

Microsoft Office 365 Guidelines

- [Announcements](#)
 - [Updates](#)
- [Microsoft Office365](#)
 - [Signup to Office365 offered by UoM](#)
 - [Guidelines for Office installation and Activation](#)
- [Microsoft Windows and Project](#)
 - [Download Microsoft Windows and MS Project](#)

Announcements

Updates

O365 license is active

O365 Educational unlimited license is now discontinued by Microsoft. University now have paid licenses for internal users.

Open a ticket to renew your license. if you are **an active** student or a staff member.

Multi Factor authentication enforcement (phase 2) will begin on or after 1 April 2026.

Microsoft Office365

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

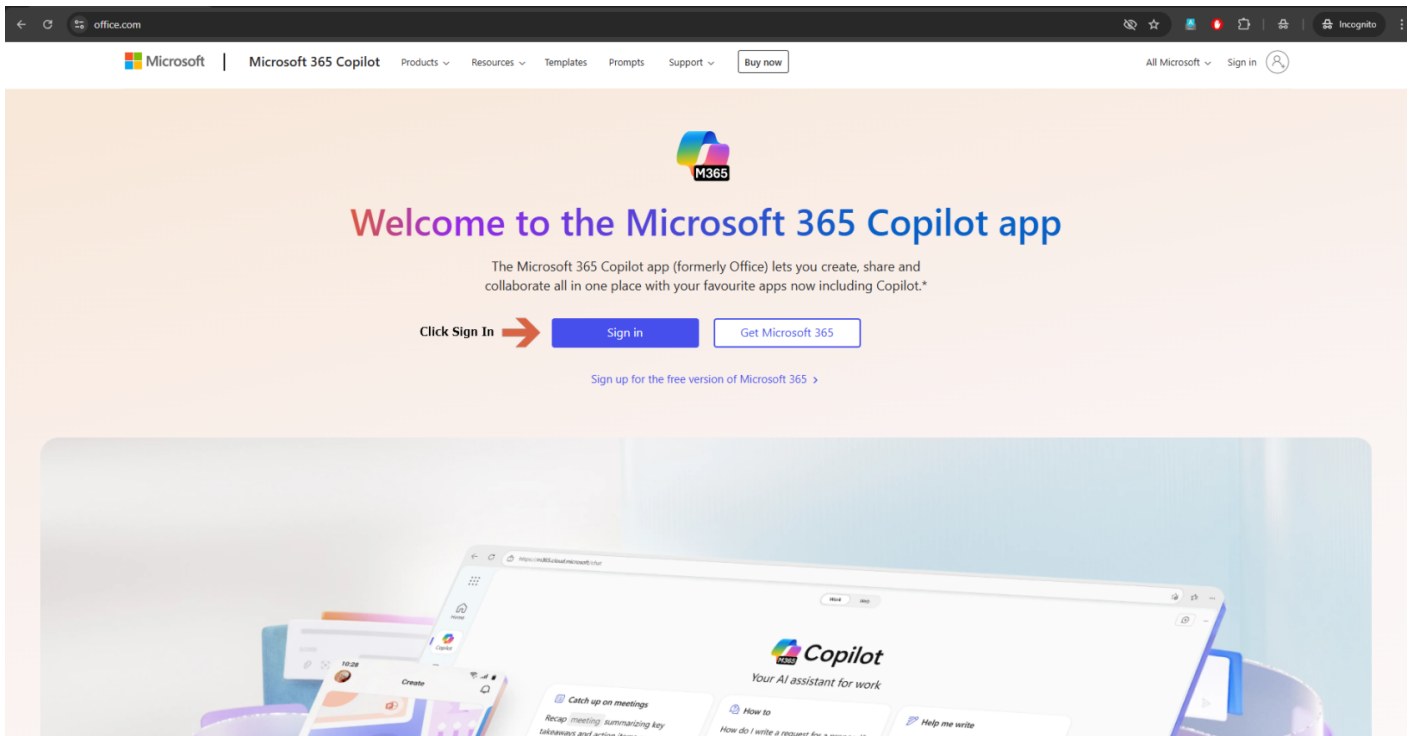
Please be advised that your Office 365 account is subject to permanent deletion upon graduation (for students), retirement (for permanent staff), or termination of service (for permanent, temporary, and contract staff). Once deleted, accounts and their associated data cannot be recovered under any circumstances. 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.





