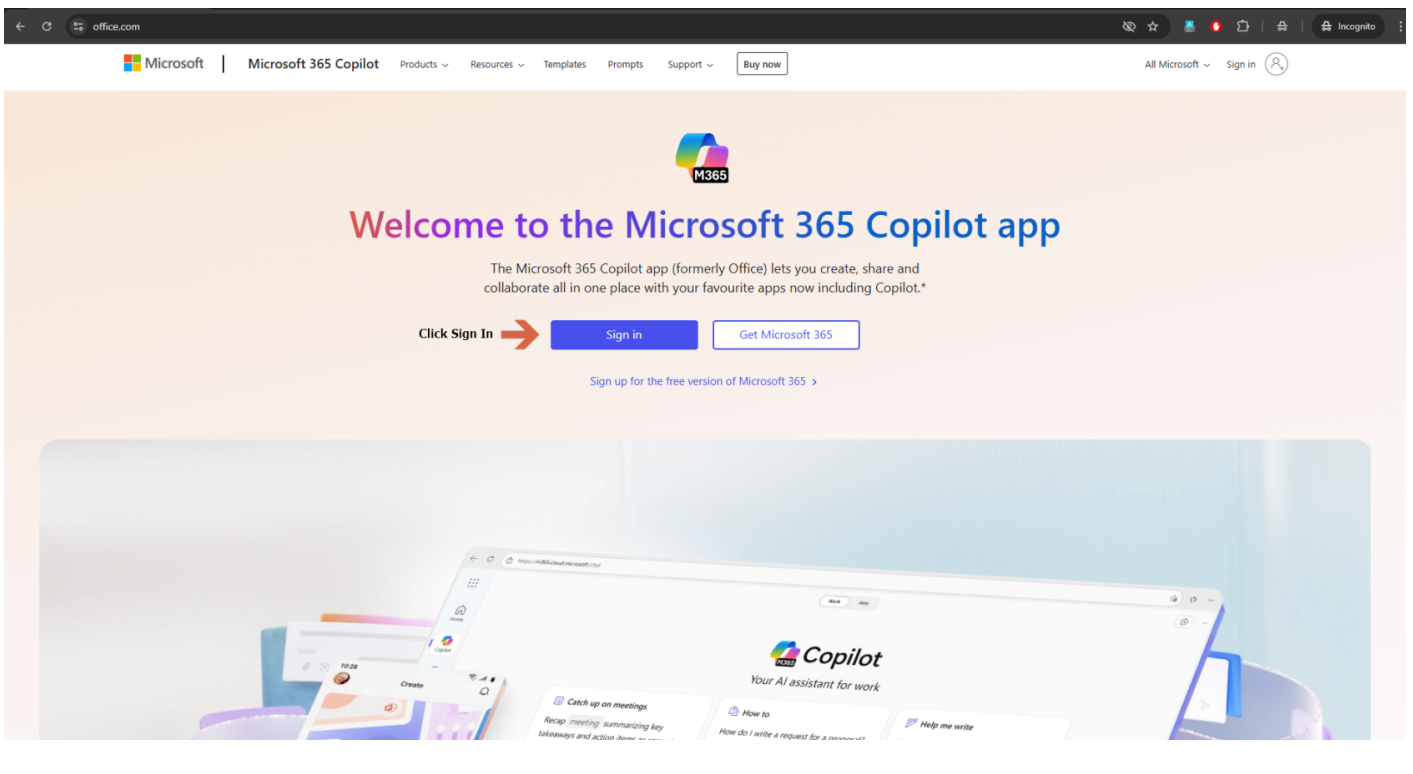


Guidelines for Office installation and Activation

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.



