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

Announcements

Updates

O365 license is active

Windows education licenses are active.

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

Multi Factor authentication enforced

Microsoft Office365

Signup to Office365 offered by UoM

THIS IS VALID ONLY FOR THE STAFF AND BATCHES UPTO 25.
STUDETSNTS FROM BATCH 26 ONWARDS REFER THE GUIDE HERE

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.

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.).

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 Windows and Project, read the next section.

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.

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.

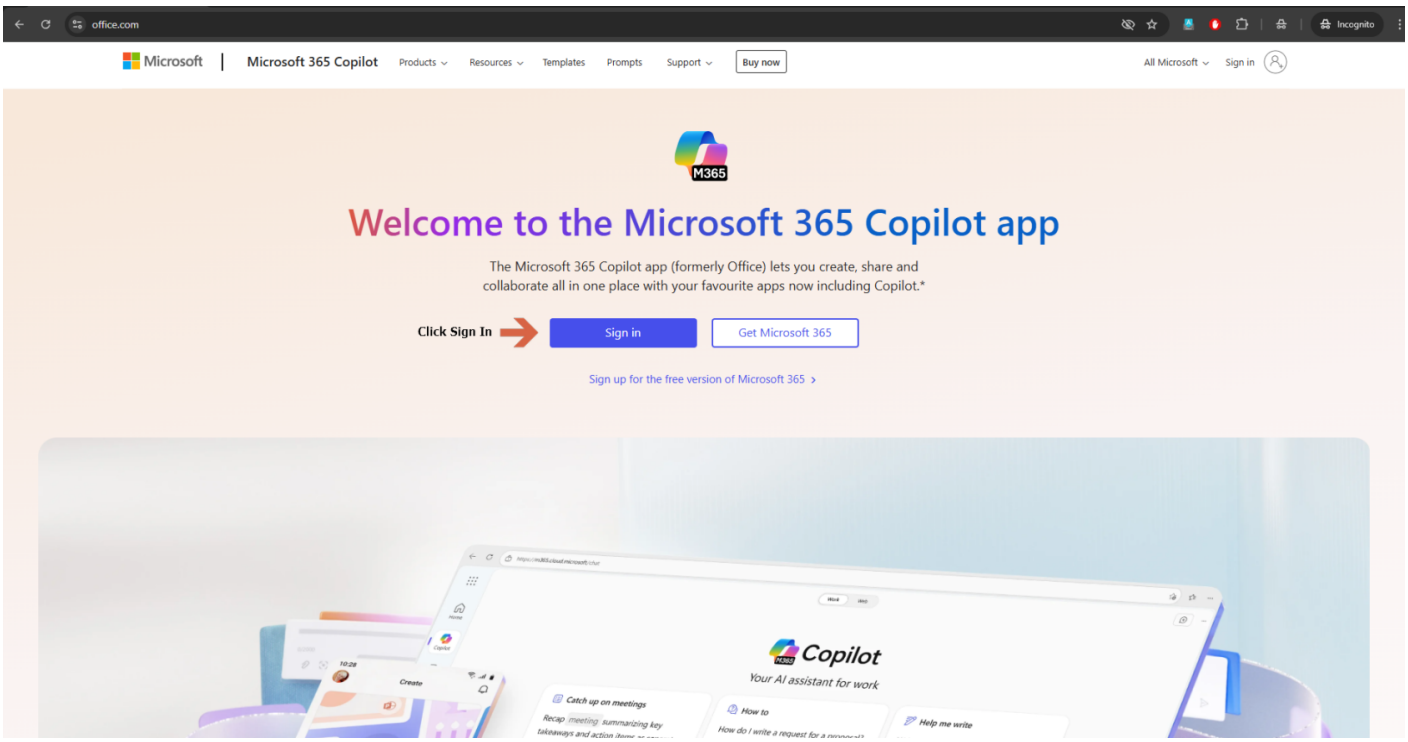
Terms of Use: By creating and using this account, you explicitly acknowledge and agree that the University of Moratuwa reserves the right to terminate this account at any time, for any reason, without prior notice.

