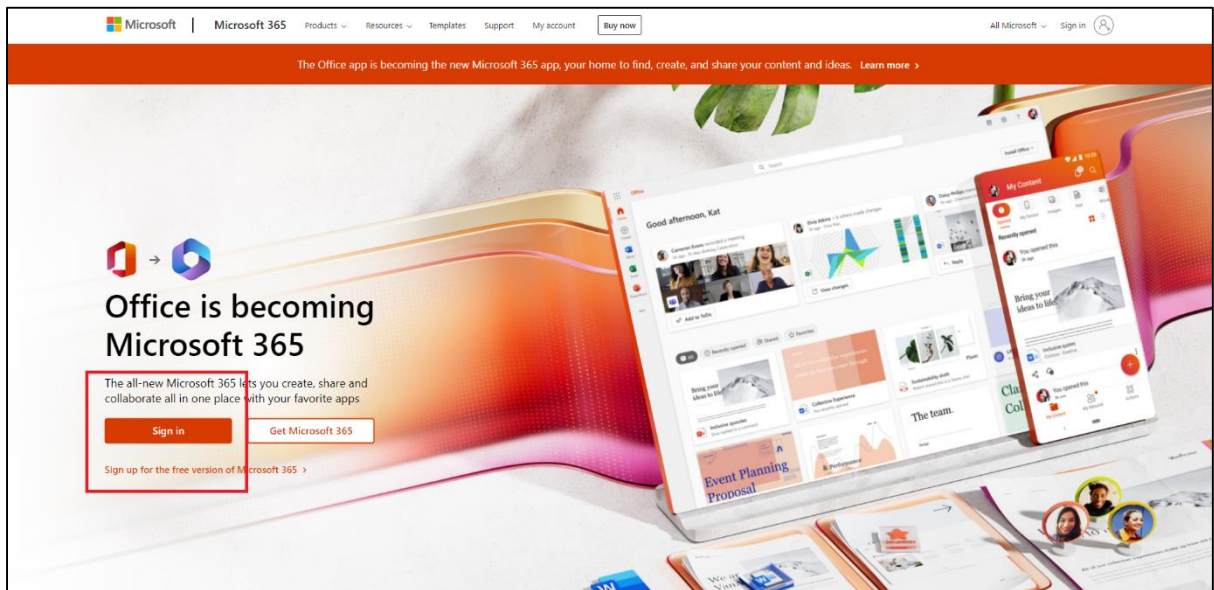


Office 365

Office 365 is a line of subscription services offered by Microsoft which adds to and includes the Microsoft Office product line. University provides subscription versions that include a set of apps that help you stay connected and get things done (Word, Excel, PowerPoint, Microsoft Teams, Outlook, etc). Whether you want to connect with others, learn remotely, or collaborate with your team Office 365 meets your needs.