The screenshot shows the Microsoft 365 Copilot app landing page in a web browser. The browser's address bar shows "office.com". The page features the Microsoft logo and navigation links for "Microsoft 365 Copilot", "Products", "Resources", "Templates", "Prompts", "Support", and "Buy now". A "Sign in" button is visible in the top right corner. The main content area has a large heading "Welcome to the Microsoft 365 Copilot app" and a sub-heading "The Microsoft 365 Copilot app (formerly Office) lets you create, share and collaborate all in one place with your favourite apps now including Copilot.*". Below this, there is a "Click Sign In" button with a right-pointing arrow, followed by a "Sign in" button and a "Get Microsoft 365" button. A link "Sign up for the free version of Microsoft 365 >" is also present. The bottom of the page features a large image of a laptop displaying the Copilot interface, with a smartphone in the foreground showing a "Create" button and a "Catch up on meetings" card.



Sign in

 **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

.....|

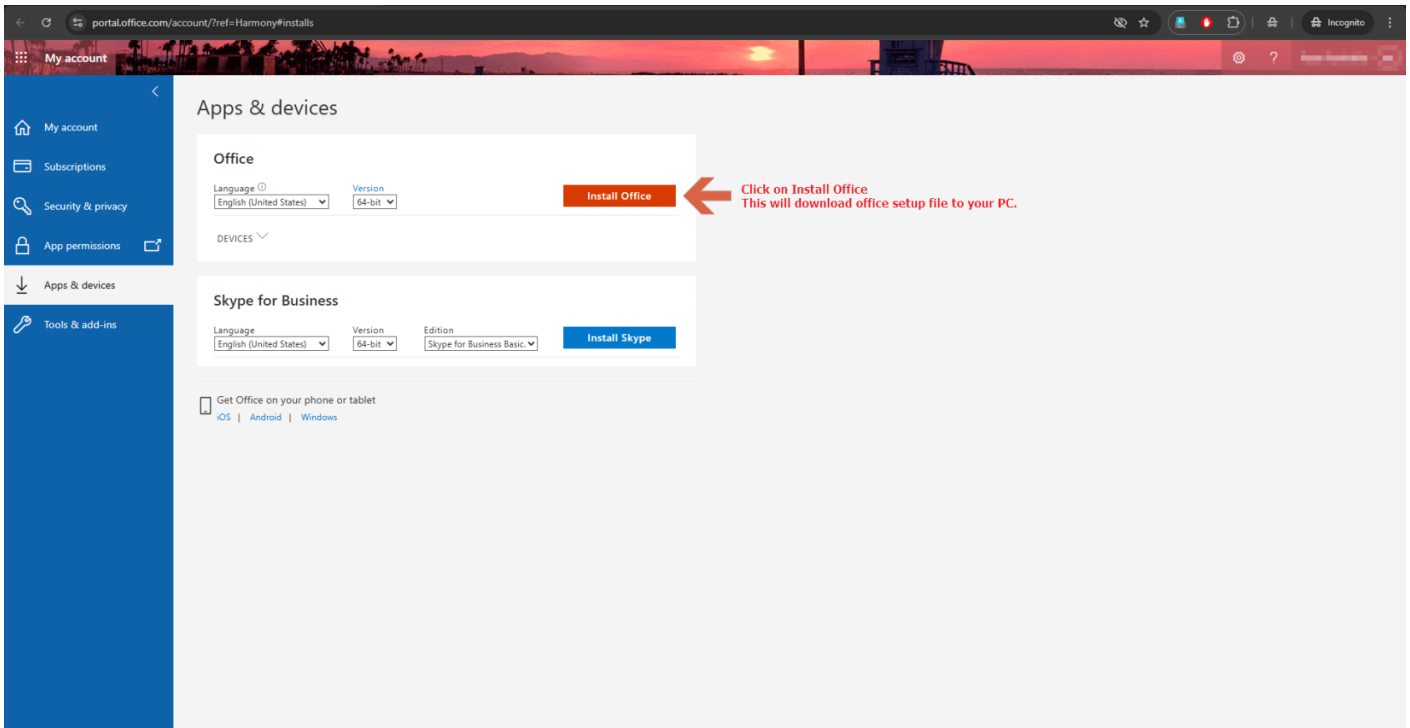
1 Enter your Password

[Forgot my password](#)

