



OUID00-0821-0143
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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.

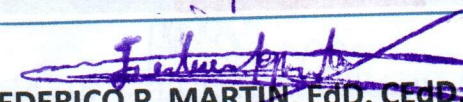
For concerns and questions regarding the learners' account activation, please contact Mr. Kristian Catahan of Microsoft Philippines through trainer.kcatahan@deped.gov.ph.

For compliance and immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



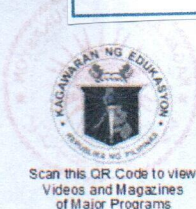
To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

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))

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Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
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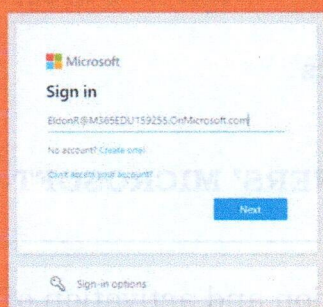


Annex A

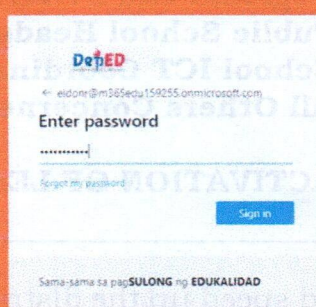
LEARNERS' MICROSOFT O365 ACCOUNT ACTIVATION STEPS

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.



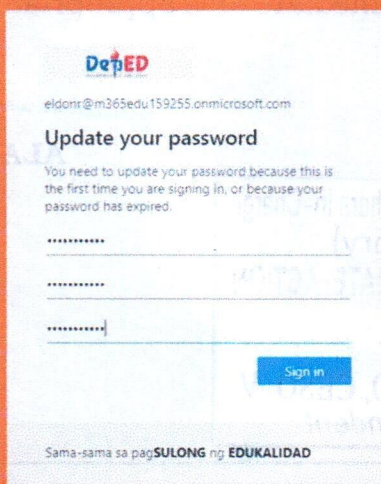
A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing the email address "EldonR@m365edu159255.onmicrosoft.com". There are two links: "No account? Create one!" and "Don't have your account?". A blue "Next" button is positioned at the bottom right of the form. At the very bottom, there is a "Sign-in options" link with a magnifying glass icon.



A screenshot of the DepED login page. It features the DepED logo at the top left. Below it is the email address "eldonr@m365edu159255.onmicrosoft.com" and the text "Enter password". There is a password input field with a masked password ".....". A "Forgot my password" link is located below the password field. A blue "Sign in" button is at the bottom right. At the bottom of the page, it says "Sama-sama sa pagSULONG ng EDUKALIDAD".

STEP 2

Palitan ang inyong temporary password at i-confirm ito.

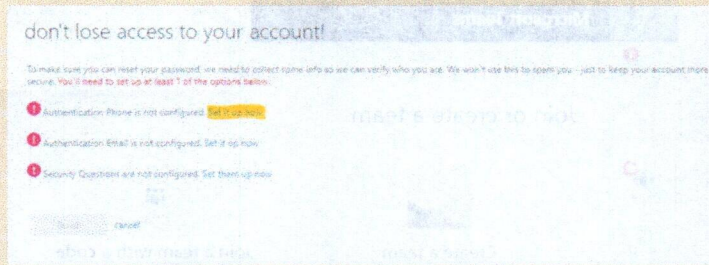


A screenshot of the DepED "Update your password" page. It features the DepED logo at the top left. Below it is the email address "eldonr@m365edu159255.onmicrosoft.com" and the heading "Update your password". A message states: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three password input fields, each with a masked password ".....". A blue "Sign in" button is at the bottom right. At the bottom of the page, it says "Sama-sama sa pagSULONG ng EDUKALIDAD".



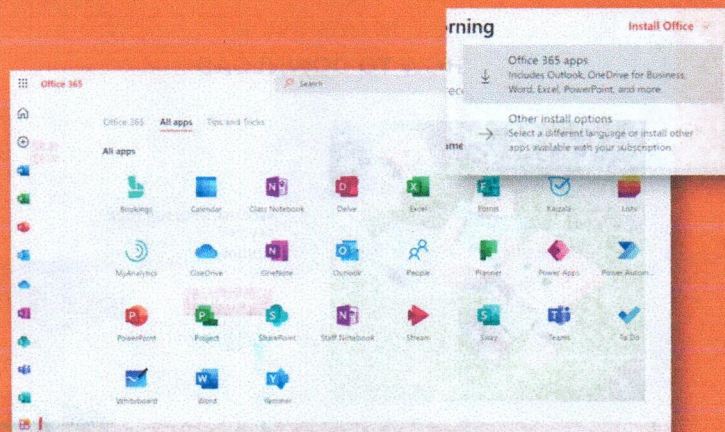
STEP 3

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



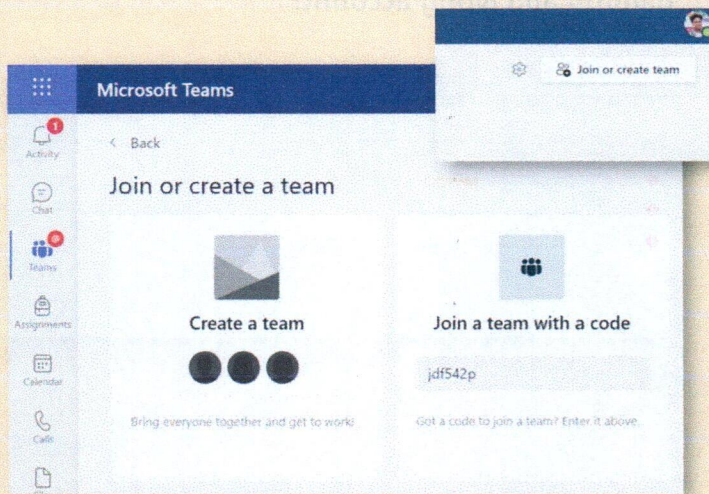
STEP 4

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

