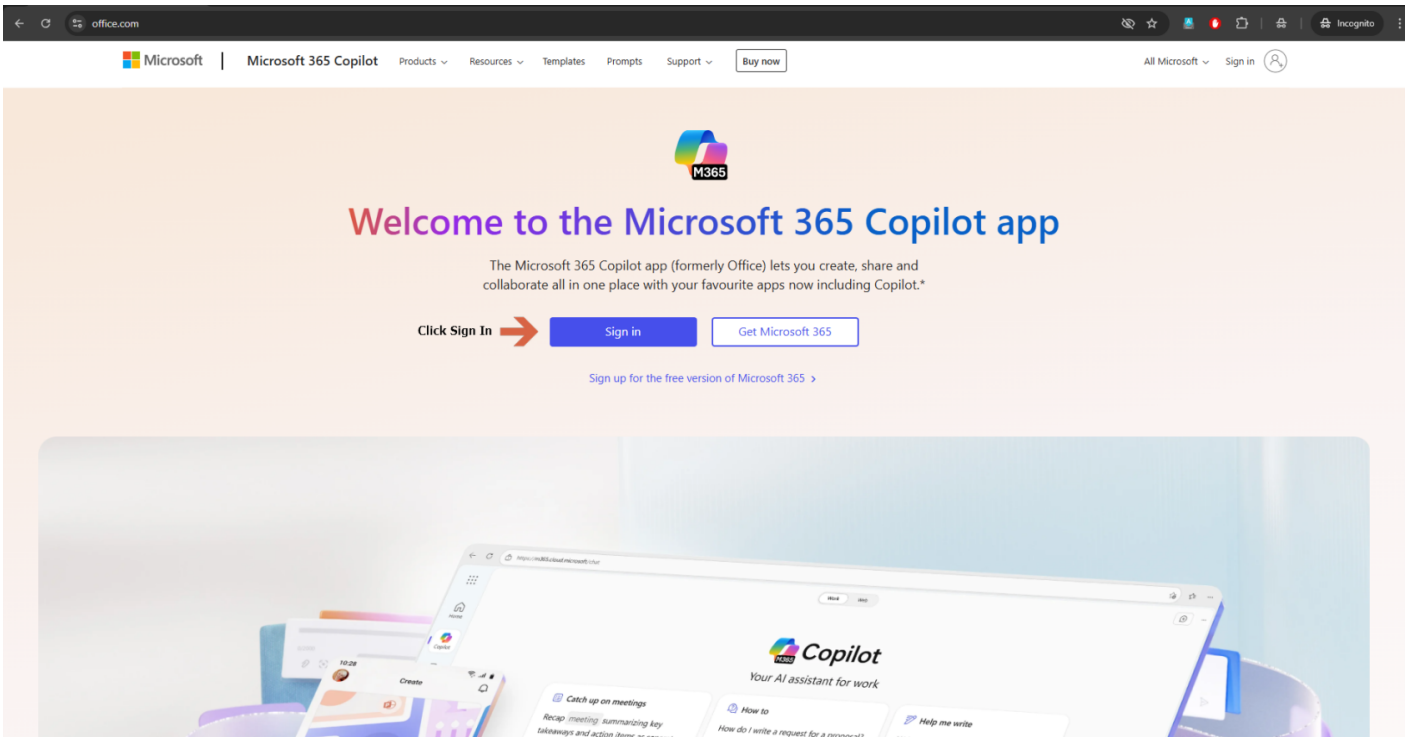
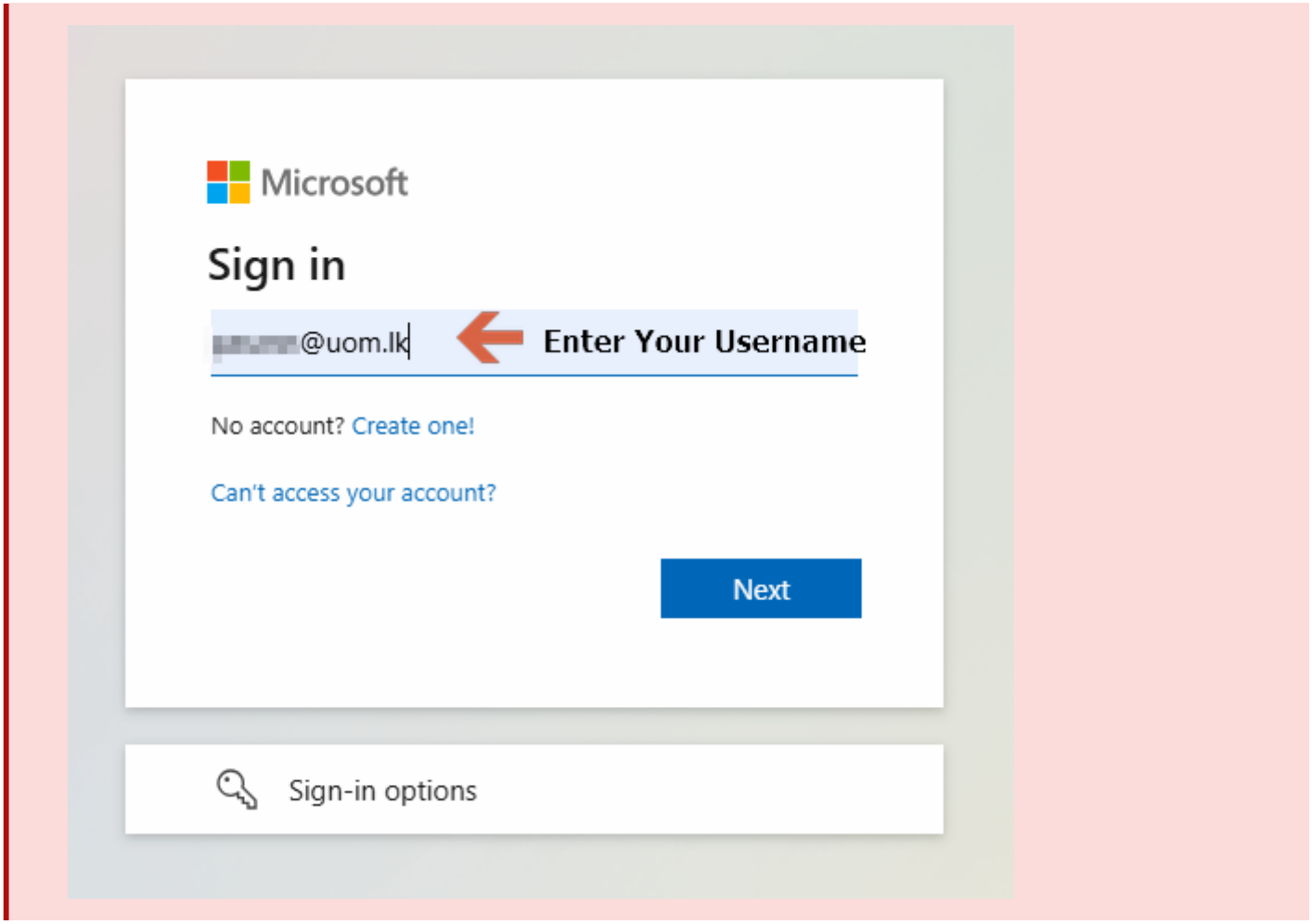
Guidelines for Office installation and Activation

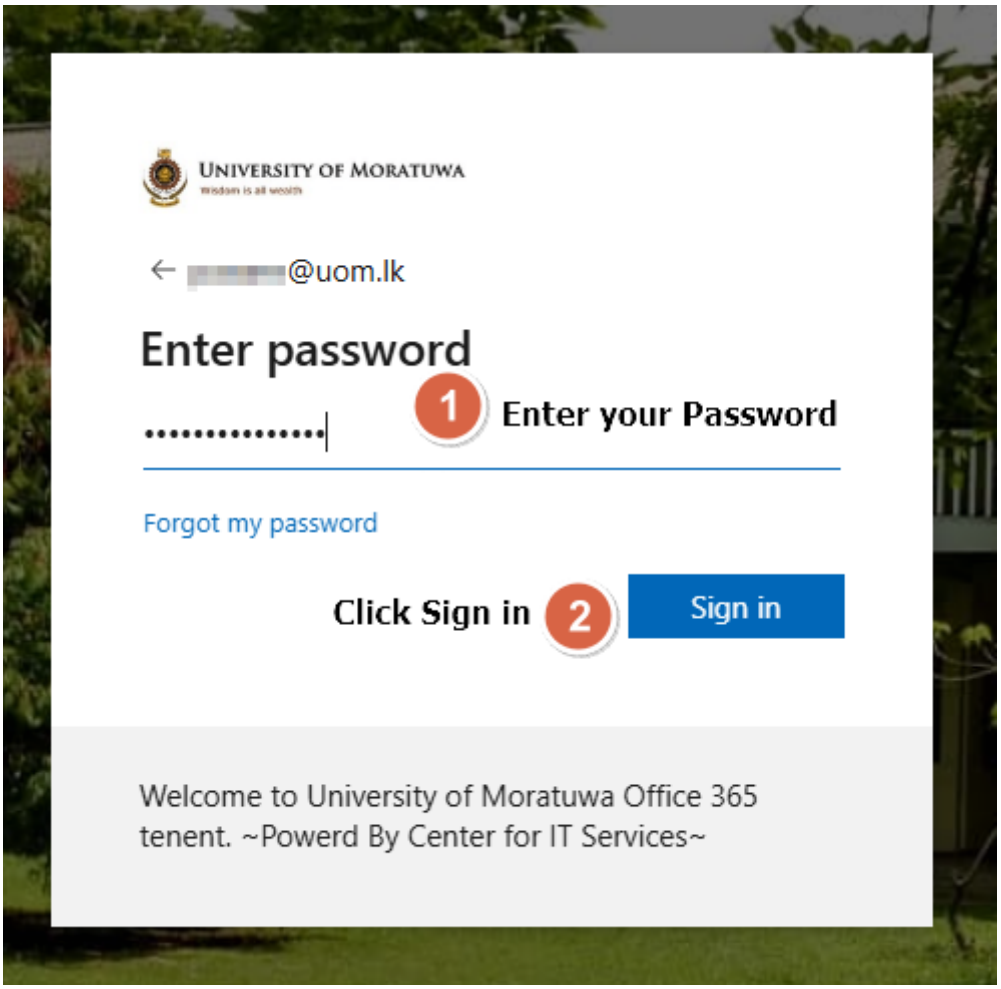
