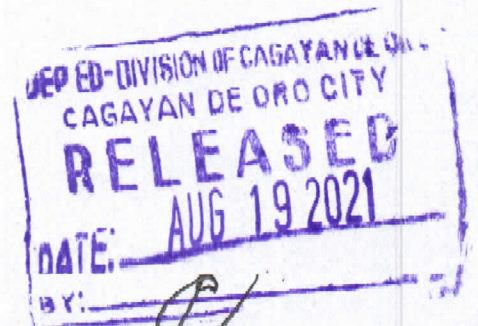




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



August 18, 2021

DIVISION MEMORANDUM
No. 307, 2021

To:

CID Chief Education Program Supervisor
SGOD Chief Education Program Supervisor
All Education Program Supervisors
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
Division Information Technology Officer
Division Information Officer
School ICT Coordinators
This Division

ACTIVATION OF LEARNERS' MICROSOFT 0365 ACCOUNTS

1. In accordance with DepEd OUA Memorandum 00-0821-0143 dated August 17, 2021, all school heads and school ICT coordinators are directed to lead in facilitating and expediting the distribution and activation of learners' Microsoft 0365 accounts. This link will take you to the materials for maximum dissemination to learners and schools' social media and official websites: <https://bit.ly/O365Steps>
2. All public school district supervisors and division information technology officer shall monitor and supervise the distribution and activation of learners' Microsoft 0365 accounts. This is to assure the smooth transition in the implementation of bichronous online distance learning.
3. For your guidance and strict compliance.

ALICIA E. ANGHAY, PhD
Assistant Schools Division Superintendent/
Officer-In-Charge
Office of the Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



OUAD00-0821-0143
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0821-0143

MEMORANDUM

17 August 2021

For: **Regional Directors
Schools Division Superintendents
Regional and Division Information Officers
Public School Heads
School ICT Coordinators
All Others Concerned**

Subject: **ACTIVATION OF LEARNERS' MICROSOFT O365 ACCOUNTS**

To help facilitate and speed up the distribution and activation of learners' Microsoft O365 accounts, the Office of the Undersecretary for Administration (OUA) releases these step by step materials for widest dissemination to learners and schools through their respective official social media accounts (**Annex A.**) The materials are also available for download through this link: <https://bit.ly/O365Steps>.

All concerned in the distribution and activation of learners' Microsoft O365 accounts are directed to provide the necessary support to ensure the quick and efficient completion of the process.

For concerns and questions regarding the learners' account activation, please contact Mr. Kristian Catahan of Microsoft Philippines through trainer.kcatahan@deped.gov.ph.

For compliance and immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary



Scan this QR Code to view
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Office of the Undersecretary for Administration (OUA)

*[Administrative Service (AS), Information and Communications Technology Service (ICTS),
Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support
Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

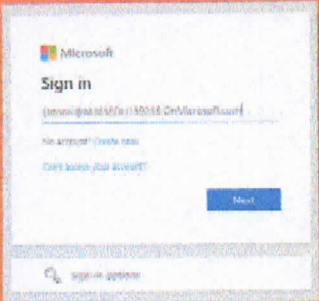
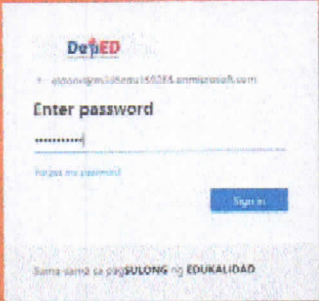
Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Annex A

LEARNERS' MICROSOFT O365 ACCOUNT ACTIVATION STEPS

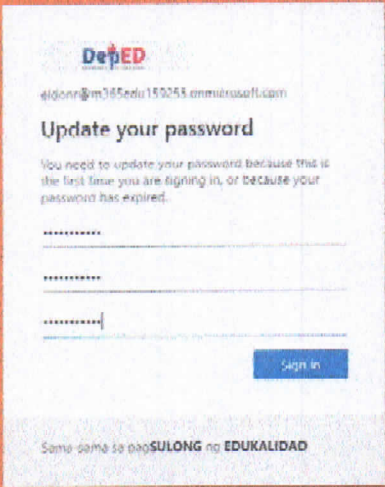
STEP 1

Hintayin na ibigay ng inyong paaralan ang inyong Microsoft 365 account. Sa inyong pagtanggap, pumunta sa office.com at mag log-in gamit ang inyong username at password.

A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing the email address "jennaj@edu1502edu150253.onmicrosoft.com". Underneath the input field are two links: "No account? Create one" and "Can't access your account?". A blue "Sign in" button is positioned at the bottom right of the form. At the very bottom, there is a small link that says "Sign in securely".A screenshot of the DepED "Enter password" page. The header shows the DepED logo and the email address "jldonn@m365edu150253.onmicrosoft.com". The main heading is "Enter password", followed by a password input field with masked characters. Below the input field is a link that says "Forgot my password?". A blue "Sign in" button is at the bottom right. At the bottom of the page, the text "Same-sama sa pagSULONG ng EDUKALIDAD" is displayed.