1. Go to <https://www.office.com> & Click sign in

Step 1



2. Enter Your GWUIM Email Login Username and Password.

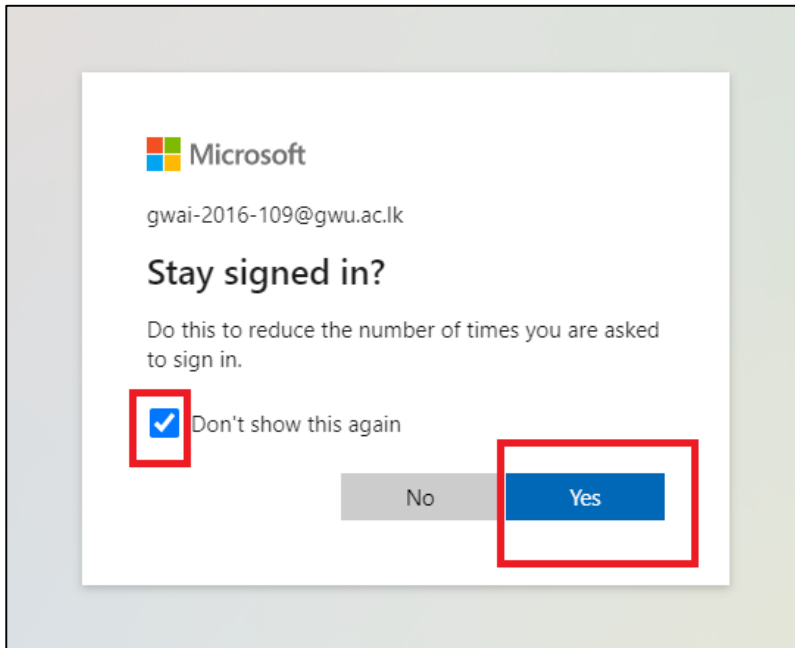
Step 2

A screenshot of the Microsoft Sign in page. The Microsoft logo is at the top left. Below it, the text "Sign in" is displayed. A red box highlights the input field for the email address, with the placeholder text "type your GWUIM email here". Below the input field, there are links for "No account? Create one!" and "Can't access your account?". At the bottom, there are "Back" and "Next" buttons.

Step 3

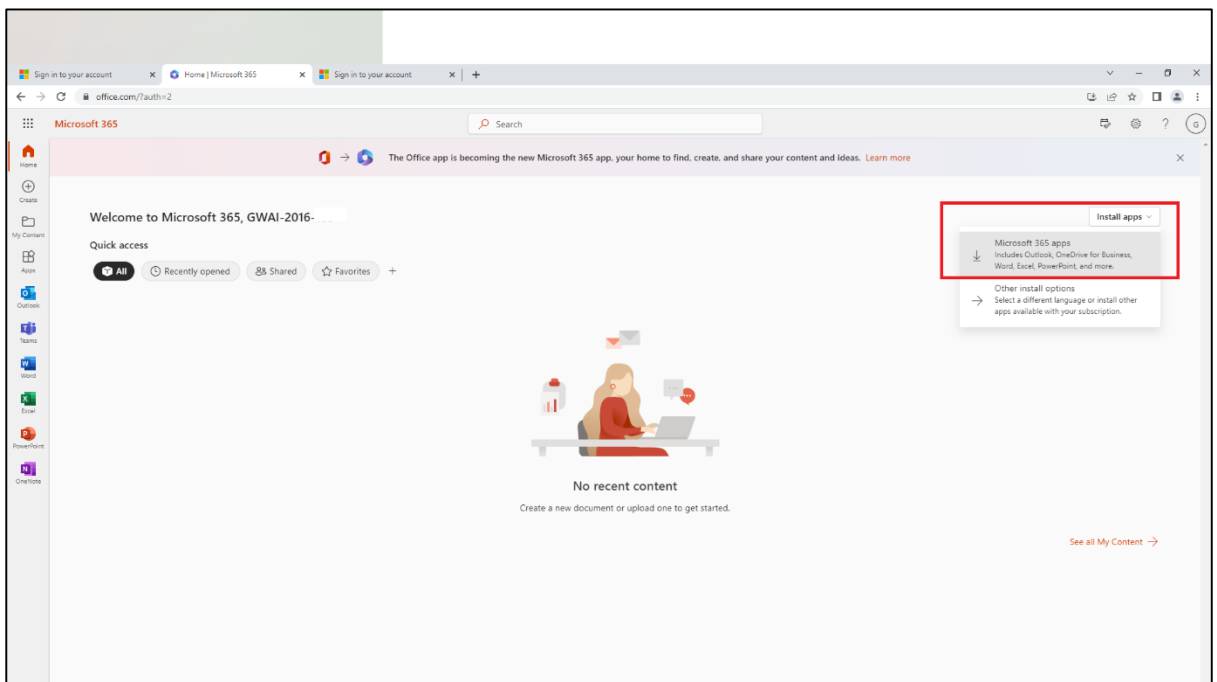
A screenshot of the Microsoft Enter password page. The Microsoft logo is at the top left. Below it, the text "Enter password" is displayed. The email address "gwai-2016-xxx@gwu.ac.lk" is shown above the password input field. The password field contains several dots. Below the password field, there is a link for "Forgot my password". At the bottom right, there is a "Sign in" button.

Step 4



Step 5

Download Office 365 & Run setup.exe



Step 6

After office installation open any app (word, PowerPoint, etc.) and sign in with your GWUIM Email address and Password for activate Office Package.