Microsoft Office365

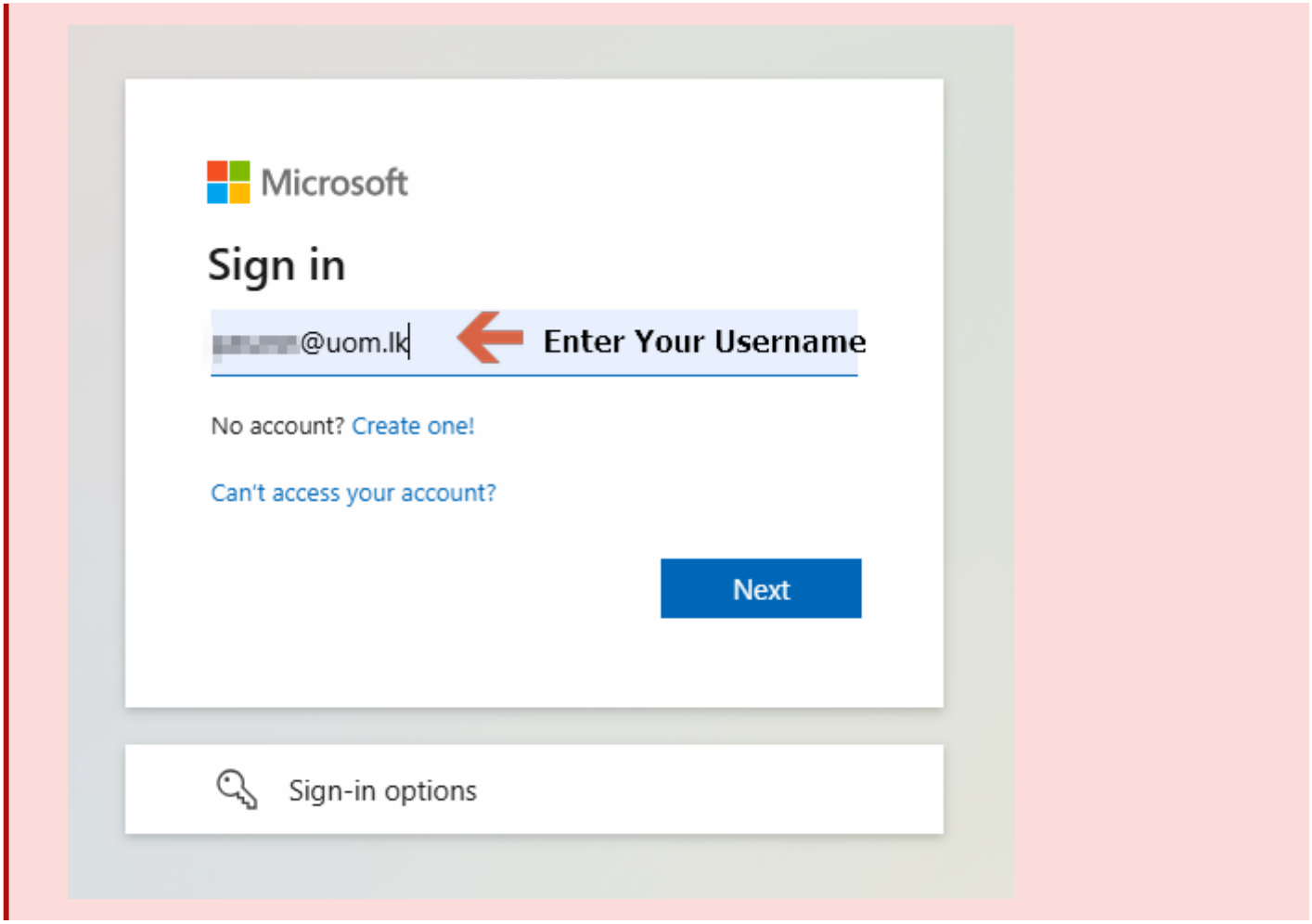
Guidelines for Office installation and Activation

