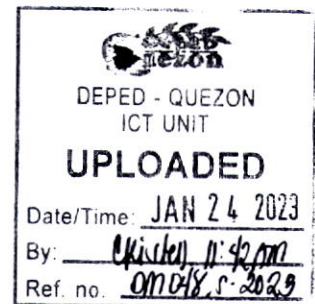




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 January 2023

DIVISION MEMORANDUM
DM No. 048, s. 2023

MICROSOFT 365 ADOPTION

To: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Education Program Supervisors
Education Program Specialists
Unit/Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In relative to OUA-OUT-011023 from the Undersecretary for Administration informing the field on the adoption of Microsoft 365 on 1 February 2023 that all DepEd personnel will be able to receive and send emails through Microsoft Outlook (outlook.office.com) accounts using the same DepEd email address.
2. In view thereof, all DepEd Quezon teaching and non-teaching personnel are instructed to **make a backup of their work-related files in their deped gmail inbox to microsoft outlook and google drive to microsoft one drive** (see enclosure for step by step procedure).
3. All new and active users using Microsoft 365 accounts shall sign-in through this link: <https://portal.office.com>.
4. Microsoft users who forgot their password may request new password through this link: <https://passwordreset.microsoftonline.com>

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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5. For clarifications and other inquires, kindly contact IT Officer Mr. Wilbert B. Porteza thru this landline no. 042 (042)784-0321, (042)784-0366, (042)784-0164, (042)784-0391 local 100.

6. Immediate dissemination and strict compliance of this Memorandum is earnestly desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

ICT/wbp/01/20/2023

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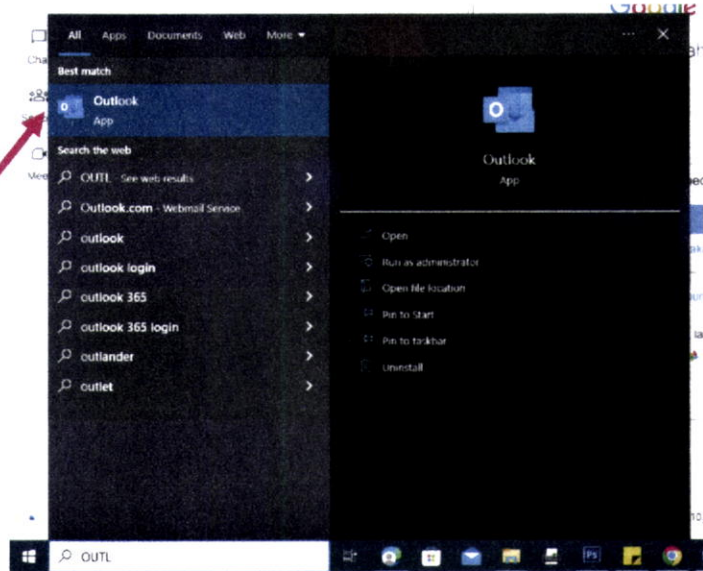
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Enclosure No. 1 to DM No. 048, s. 2023

Data and Content Migration of DepEd Gmail Inbox to Microsoft Outlook Inbox

STEP 1

In the Start Menu, Search the Outlook App or proceed to <https://portal.office.com> to download your Outlook App



Note: Make sure you have already downloaded the Microsoft Office 365 Outlook App using your Microsoft Account

STEP 2

Once you click the Outlook App it will direct this to your DepEd email account



Sign in with your existing DepEd email address and password

@deped.gov.ph
Susunod

Hanapin ang akong account

Gumawa ng account

Isang Google Account para sa lahat na Google



DEPEDQUEZON-TM-SDS-04-009-003



“Creating Possibilities, Inspiring Innovations”