> **login to https://www.office.com/ with your university Office 365 credentials.**

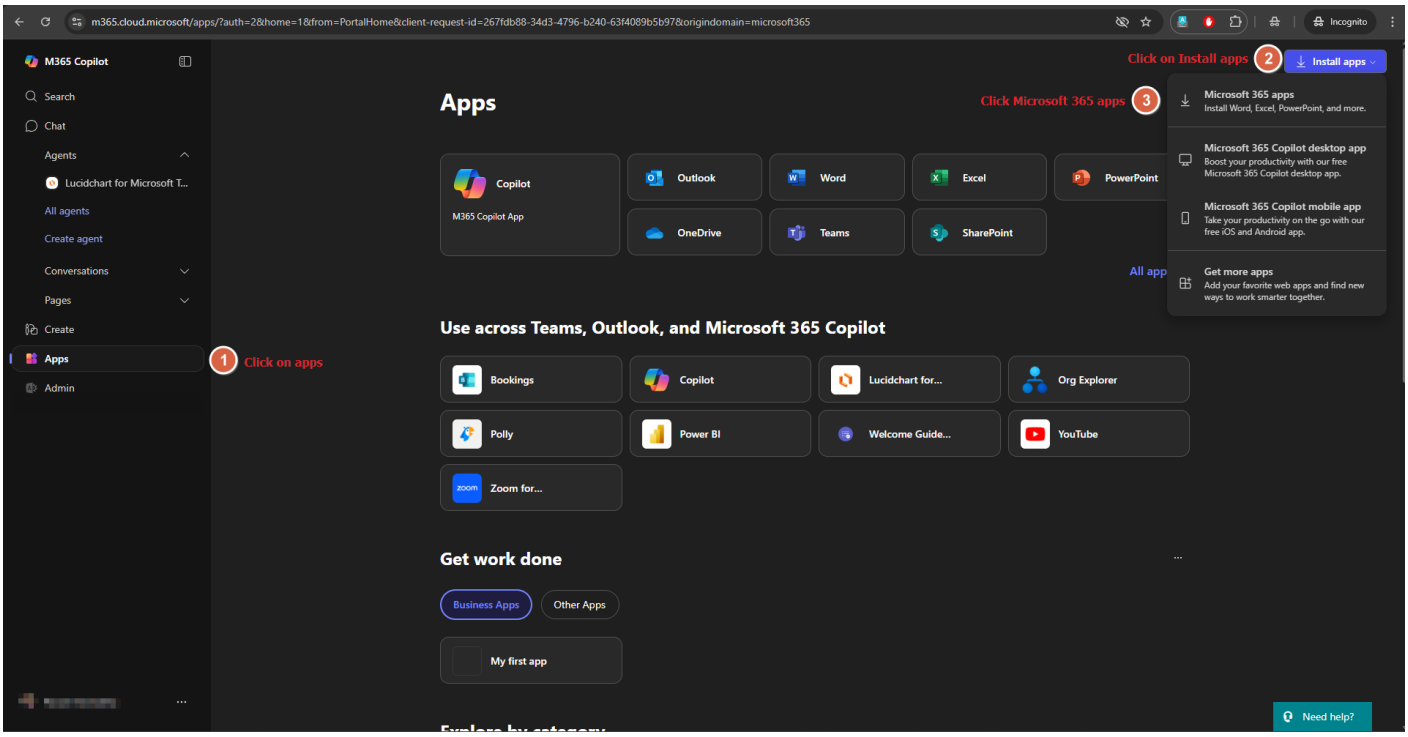
> **Please note that this guideline will only work