

# Microsoft Office 365 Guidelines

- [CREATE, EDIT & COLLABORATE WITH OFFICE 365](#)
- [Download Microsoft Windows and MS Project](#)

# CREATE, EDIT & COLLABORATE WITH OFFICE 365

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](https://uom.lk) domain.

- To obtain the benefit, open a ticket via the [UoM helpdesk](#). You must select '**Specialized Services / Subscriptions**' as the help topic.
- 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.
- Once the account is created we will post a reply to your request ticket with your username and password, log in to your new account via [portal.office.com](https://portal.office.com).
- You will be able to use MS online services as well and 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.
- To get MS Project and Other MS Products, read page two.

## NOTE:

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** upon ticket submission to serve you better.

Please be advised that your Office 365 account will be permanently deleted upon graduation. To preserve your data, creating complete backups before that date is essential. Once the account is removed, it cannot be recovered under any circumstances.

# Download Microsoft Windows and MS Project

- Log in to the [Azure Education Portal](#) with your Office 365 credentials.  
(If you have not created a Microsoft account using uom.lk email, please follow the instructions located on the previous page and create a Microsoft account first. After creating this account Log in to [Azure Education Portal](#) using your newly created credentials.)
- You may be required to verify **your account** once you enter MS Account Credentials for the MS Azure link. [Read more](#) about verifying your Account.
- Click on Software Under Learning Resources on the left.

[Home](#) >



## Education | Overview

✕ ‹



Overview

✓ Learning resources



Roles



Software



Learning



Templates



GitHub

> Need help?

- Click on the required Product you wish to download under the software tab, and click on "View Key" to obtain the key, Click on "Download" to download the product

Microsoft Azure

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Home > Education

Education | Software

Overview

Learning resources

Roles

Software

Learning

Templates

GitHub

Need help?

Software

Keys

project

Product category : All

Operating System : All

System type : 64 bit

Product language : English, Multilanguage

2 Items

Name ↑↓	Product category ↑↓	Operating System ↑↓	System type ↑↓
Project Professional 2021 - DVD	Productivity Tools	Windows	64 bit
Project Professional 2019	Productivity Tools	Windows	64 bit

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Click on the product to view the key and download

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## Software

Education



### Project Professional 2021 - DVD

Deliver projects successfully by keeping your projects, resources, and teams organized and on track with Proj Professional 2021. Easily plan projects, monitor status, hover over team members names in a project plan to s availability with online presence for chats or calls via M Teams. Quickly sync Project schedules and plans with F Online (as a part of Project Plan 3 or Project Plan 5) an Server Subscription Edition. Project Plan 3, Project Plan Project Server Subscription Edition, and Teams are sold separately. Project Professional 2021 supports Long-Te Servicing Channel (LTSC).

#### Operating System

Windows

#### Product language

English

#### System

64 bit

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