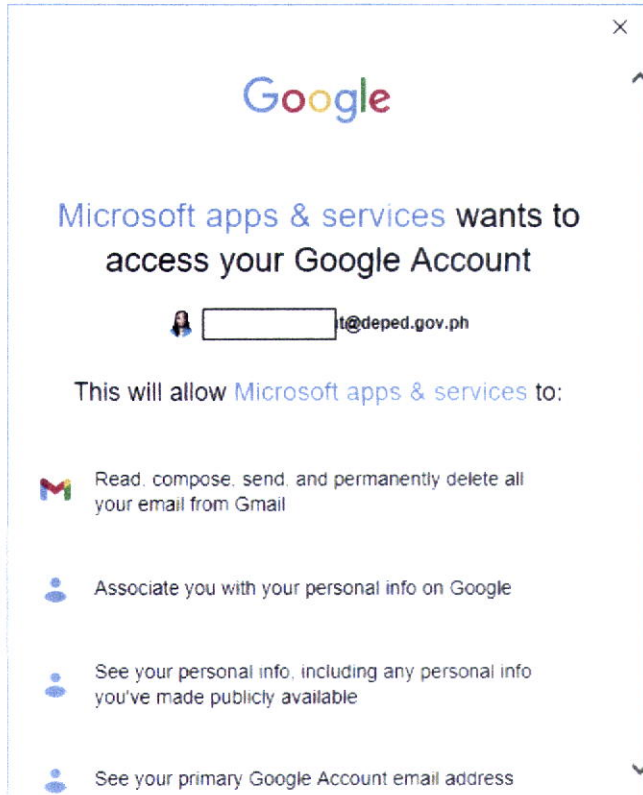
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Email Address: quezon@deped.gov.ph
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STEP 3

This page will appear
in your screen.



 Read, compose, send, and permanently delete all your email from Gmail

 Associate you with your personal info on Google

 See your personal info, including any personal info you've made publicly available

 See your primary Google Account email address

By clicking Allow, you allow this app and Google to use your information in accordance with their respective [privacy policies](#). You can change this and other [Account Permissions](#) at any time.

Deny

Allow

Click Allow

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Email Address: quezon@deped.gov.ph

