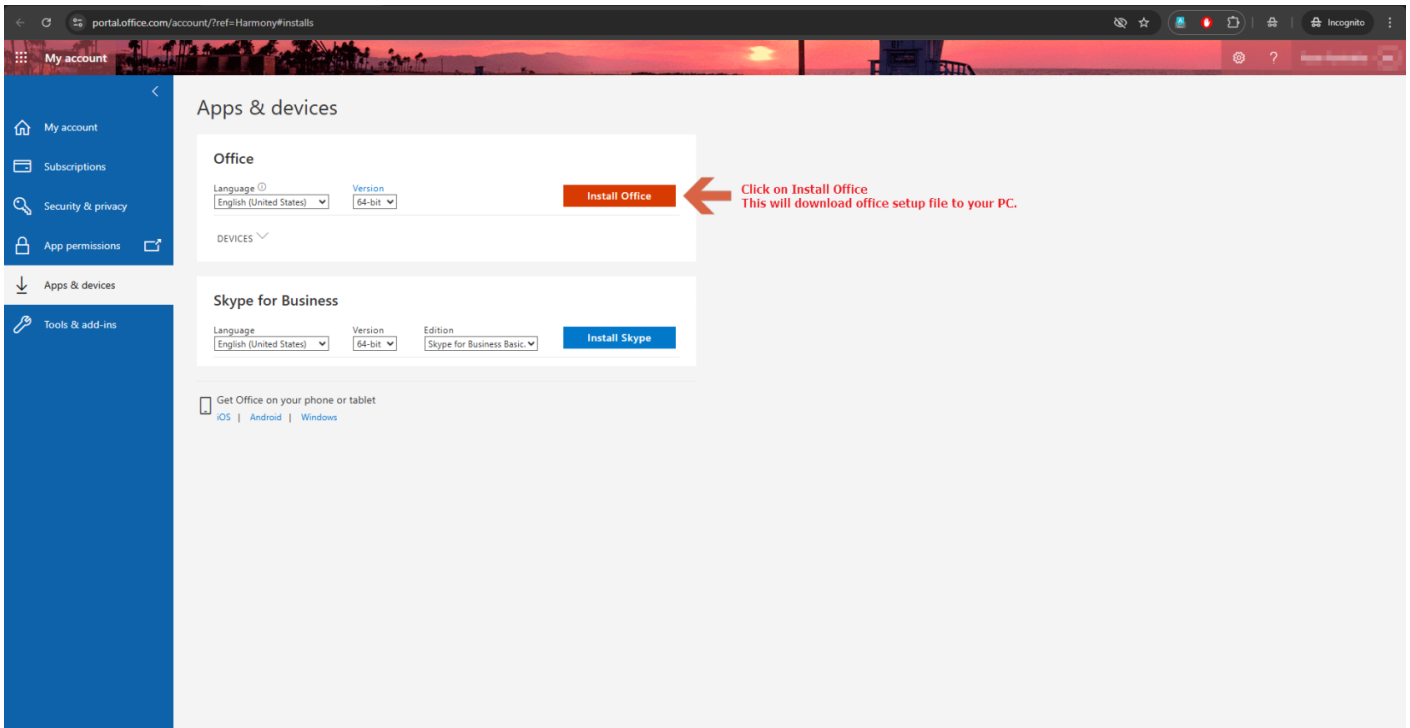
.....| **1** Enter your Password

[Forgot my password](#)

Click Sign in **2** [Sign in](#)