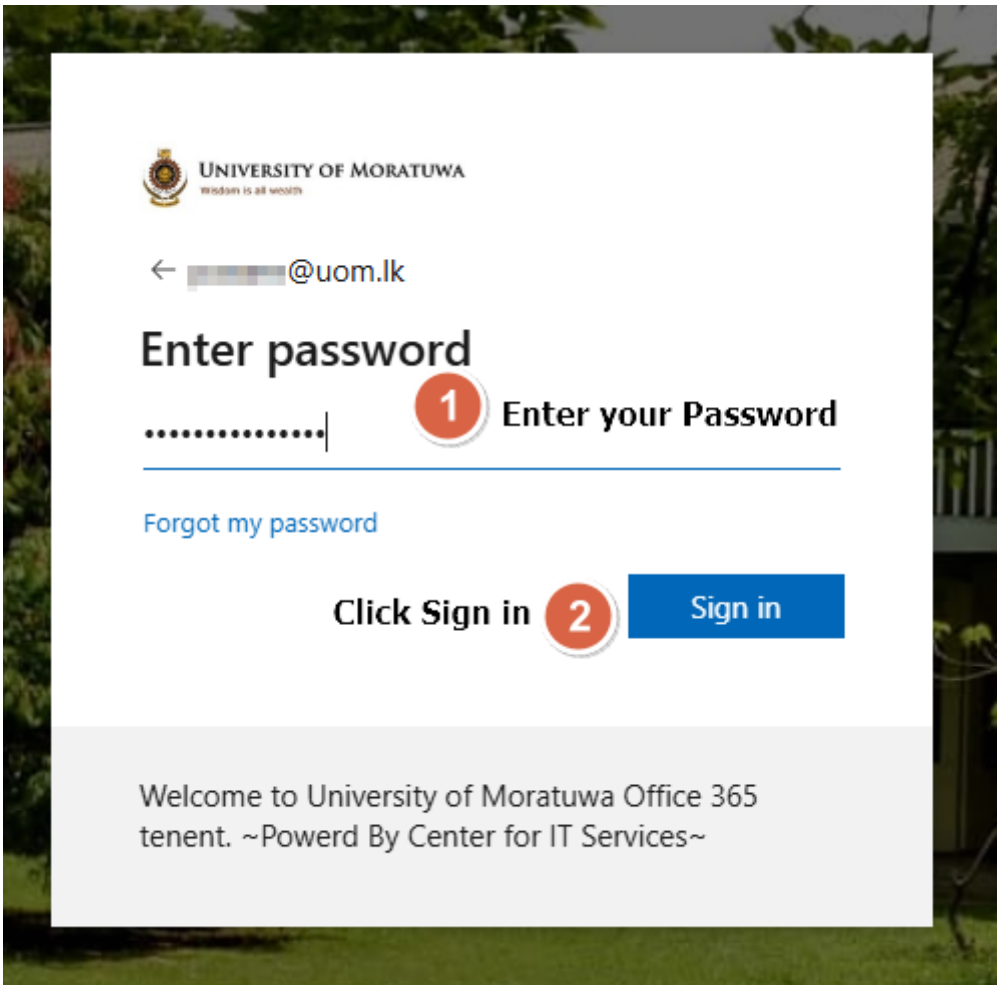
> **login to https://www.office.com/ with your university Office 365 credentials.**