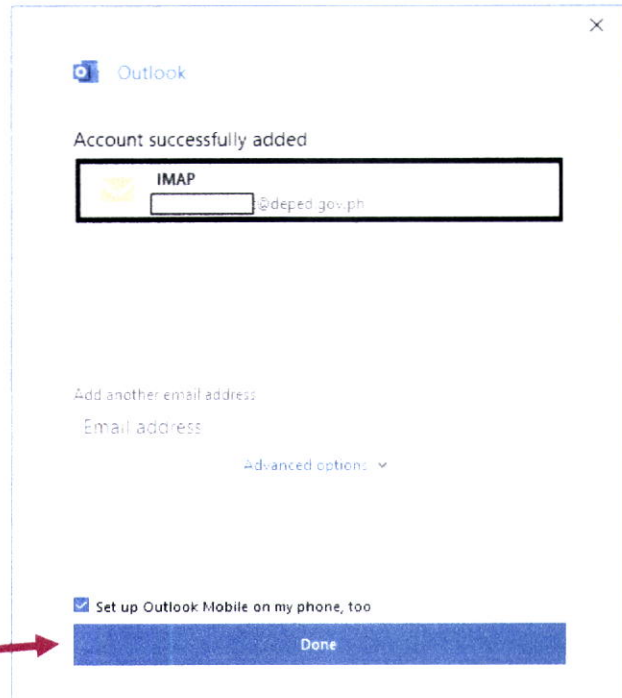
Website: www.depedquezon.com.ph



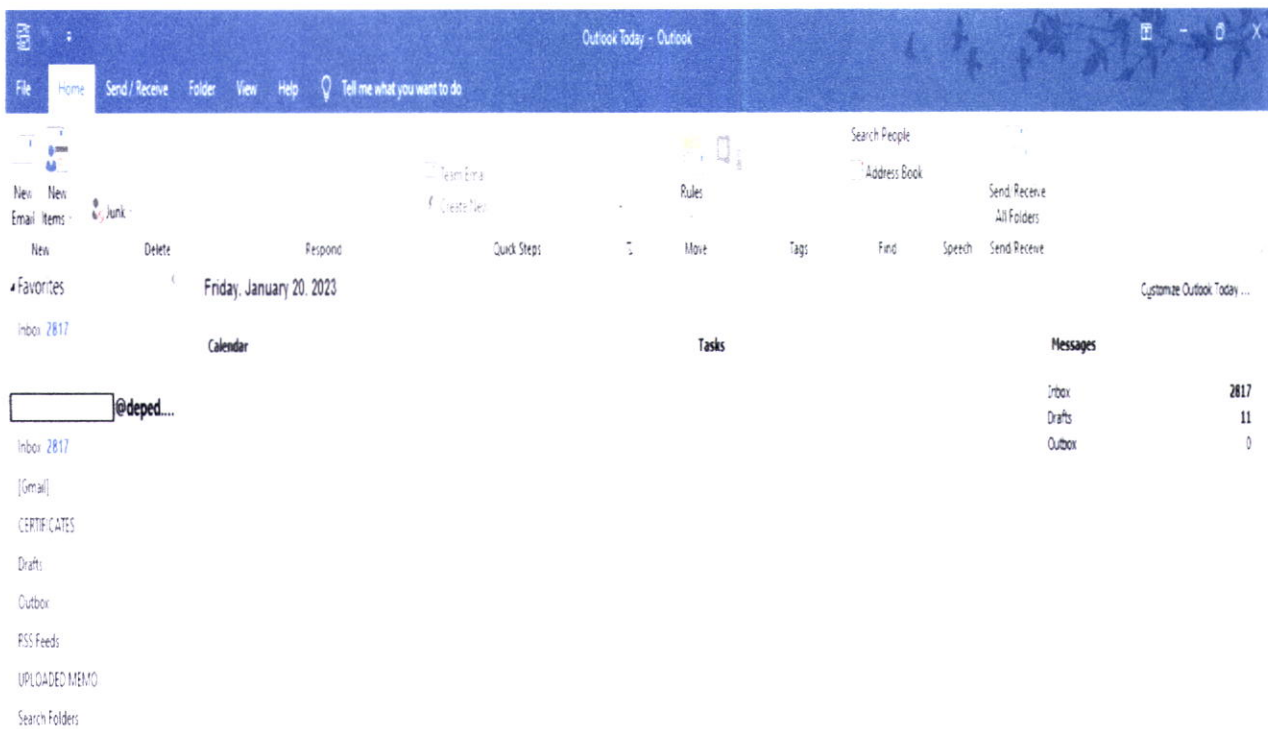
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STEP 4

You can see the email address will be migrated to your Microsoft Outlook Account using Internet Message Access Protocol (IMAP)



Click "Done" to finish the setup



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Department of Education
REGION IV-A
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STEP 3



Isang account. Para sa lahat ng Google.

Sign in with your additional DepEd email address and password

@deped.gov.ph

Susunod

Manapin ang ikaibang account

Sumali sa Google

Isang Google Account para sa lahat na Google



STEP 4

The DepEd email address will be added.

Outlook

Email address

Advanced options

Outlook

Account successfully added

IMAP

Add another email address

Advanced options

Set up Outlook Mobile on my phone, too

Done

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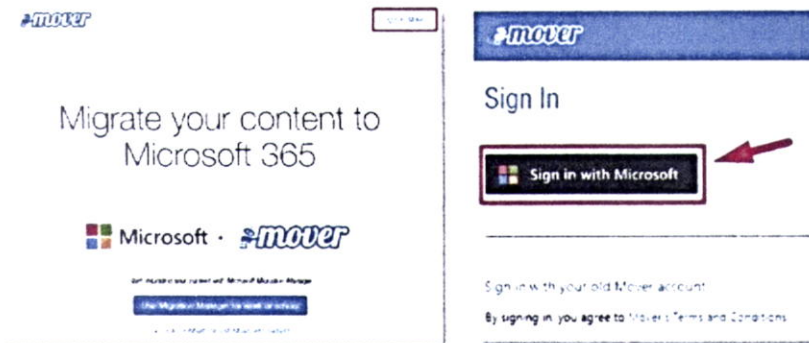
Option 1: MOVER.IO MICROSOFT TOOL

The Mover Migration tool is a Microsoft owned migration tool available at no cost to subscribers of Microsoft 365 with qualifying licenses to migrate files from a large number of popular cloud storage providers into OneDrive.