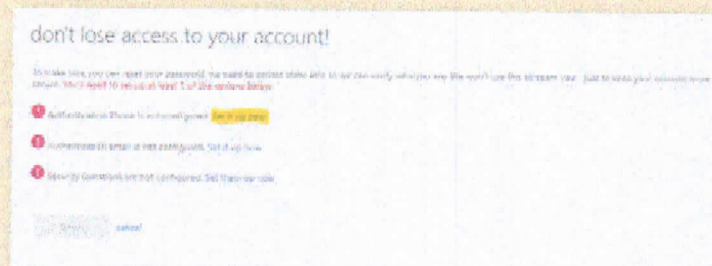
STEP 2

Palitan ang inyong temporary password at i-confirm ito.

A screenshot of the DepED "Update your password" page. The header shows the DepED logo and the email address "jldonn@m365edu150253.onmicrosoft.com". The main heading is "Update your password". Below this is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three password input fields: the first two are for the new password, and the third is for confirmation. A blue "Sign in" button is at the bottom right. At the bottom of the page, the text "Same-sama sa pagSULONG ng EDUKALIDAD" is displayed.

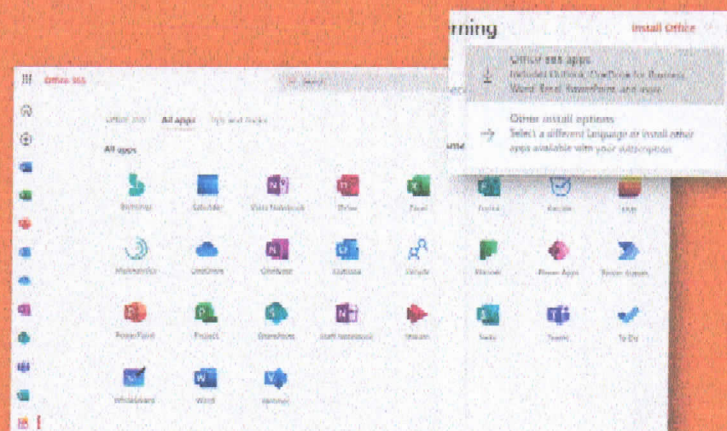
STEP 3

I-rehistro ang iyong mobile number o personal na email address. Maari rin tayong mag-lagay ng Security Questions. I-confirm at maaari nang gamitin ang iyong account!



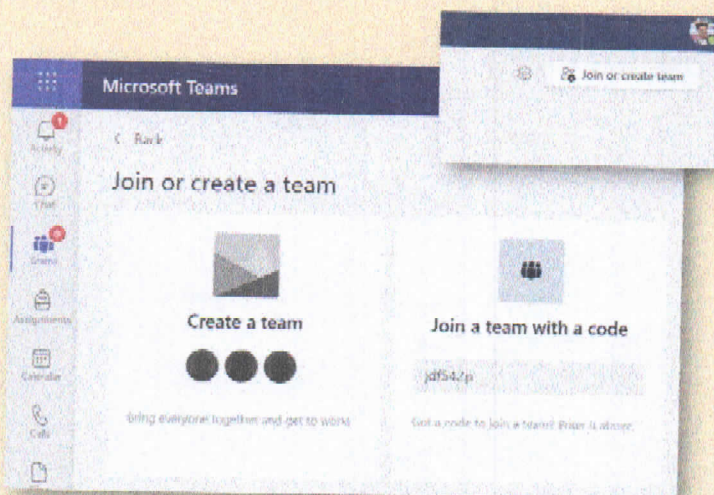
STEP 4

Maaari na natin makuha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint, at Teams gamit ang iyong account! Pumunta sa office.com at i-click ang "Install Office" upang simulan ang pag-download.



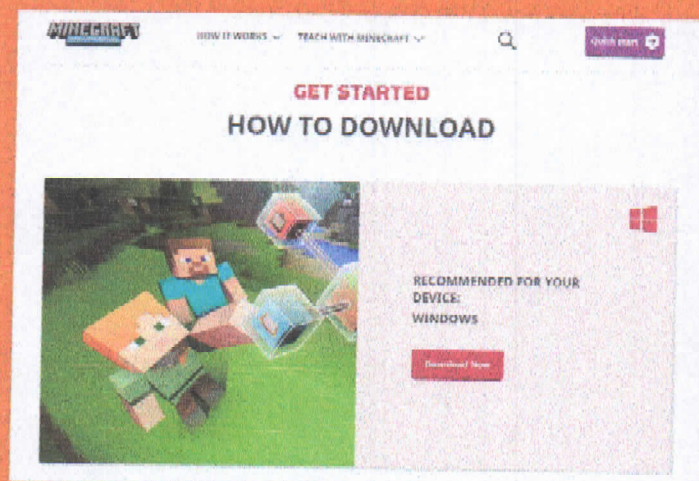
STEP 5

Mag log-in sa teams.microsoft.com at ilagay ang join code ng inyong paaralan upang makasali sa group.



STEP 6

Maaari na natin i-download ang Minecraft for Education sa pamamagitan ng pag log-in sa education.minecraft.net/get-started/download



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To determine the program
please scan the QR code