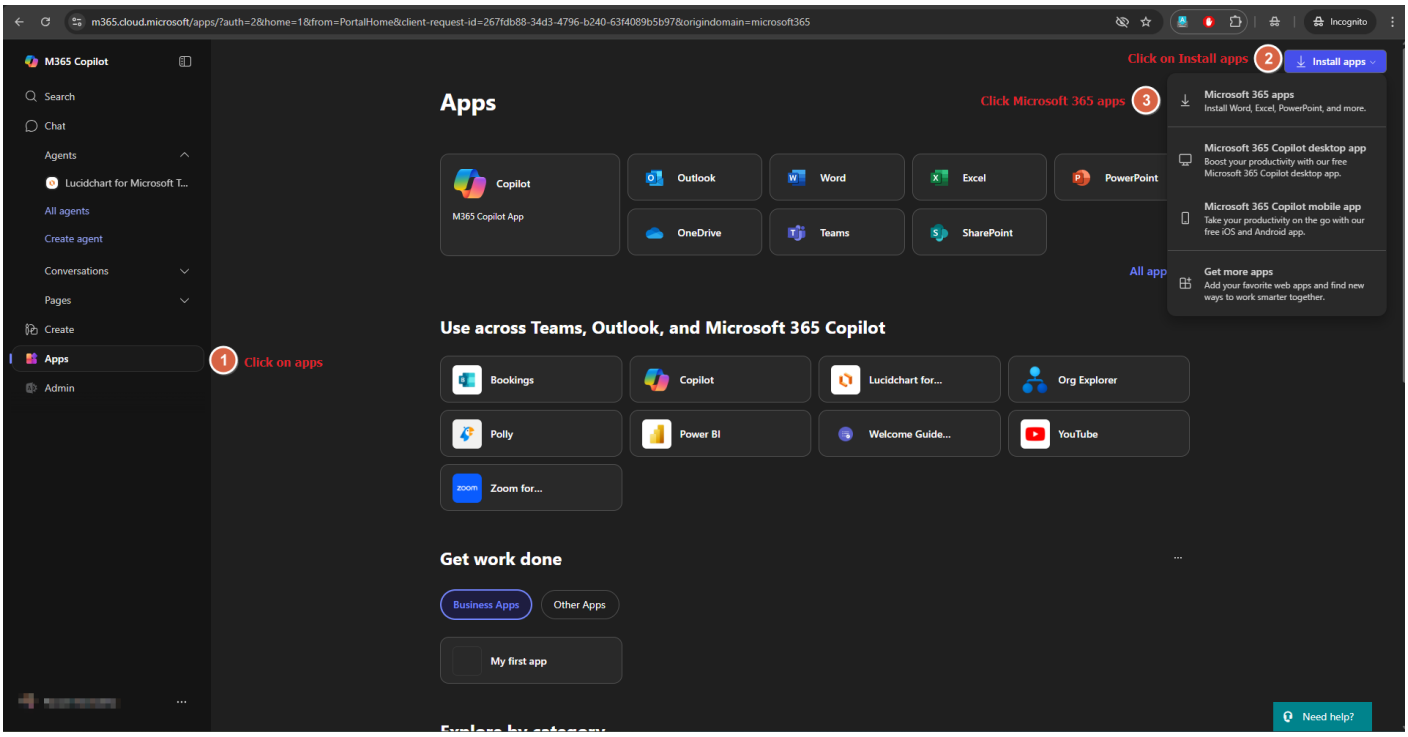
> **Please note that this guideline will only work for microsoft O365 products nothing else.**