Shared Drives are not covered in this process. You must transfer it manually (refer to Option1).

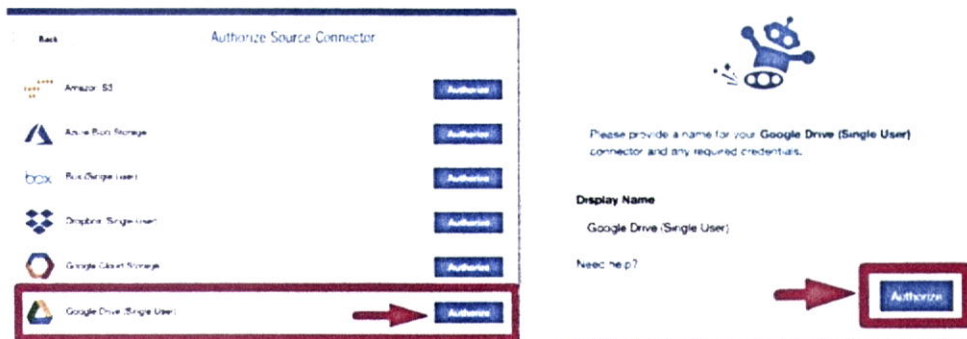
Step 1: Log Into Mover.io

Using your favorite browser, navigate to <https://app.mover.io> and select "Sign in with Microsoft".



Step 2: Authorize a File Source (Google Drive)

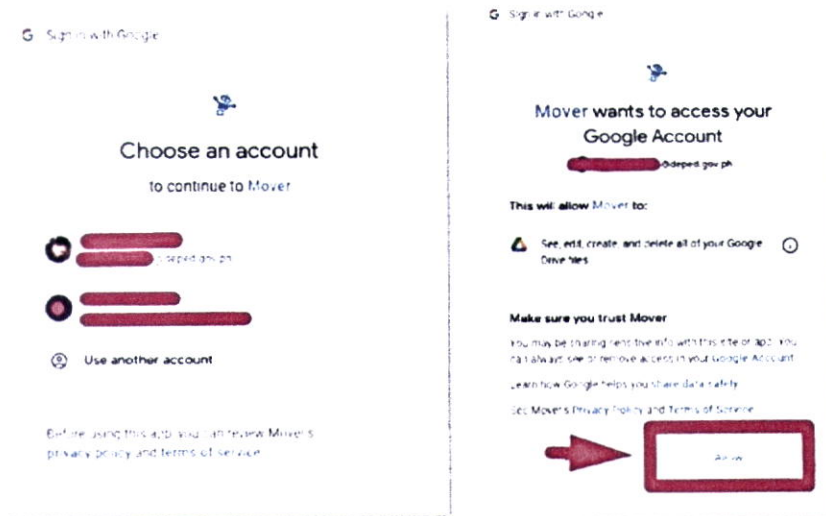
After logging into Mover.io, select Authorize New Connector, and then, next to Google Drive (Single User), select Authorize. Then, provide a name for your new Google Drive connector, and select Authorize again.