Sign in

████████@uom.lk  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

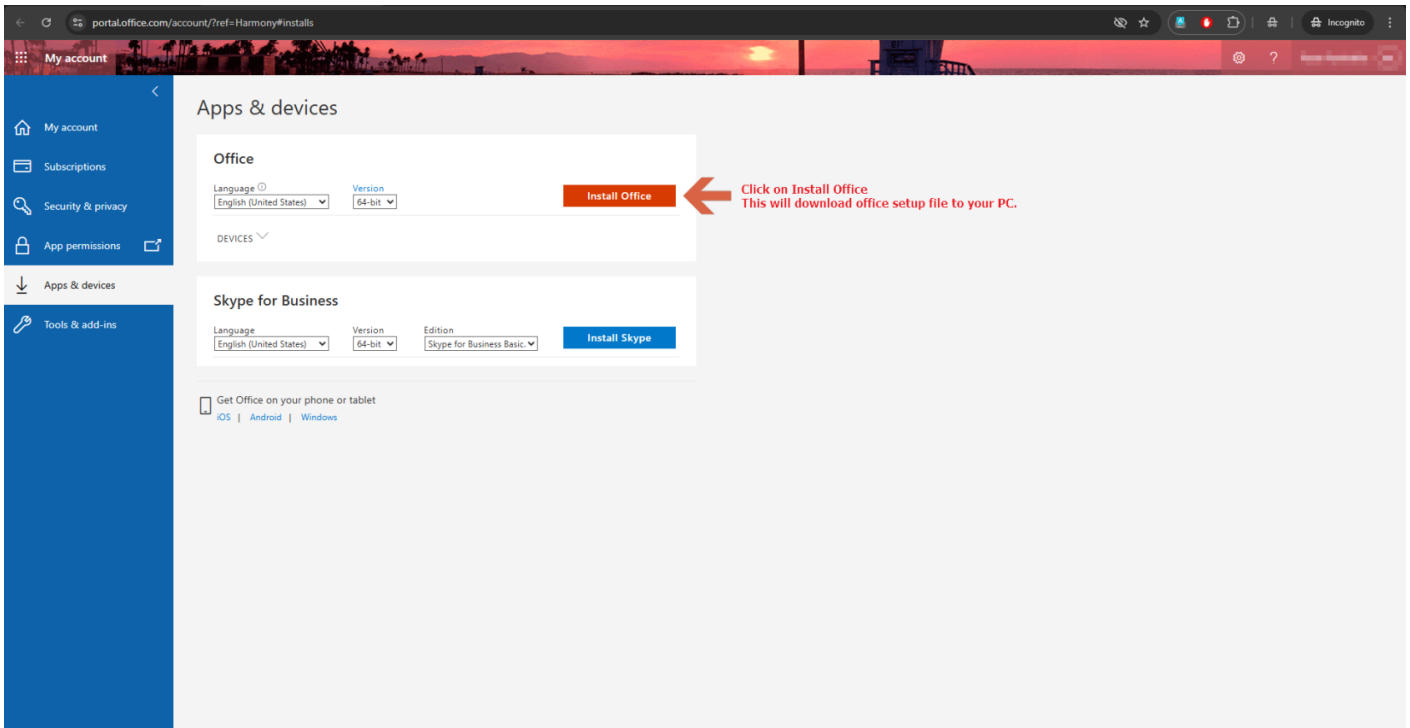
..... | **1** Enter your Password

[Forgot my password](#)