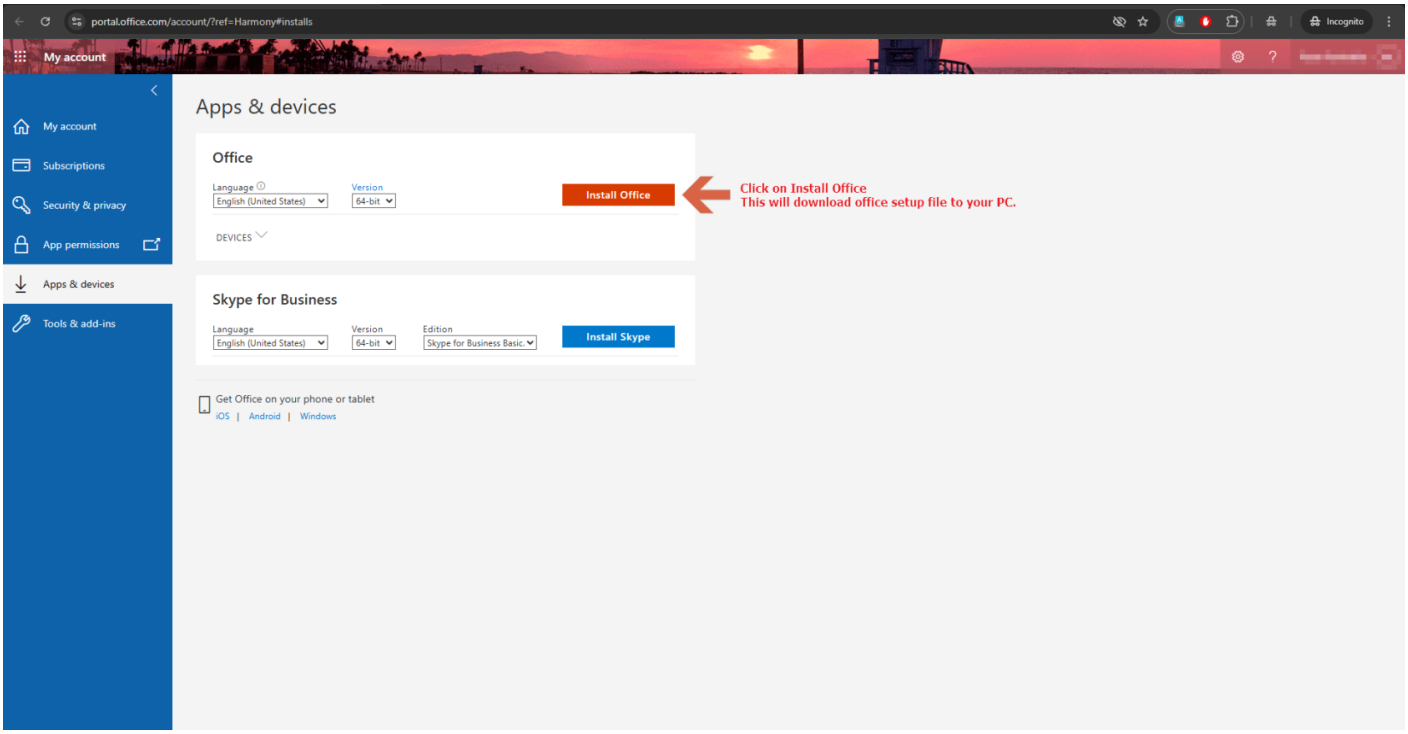


> **Batch 26 and above the username will be** `will be updated soon`


Microsoft
Sign in
@uom.lk
Enter Your Username
No account? Create one!
Can't access your account?
Next
Sign-in options