for microsoft O365 products nothing else.**

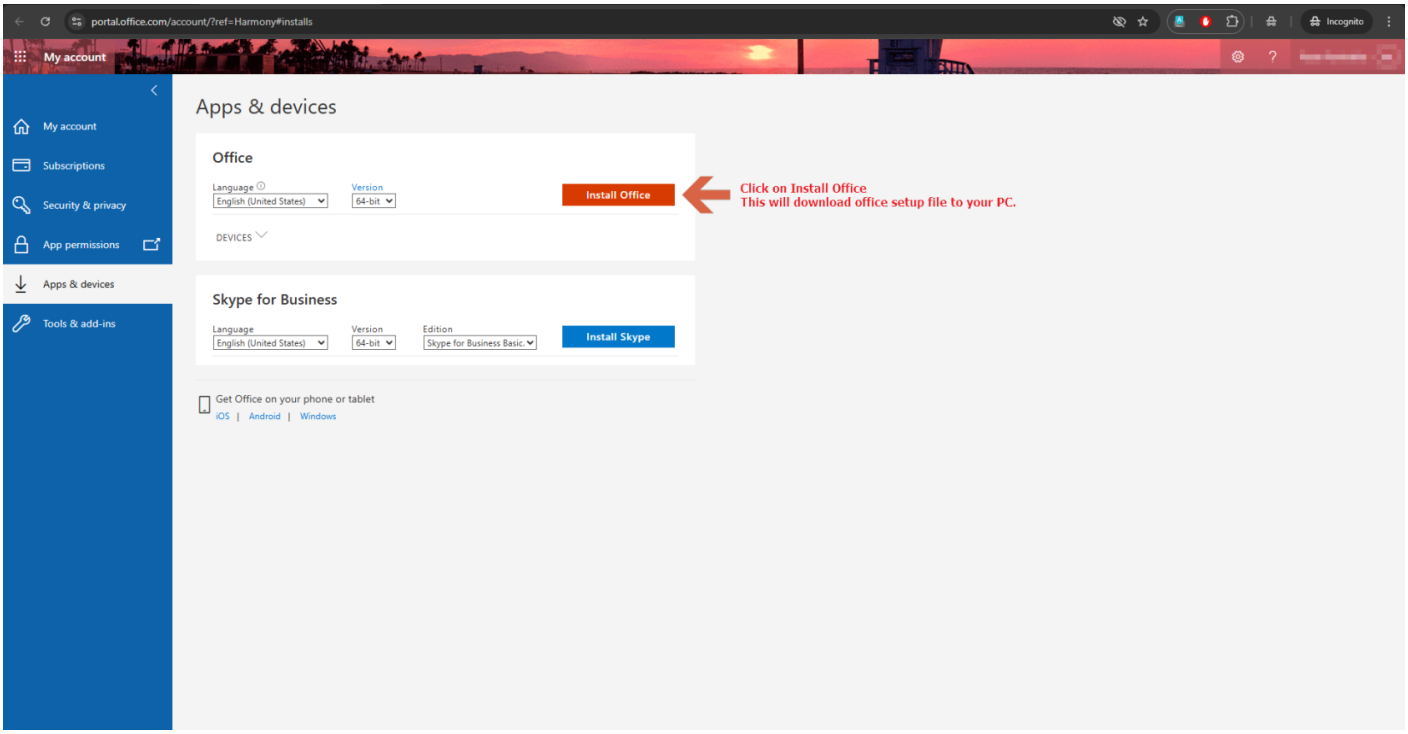


> **Batch 26 and above the username will be `will be updated soon`**