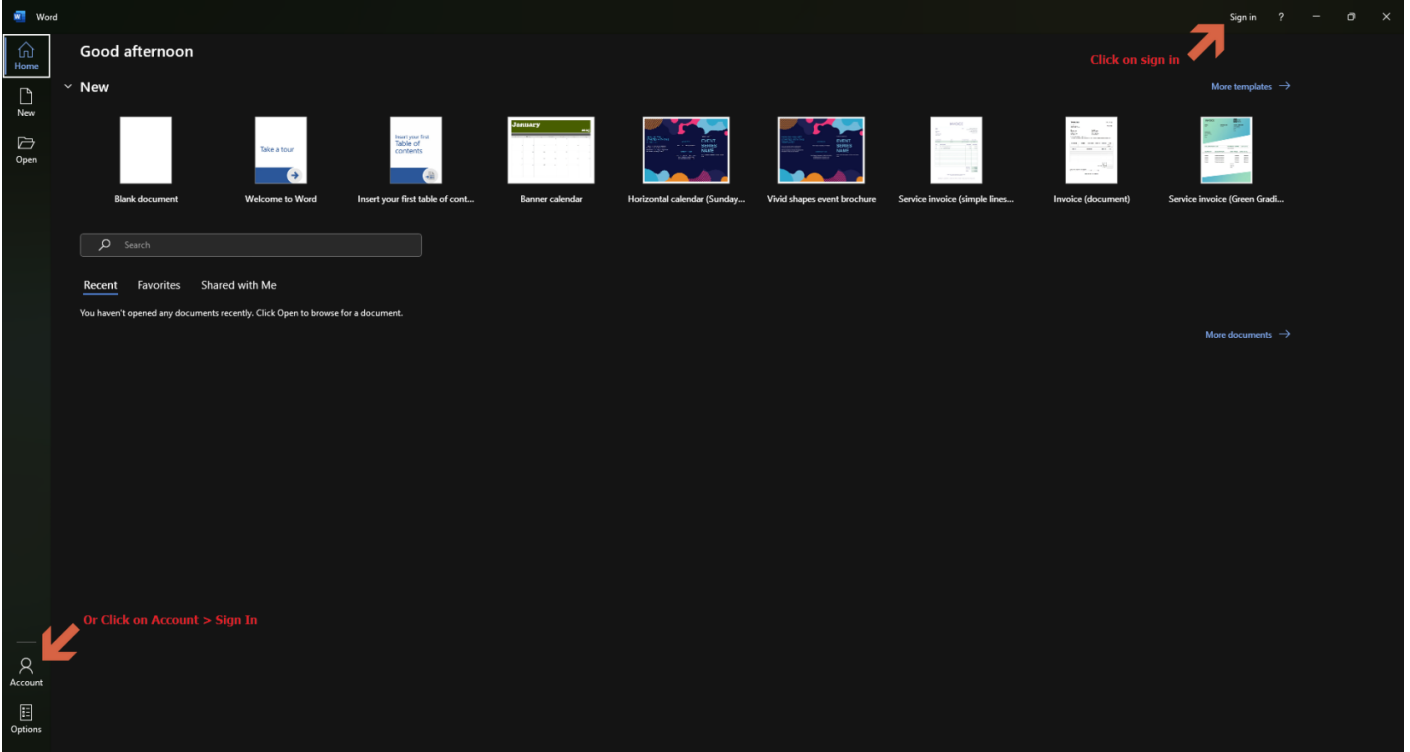
Welcome to University of Moratuwa Office 365
tenent. ~Powerd By Center for IT Services~

The screenshot shows the Microsoft 365 Copilot app gallery interface. The left sidebar contains navigation options: M365 Copilot, Search, Chat, Agents, and Create. The main area is titled 'Apps' and features a grid of application tiles including Copilot, Outlook, Word, Excel, PowerPoint, OneDrive, Teams, and SharePoint. Below this grid is a section 'Use across Teams, Outlook, and Microsoft 365 Copilot' with tiles for Bookings, Polly, Zoom, Lucidchart, Org Explorer, Power BI, Welcome Guide, and YouTube. A 'Get work done' section offers 'Business Apps' and 'Other Apps' filters, with a 'My first app' button. A right-hand panel displays 'Microsoft 365 apps' with options to install Word, Excel, PowerPoint, and the Copilot desktop/mobile apps. Red callout boxes with numbers 1, 2, and 3 highlight the 'Click on apps' button in the sidebar, the 'Sign in' button, and the 'Install apps' button respectively. A 'Need help?' link is visible in the bottom right corner.