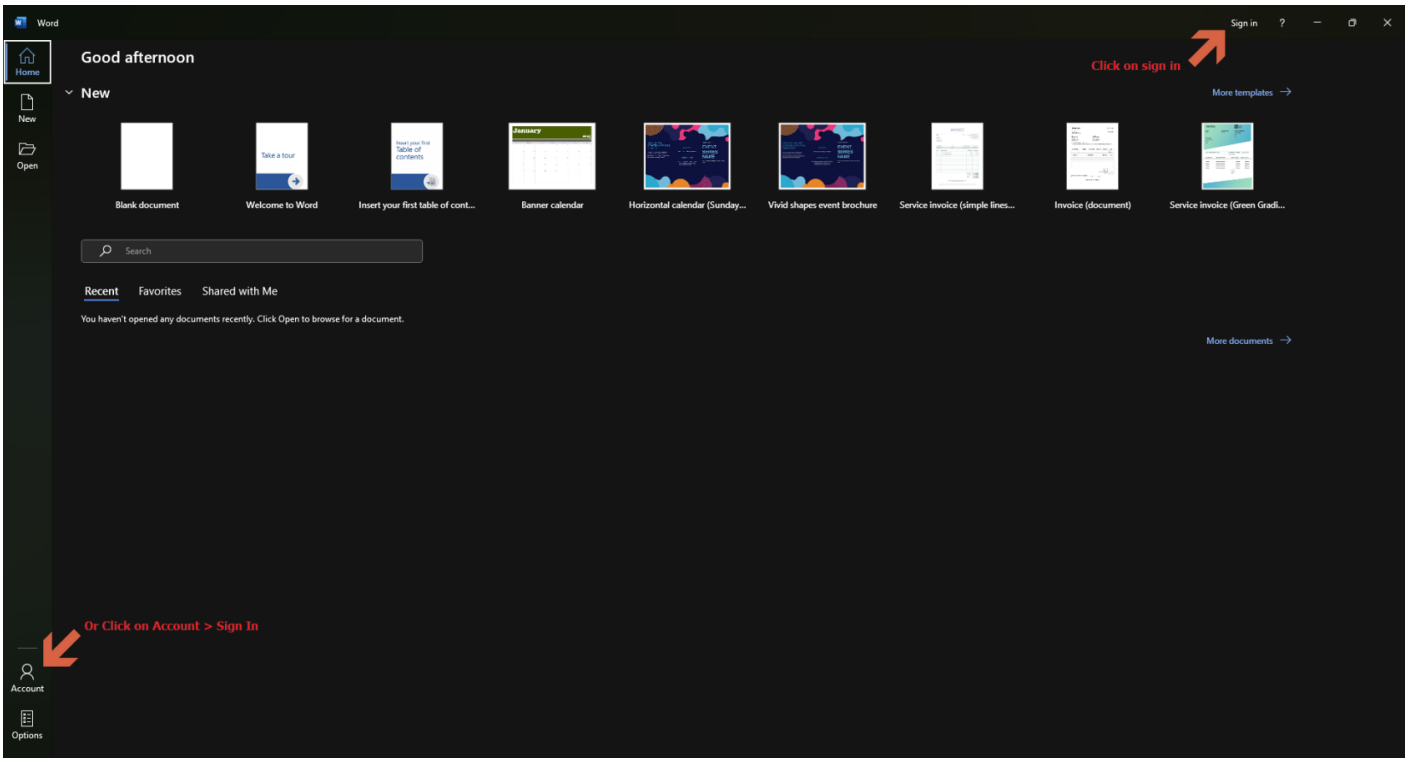

UNIVERSITY OF MORATUWA
@uom.lk
Enter password
1
Enter your Password
Forgot my password
Click Sign in
2
Sign in
Welcome to University of Moratuwa Office 365 tenent. ~Powerd By Center for IT Services~