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

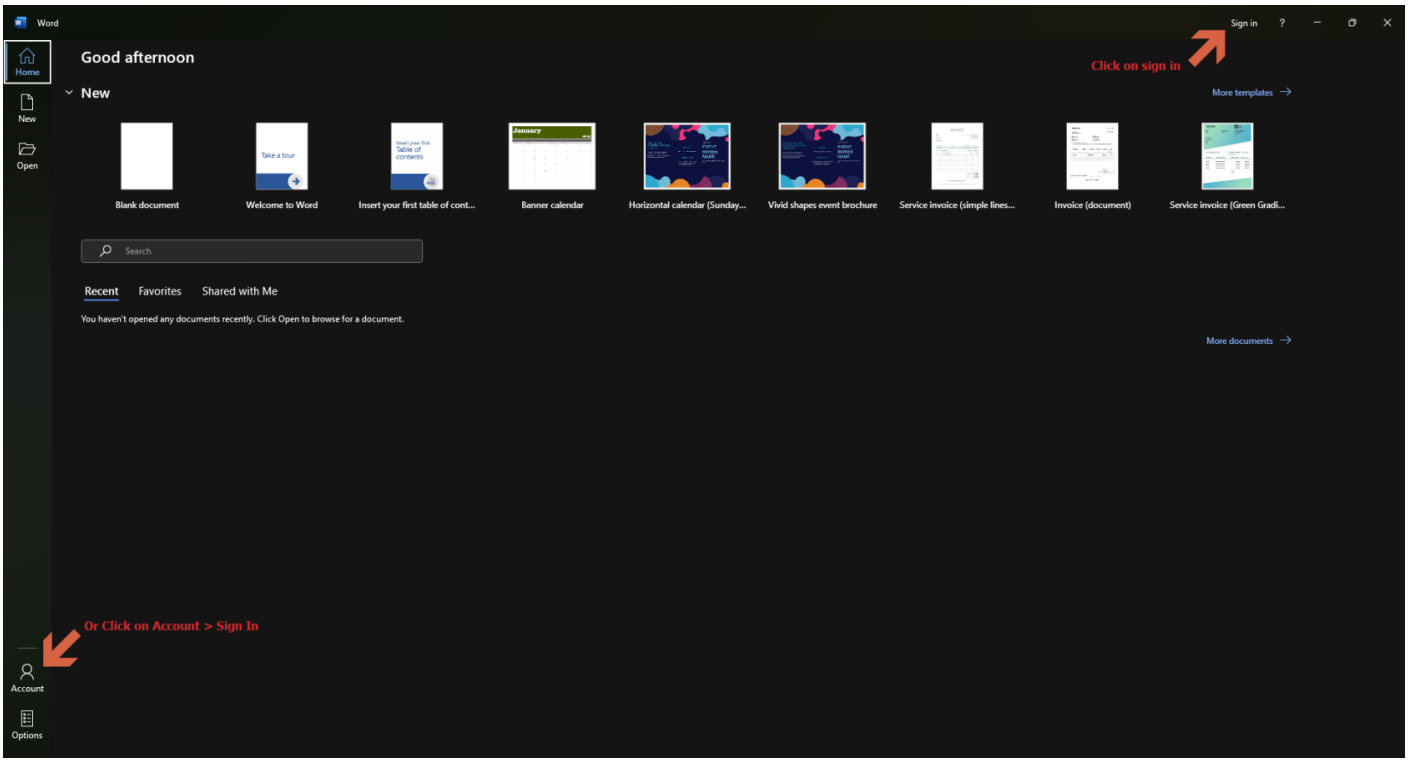

UNIVERSITY OF MORATUWA
@uom.lk
Enter password
1
Enter your Password
Forgot my password