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

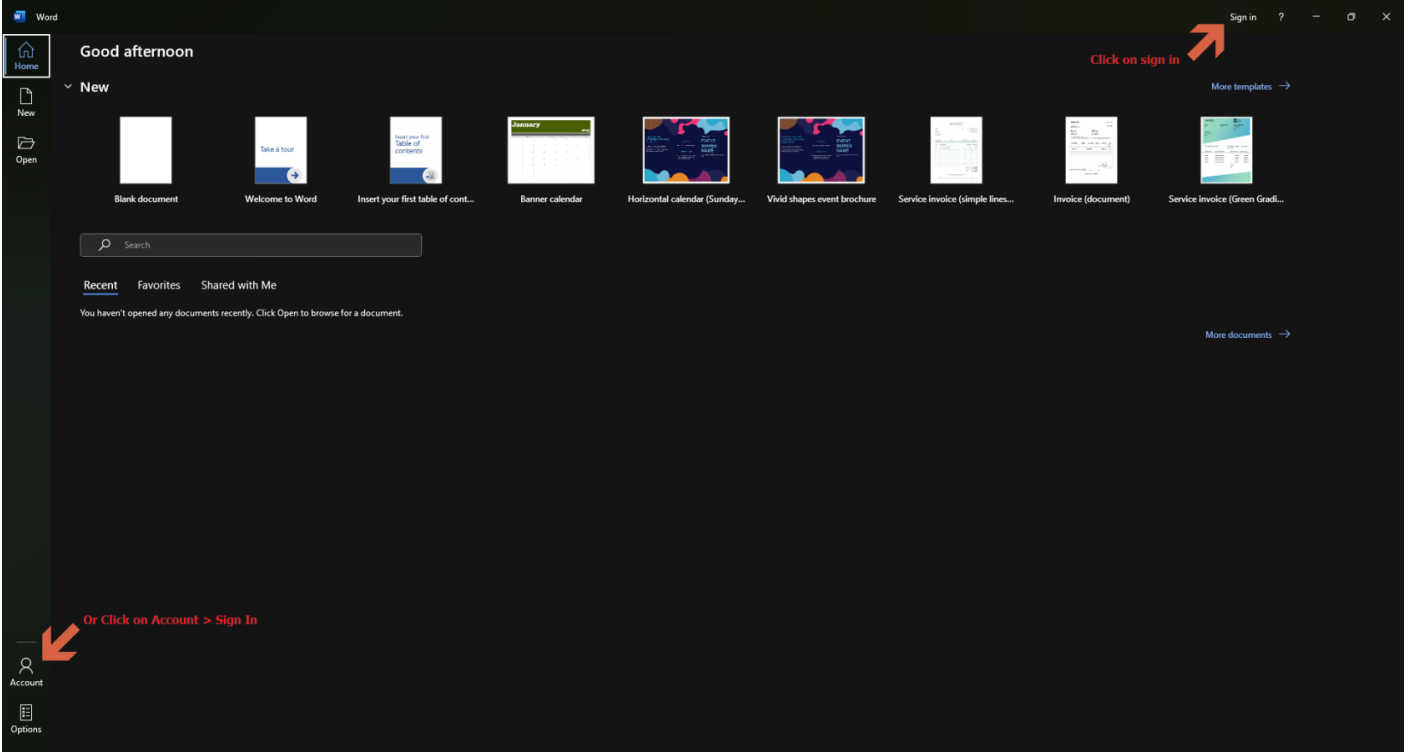
Welcome to University of Moratuwa Office 365
tenent. ~Powerd By Center for IT Services~

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. Three red callout boxes with numbers 1, 2, and 3 are overlaid on the image: '1 Click on apps' points to the 'Apps' button in the sidebar; '2 Click on Install apps' points to the 'Install apps' button in the top right; '3 Click Microsoft 365 apps' points to the 'Microsoft 365 apps' tile in the main grid.