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

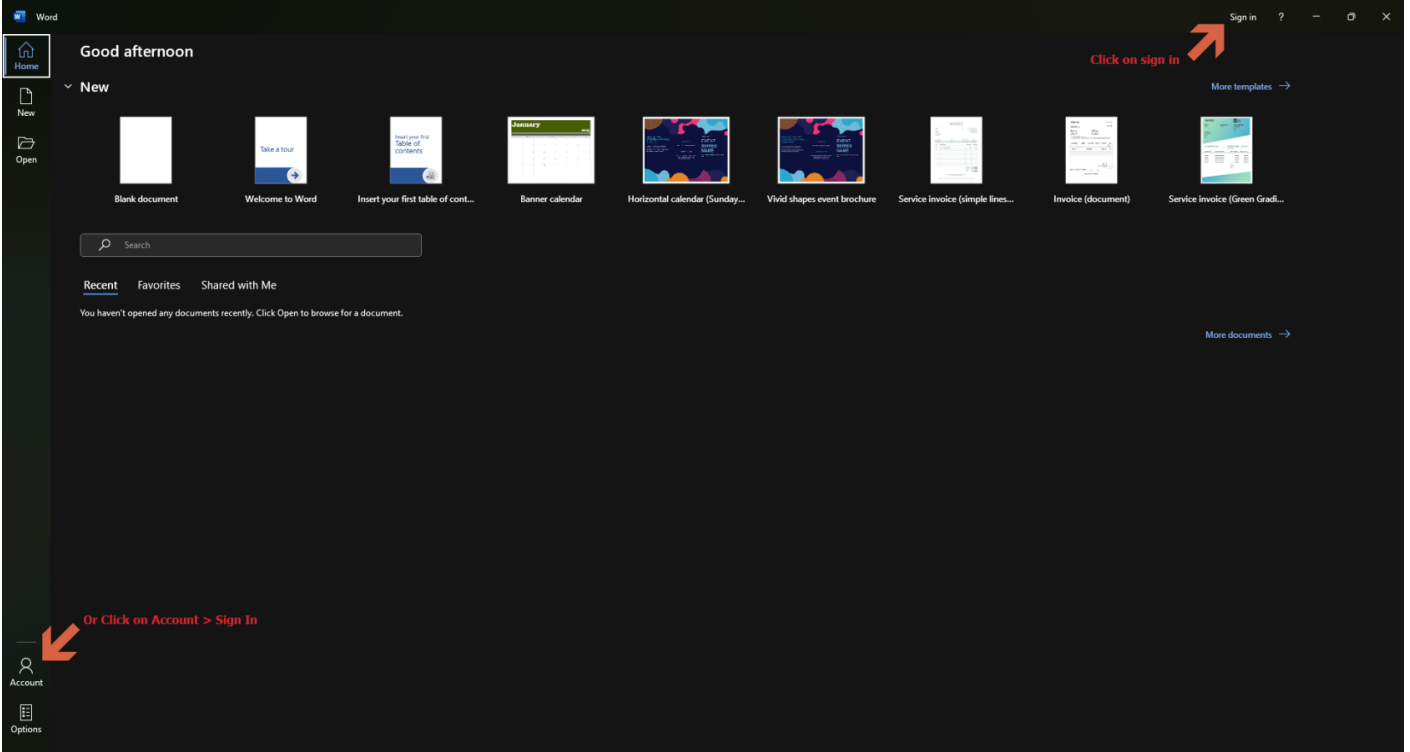
Welcome to University of Moratuwa Office 365
tenent. ~Powerd By Center for IT Services~

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 content 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. At the bottom, there is a 'Get work done' section with 'Business Apps' and 'Other Apps' buttons, and a 'My first app' button. A 'Need help?' link is visible in the bottom right corner. Red annotations with numbers 1, 2, and 3 highlight specific elements: '1 Click on apps' points to the 'Apps' sidebar item, '2 Click on Install apps' points to the 'Install apps' button in the top right, and '3 Click Microsoft 365 apps' points to the 'Microsoft 365 apps' section on the right.



