

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 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.
- 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.

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