Click Sign in
2
Sign in
Welcome to University of Moratuwa Office 365 tenent. ~Powerd By Center for IT Services~

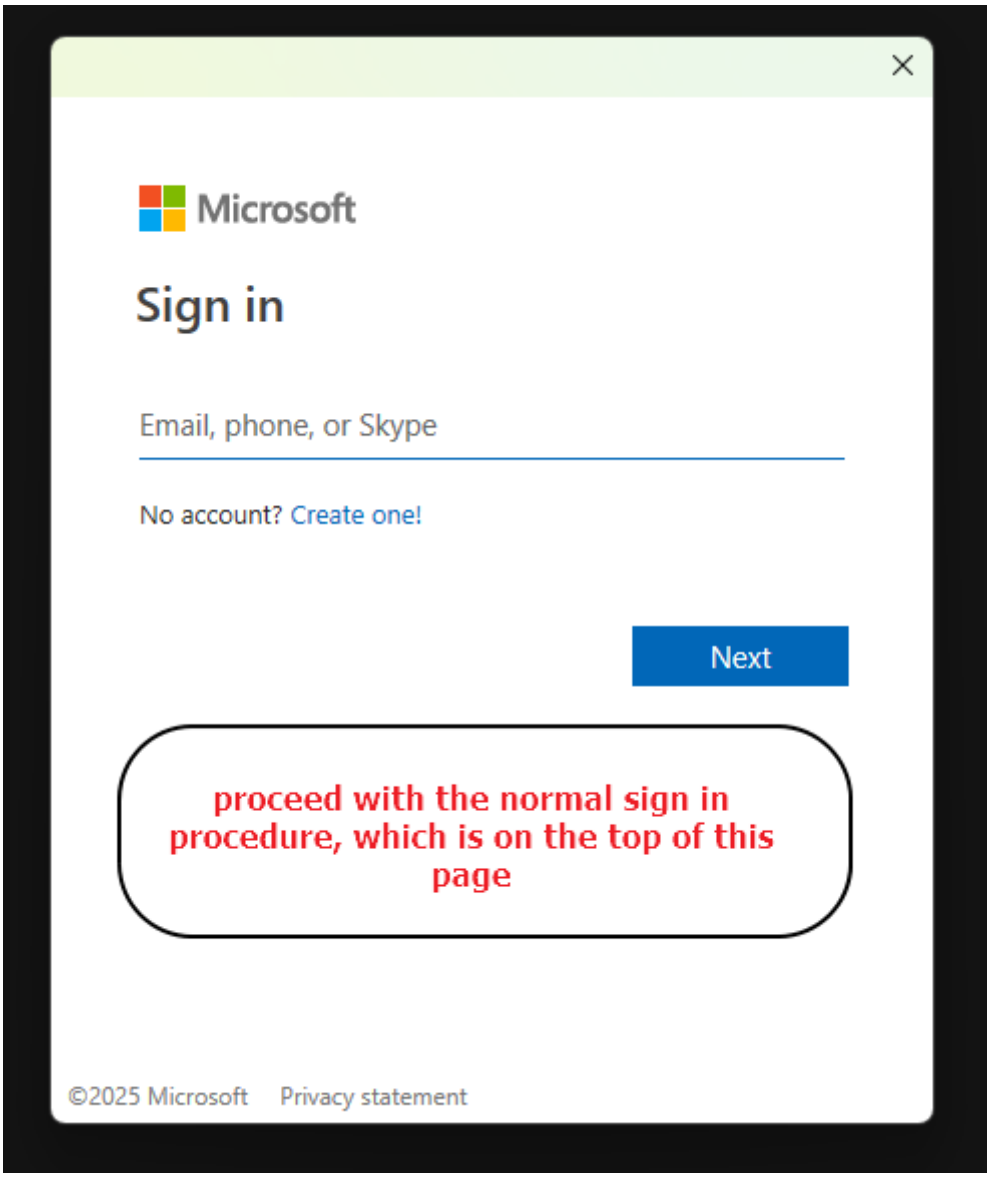

m365.cloud.microsoft/apps/?auth=2&home=1&from=PortalHome&client-request-id=267fdb88-34d3-4796-b240-63f4089b5b97&origindomain=microsoft365
M365 Copilot
Search
Chat
Agents
Lucidchart for Microsoft T...