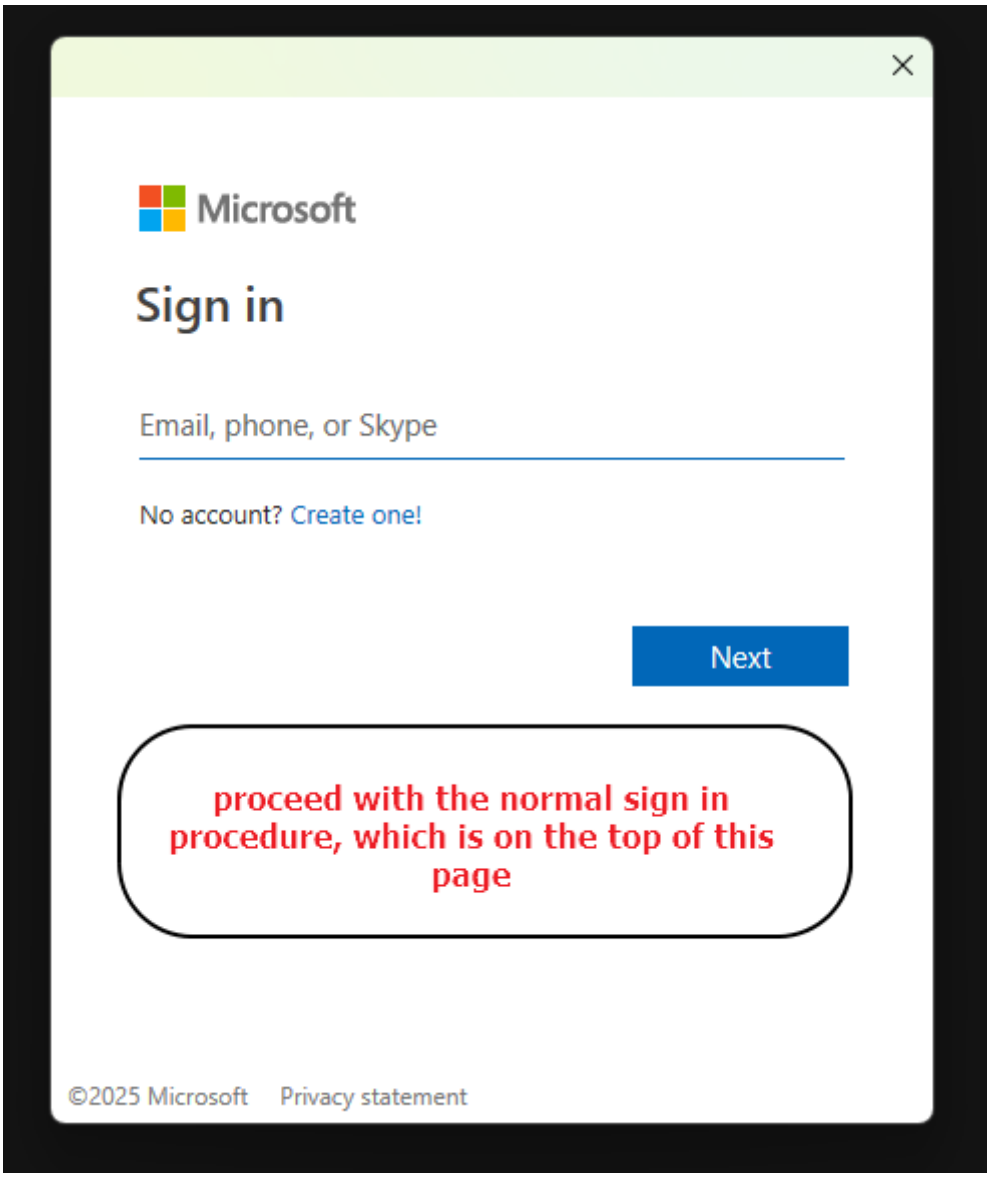

m365.cloud.microsoft/apps/?auth=2&home=1&from=PortalHome&client-request-id=267fdb88-34d3-4796-b240-63f4089b5b97&origindomain=microsoft365
M365 Copilot
Search
Chat
Agents
Lucidchart for Microsoft T...
All agents
Create agent
Conversations
Pages
Create
Apps
Admin
1
Click on apps
Click on Install apps
2
Install apps
Apps
Click Microsoft 365 apps
3
Copilot
M365 Copilot App
Outlook
Word
Excel
PowerPoint
OneDrive
Teams
SharePoint
All app
Microsoft 365 apps
Install Word, Excel, PowerPoint, and more.
Microsoft 365 Copilot desktop app
Boost your productivity with our free Microsoft 365 Copilot desktop app.
Microsoft 365 Copilot mobile app
Take your productivity on the go with our free iOS and Android app.
Get more apps
Add your favorite web apps and find new ways to work smarter together.
Use across Teams, Outlook, and Microsoft 365 Copilot
Bookings
Copilot
Lucidchart for...
Org Explorer
Polly
Power BI
Welcome Guide...
YouTube
Zoom for...
Get work done
Business Apps
Other Apps
My first app
Need help?



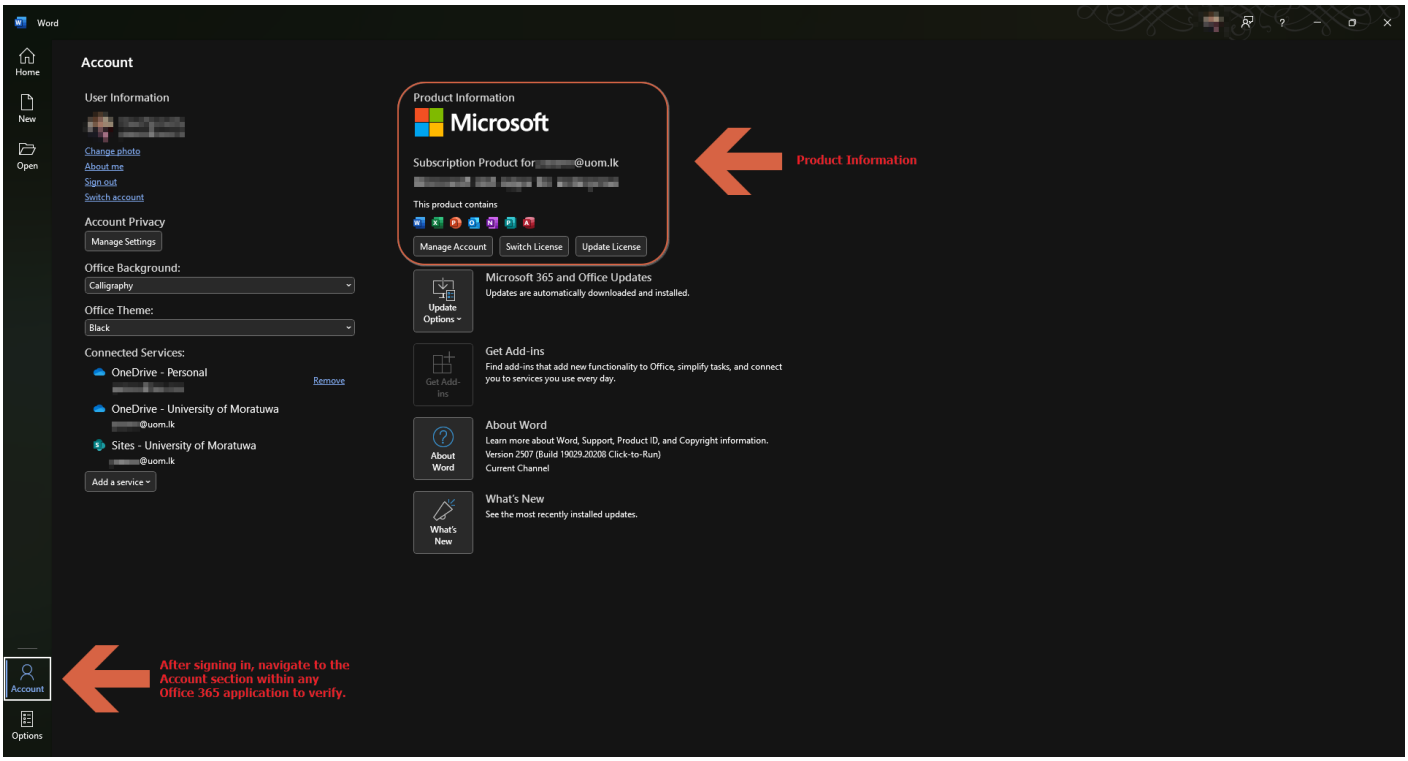
After downloading the Office setup file, execute it to initiate the installation. The duration of the installation will vary depending on your internet connection speed, as it is performed online. This process is straightforward and does not require technical expertise, making it suitable for completion 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