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

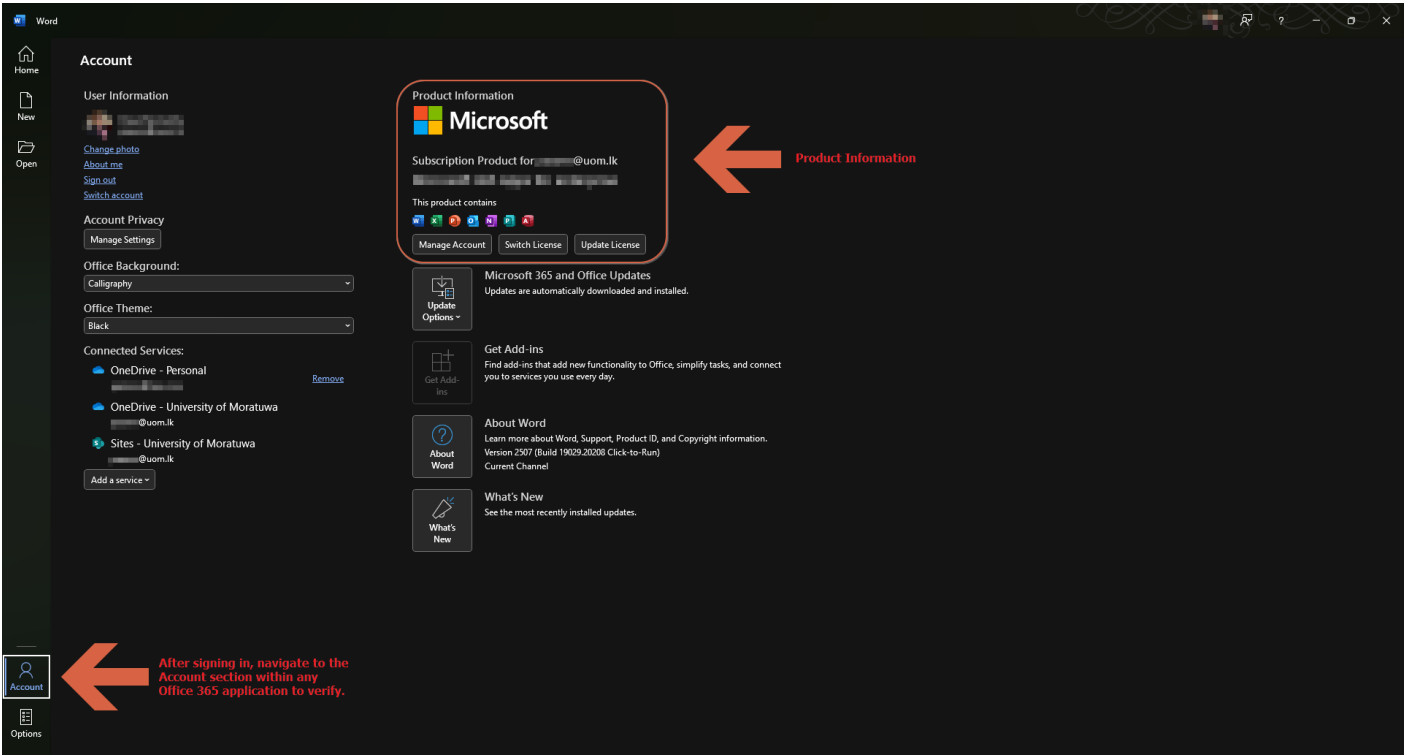
No account? [Create one!](#)

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.



Microsoft Windows and Project

Download Microsoft Windows and MS Project

Users no longer see these products due to a Microsoft issue. If that is the case you do not have to do anything. You do not have to report it to us since it's a known problem. We do not have an immediate solution for the issue, because it's originated from Microsoft's side. We have already reported it to Microsoft, and they are in the process of resolving this issue.

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.

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

The screenshot shows the Microsoft Azure Education Software page. The left sidebar contains navigation options: Overview, Learning resources, Roles, Software (highlighted with a red box), Learning, Templates, and GitHub. Below the sidebar is a search bar with 'project' entered and filters for Product category (All), Operating System (All), System type (64 bit), and Product language (English, Multilanguage). A table lists two items: 'Project Professional 2021 - DVD' and 'Project Professional 2019'. The first item is circled in red, with a red arrow pointing to it and the text 'Click on the product to view the key and download'. The right-hand pane shows details for 'Project Professional 2021 - DVD', including a description, operating system (Windows), product language (English), and system type (64 bit). A 'View Key' button is circled in red, with a red arrow pointing to it and the text 'Click to view the product key'. At the bottom of the pane, a 'Download' button is circled in red, with a red arrow pointing to it and the text 'Click to download the product'.

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