All agents
Create agent
Conversations
Pages
Create
Apps
Admin
1
Click on apps
Click on Install apps
2
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?



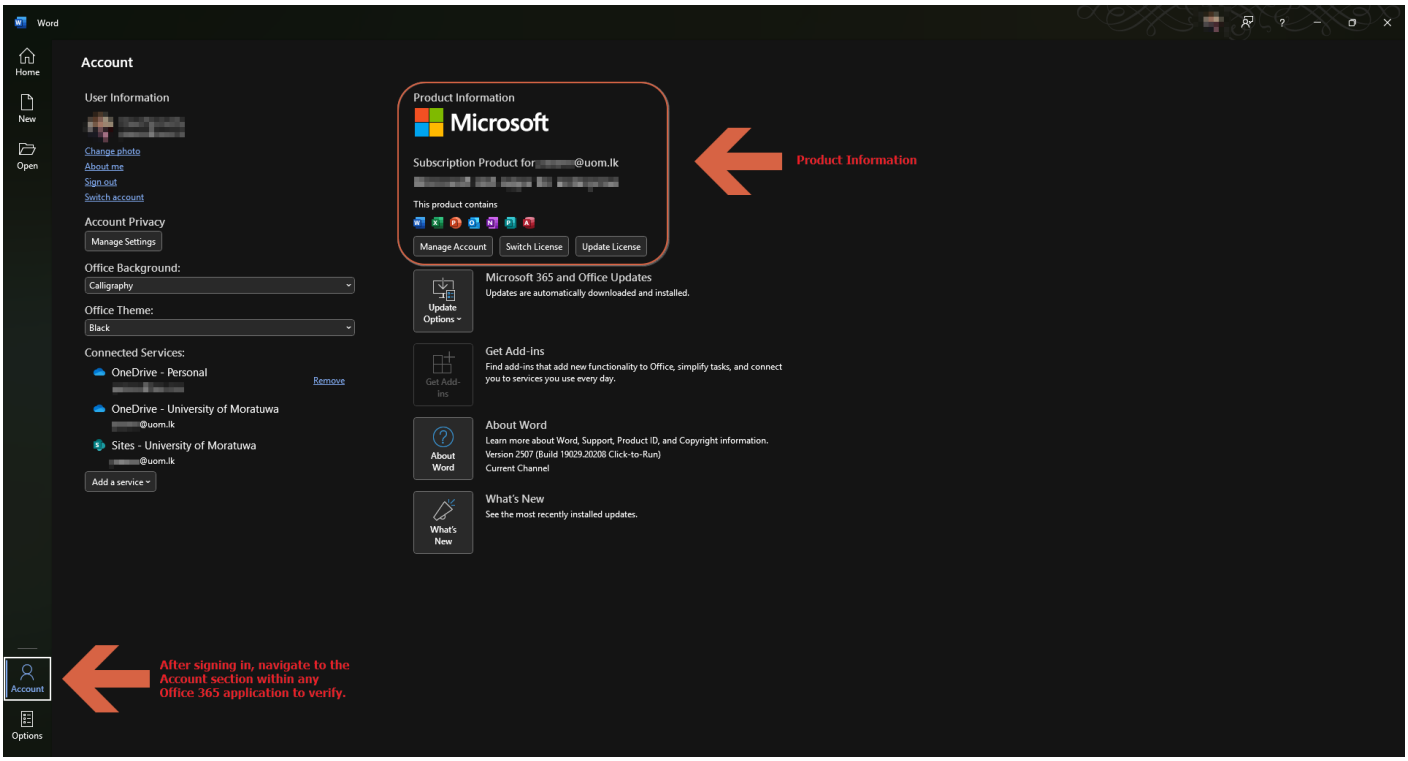
After downloading the Office setup file, execute it to initiate the installation. The duration of the installation will vary depending on your internet connection speed, as it is performed online. This process is straightforward and does not require technical expertise, making it suitable for completion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



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