Word
Sign in
Home
New
Open
Good afternoon
Click on sign in
New
More templates
Blank document
Welcome to Word
Insert your first table of cont...
Banner calendar
Horizontal calendar (Sunday...
Vivid shapes event brochure
Service invoice (simple lines...
Invoice (document)
Service invoice (Green Gradi...
Search
Recent
Favorites
Shared with Me
You haven't opened any documents recently. Click Open to browse for a document.
More documents
Or Click on Account > Sign In
Account
Options



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.


Word
Home
New
Open
Account
Options
Account
User Information
Change photo
About me
Sign out
Switch account
Account Privacy
Manage Settings
Office Background:
Calligraphy
Office Theme:
Black
Connected Services:
OneDrive - Personal
Remove
OneDrive - University of Moratuwa
@uom.lk
Sites - University of Moratuwa
@uom.lk
Add a service
Product Information
Microsoft
Subscription Product for @uom.lk
This product contains
Manage Account
Switch License
Update License
Product Information
Update Options
Microsoft 365 and Office Updates
Updates are automatically downloaded and installed.
Get Add-ins
Get Add-ins
Find add-ins that add new functionality to Office, simplify tasks, and connect you to services you use every day.
About Word
About Word
Learn more about Word, Support, Product ID, and Copyright information.
Version 2507 (Build 19029.20208 Click-to-Run)
Current Channel
What's New
What's New
See the most recently installed updates.
After signing in, navigate to the Account section within any Office 365 application to verify.

Microsoft Windows and Project

Download Microsoft Windows and MS Project

If you are part of **Batch 26 and above DO NOT follow** the instructions below.

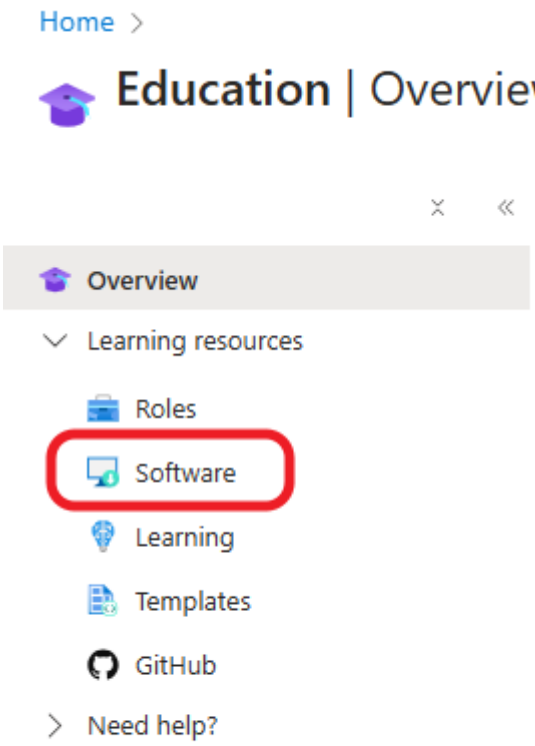
Microsoft Windows and Microsoft Project are available now.

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. **Use your @uom.lk account for verification**.

Click on Software Under Learning Resources on the left.



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