After downloading the Office setup file, execute it to initiate the installation. The duration of the installation will vary depending on your internet connection speed, as it is performed online. This process is straightforward and does not require technical expertise, making it suitable for completion by any user. Once the installation is finished. Follow the instructions below to activate your Office 365 apps.

Open one of the Office 365 apps (Word, Excel, Etc.) And click Sign In





Sign in

Email, phone, or Skype

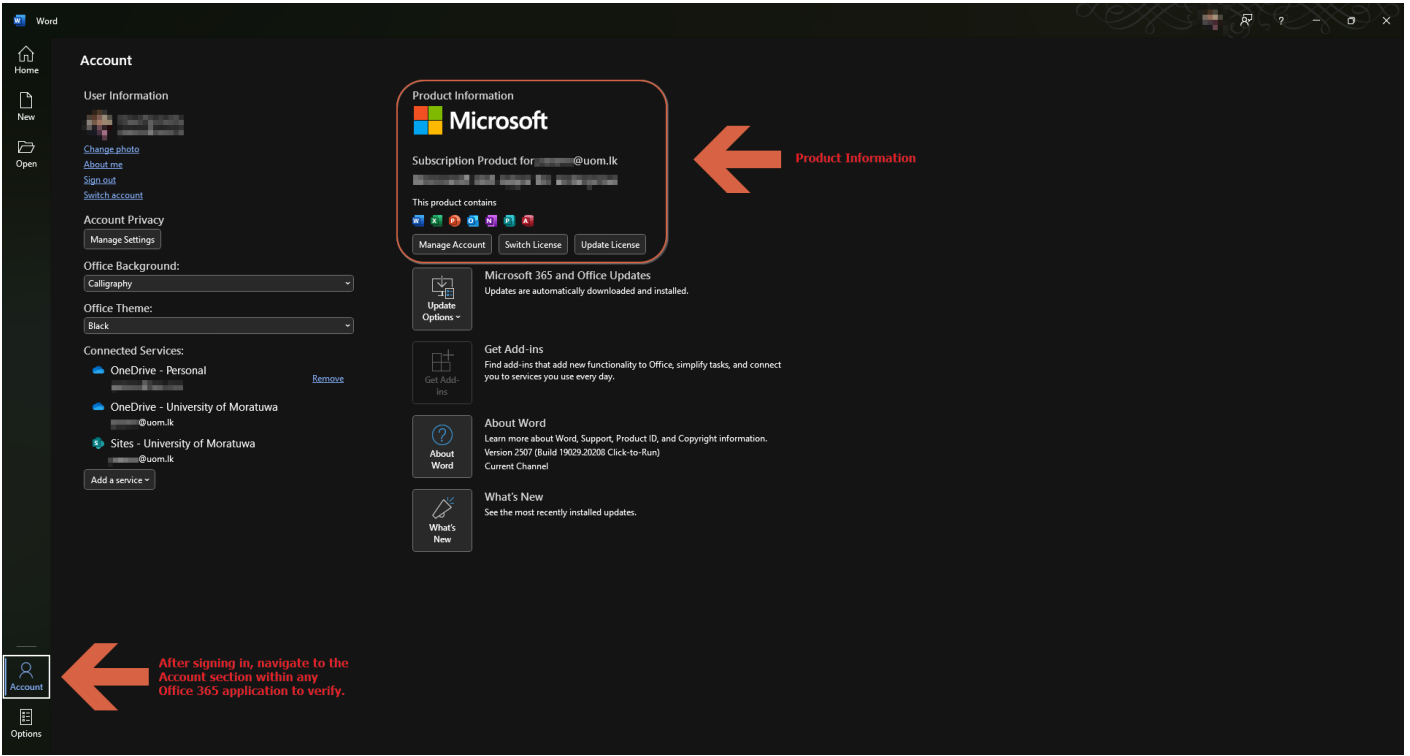
No account? [Create one!](#)

Next

**proceed with the normal sign in
procedure, which is on the top of this
page**

©2025 Microsoft [Privacy statement](#)

After signing in, navigate to the Account section within any Office 365 application to verify your access and credentials. Now all O365 products are activated.



Product Information

After signing in, navigate to the Account section within any Office 365 application to verify.