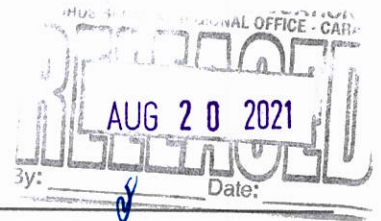




Republic of the Philippines
Department of Education
CARAGA REGION



August 20, 2021

REGIONAL MEMORANDUM
No. 648, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

ACTIVATION OF LEARNERS' MICROSOFT O365 ACCOUNTS

1. The Office of the Undersecretary for Administration (OUA) releases a step by step materials regarding learners' Microsoft O365 account activation.
2. The materials are available for download through this link:
<https://bitly/O365Steps>.
3. For further details, kindly refer attached OUA MEMO 00-0821-0143 signed by Undersecretary Alain Del B. Pascua dated August 17, 2021
4. For your compliance, immediate and appropriate action.


EVELYN R. FELTAVERO, CESO IV
Director IV

Encl/s.: As stated
Reference/s: None
To be indicated in the Perpetual Index
under the following subjects:

LEARNERS

MICROSOFT O365 ACCOUNTS

HRD/rsr
08/20/2021



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Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020



OUA00-0821-0143
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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**

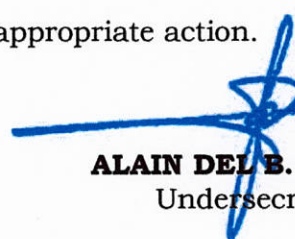
Subject: **ACTIVATION OF LEARNERS' MICROSOFT O365 ACCOUNTS**

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



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)]

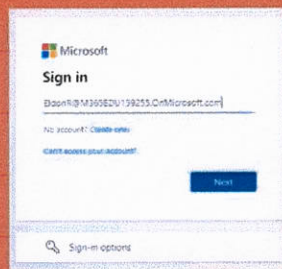
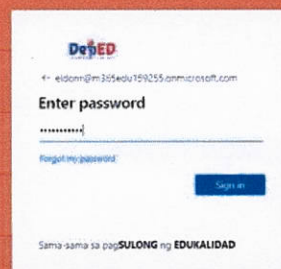
Department of Education, Central Office, Meralco Avenue, Pasig City
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Annex A

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 "Bdenn@m365edu159255.onmicrosoft.com". Underneath the field are two links: "No account? Create one" and "Can't access your account?". A blue "Next" button is positioned at the bottom right of the sign-in area. At the very bottom, there is a link for "Sign-in options".A screenshot of the DepED "Enter password" screen. It shows the DepED logo at the top left and the email address "eldenn@m365edu159255.onmicrosoft.com" at the top right. The main heading is "Enter password", followed by a password input field with masked characters. Below the field is a link that says "Forgot my password?". A blue "Sign in" button is at the bottom right. At the bottom of the screen, the text "Sama-sama sa pagSULONG ng EDUKALIDAD" is displayed.

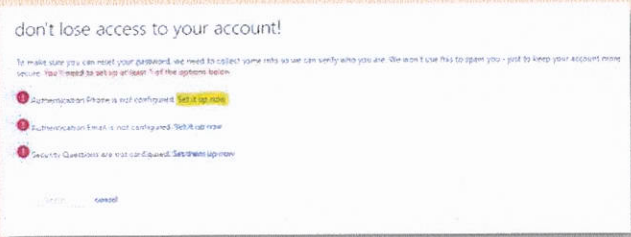
STEP 2

Palitan ang inyong temporary password at i-confirm ito.

A screenshot of the DepED "Update your password" screen. It features the DepED logo at the top left and the email address "eldenn@m365edu159255.onmicrosoft.com" at the top right. The heading is "Update your password", followed by a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." Below this message are two password input fields, each with masked characters. A blue "Sign in" button is located at the bottom right. At the bottom of the screen, the text "Sama-sama sa pagSULONG ng EDUKALIDAD" is visible.

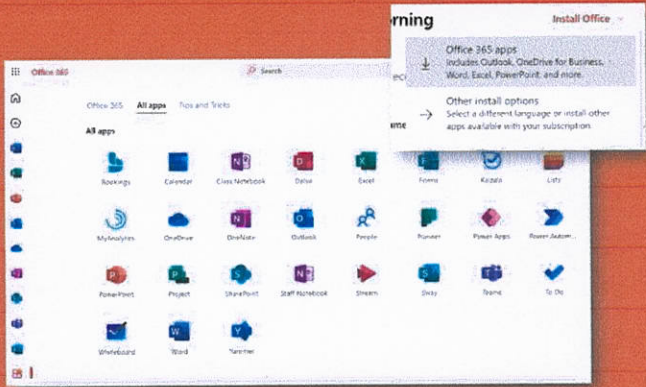
STEP 3

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!



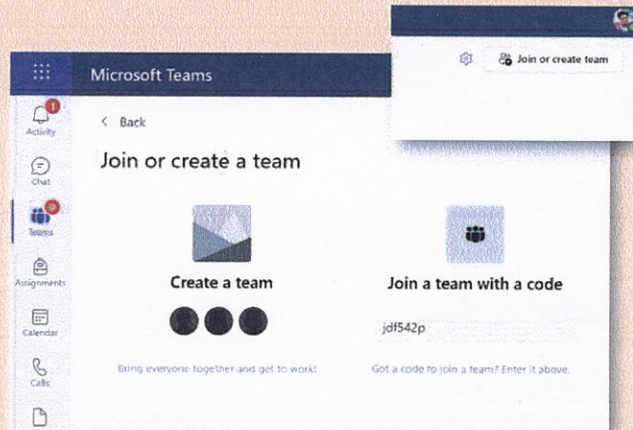
STEP 4

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.



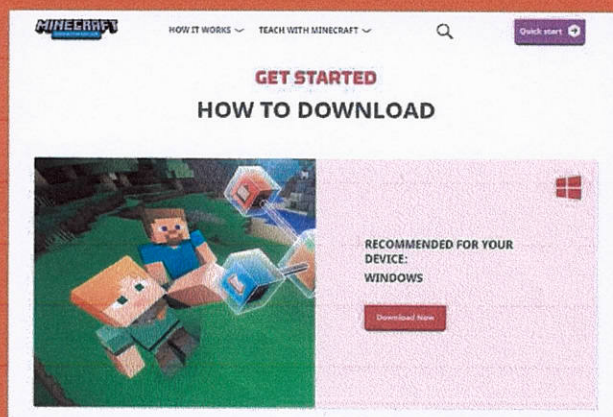
STEP 5

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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