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.

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