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

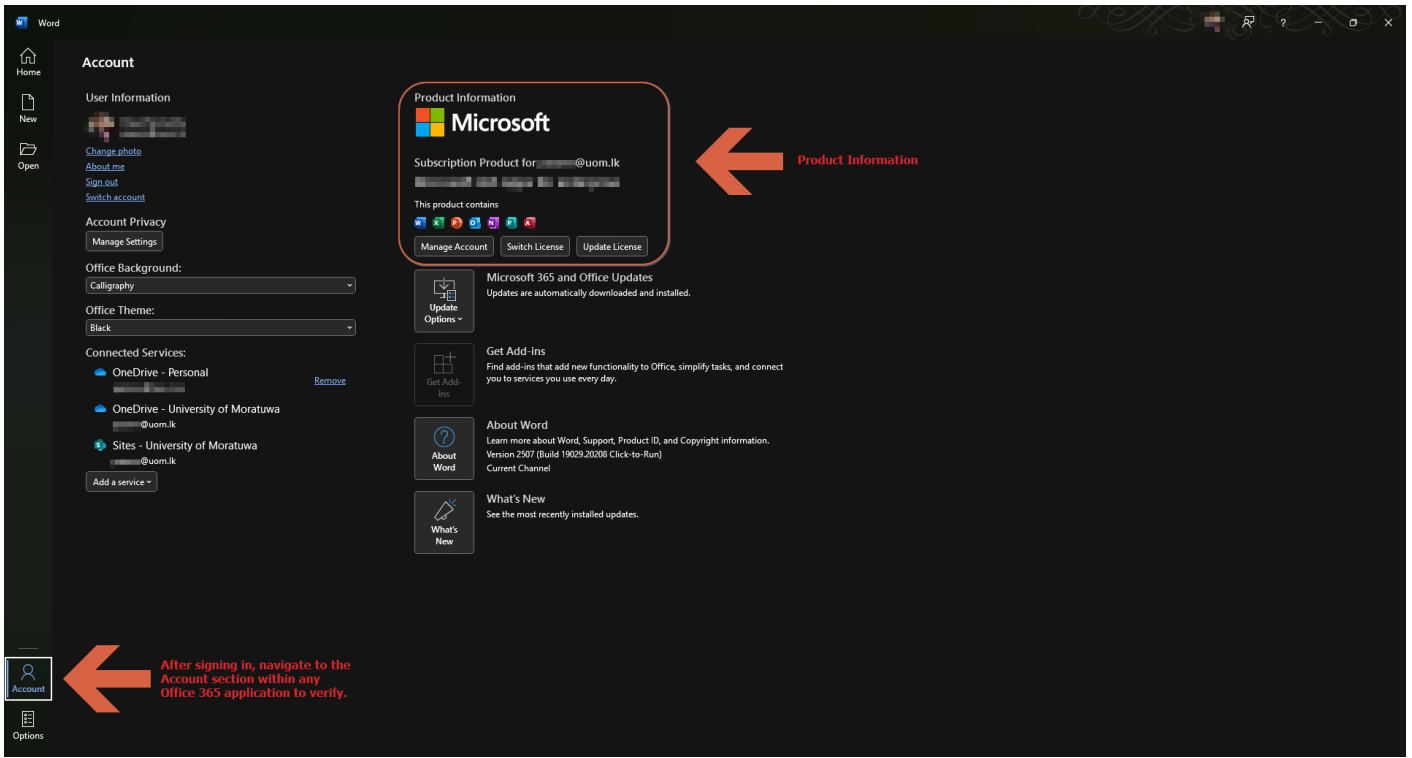
No account? [Create one!](#)

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.



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