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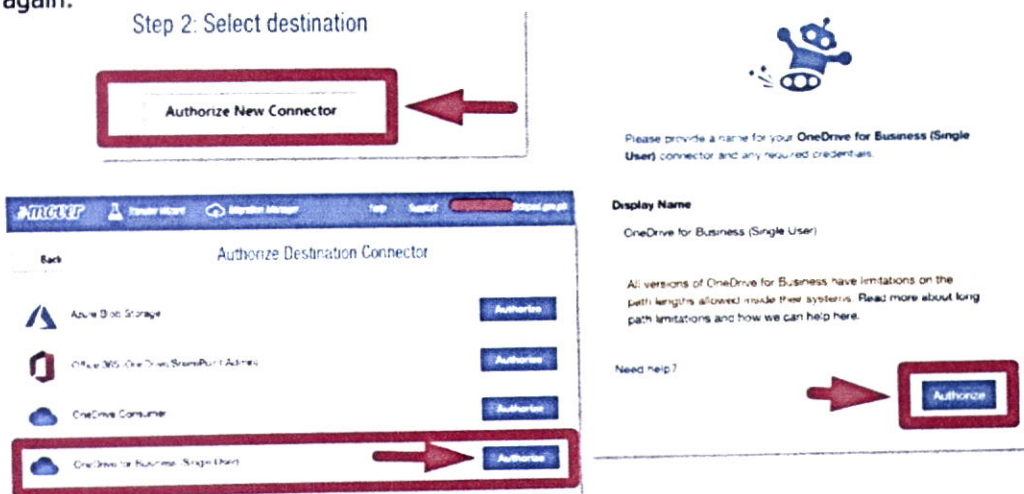
Sign into your DepEd Google account using your @deped.gov.ph email address and password, and allow Mover.io to have permissions to your Google Drive.



Mover.io will then list the folders in your Google Drive. By default, Mover.io will migrate every file and folder inside Google Drive. To select only a specific folder, navigate to it in the folder listing.

Step 3: Authorize A File Destination (OneDrive)

In the middle pane of the Mover.io app, labelled Select Destination, choose Authorize New Connector. Then, next to OneDrive for Business (Single User), select Authorize. Provide a name for your new OneDrive connector, and select Authorize again.



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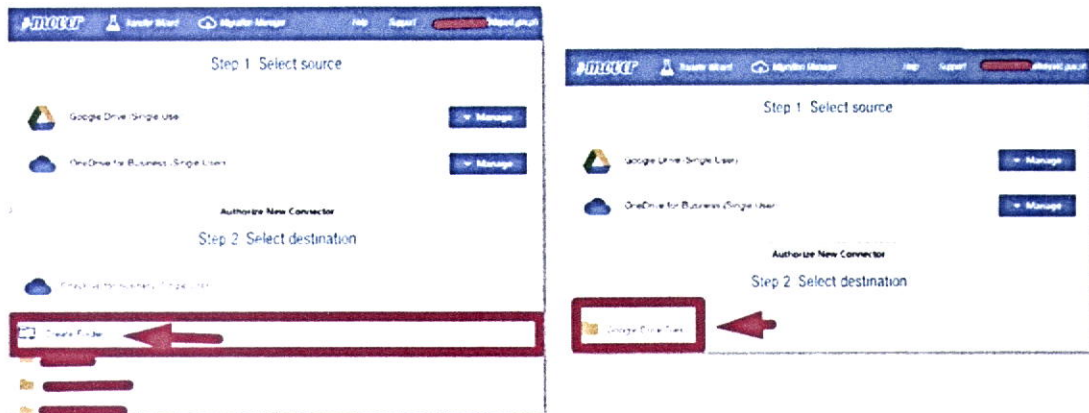
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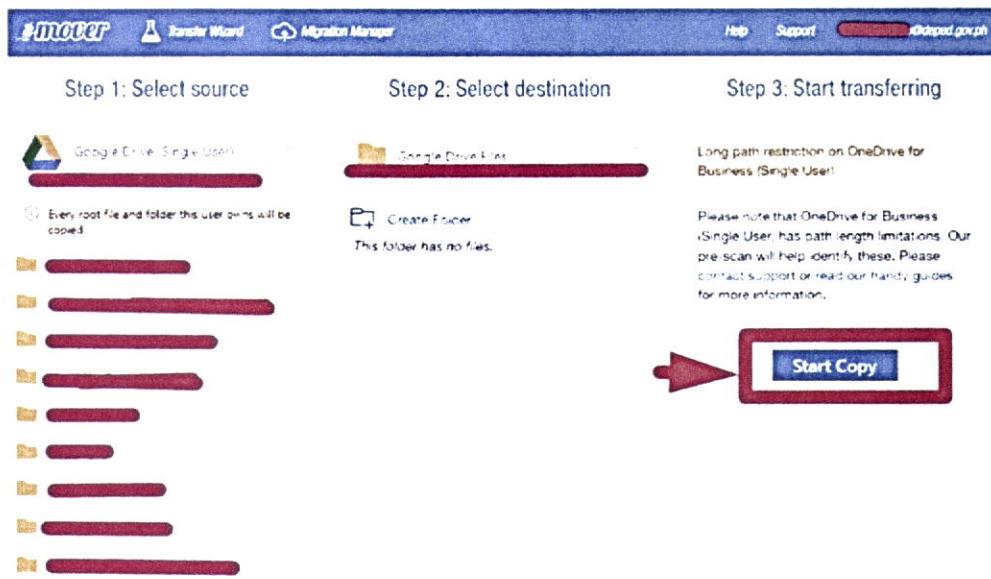
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REGION IV-A
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Mover.io will list the folders in your OneDrive. Select Create Folder, and choose a name indicating that these files came from Google Drive. Then select the folder you created to migrate files into. Mover.io will display the destination folder:



Step 4: Migrate your files

Select Start Copy in the far-right column of Mover.io to begin the migration process.





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Monitor the migration progress in the Mover.io page that appears. The migration will continue in the background, moving your files to OneDrive. When the transfer is complete, Mover.io will show a status of Success next to the row representing your migration.

The screenshot shows the Mover.io interface. At the top, a notification says "New Transfer Created" with a red arrow pointing to it. Below this is a search bar for "Normal Transfers" and a "Migration Actions" menu. A summary section shows "Transfers (1 / 1)" with a table of statistics:

Transfers	0	0	0	0
New	0	0	0	0
Running	0	0	0	0
Complete	0	0	0	0
Issues	0	0	0	0
Failures	0	0	0	0

Below the summary, there are sections for "Files" and "Data", both showing "0" for various metrics.

Mover.io will store previous migration settings in case you'd like to run the migration again. You can start another migration by selecting Transfer Wizard near the top of the window, and walking through the process again.

The screenshot shows the "Transfer Wizard" interface. At the top, there is a "Transfer Wizard" button with a red arrow pointing to it. Below this is a search bar for "Normal Transfers" and a "Migration Actions" menu. A summary section shows "Transfers (1 / 1)" with a table of statistics:

Transfers	0	1	0	0	0	83	1	1.371 GB	7.439 MB
New	0	1	0	0	0	83	1	1.371 GB	7.439 MB
Running	0	0	0	0	0	0	0	0	0
Complete	0	0	0	0	0	0	0	0	0
Issues	0	0	0	0	0	0	0	0	0
Failures	0	0	0	0	0	0	0	0	0

Below the summary, there is a section for "Please select one or more transfers" and a table with columns: Status, Source Path, Destination Path, File Successful, File Failed, File Skipped, Data Successful, Data Failed, Data Mapped, Schedule, Type, Name.

Connectors will stay authorized once you connect them, so there is no need to sign in again.





Republika ng Pilipinas
Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim sa Pangangasiwa



DEPED - QUEZON
ICT UNIT

DOWNLOADED

Date/Time: JAN 18 2023

By: *[Signature]* 9:29 am

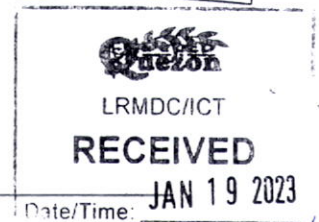
OUA-OUT-011023-010

MEMORANDUM
12 January 2023

TO : **UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : **KRISTIAN R. ABLAN, Jr.**
Undersecretary for Administration

SUBJECT : **MICROSOFT 365 ADOPTION**



The Department of Education (DepEd) provides tools and services for its employees, teachers and students that promote a culture of collaboration and communication and improve performance of tasks. The DepEd obtained these tools and services in the interest of education and public service.

To further maximize these productivity tools, we would like to reiterate that all DepEd employees are provided with **Microsoft 365** accounts such as:

- a. **Microsoft Outlook:** An email and calendar application.
- b. **Word:** A word processing tool that allows user to create, edit and format text documents.
- c. **Excel:** A spreadsheet tool for organizing and analyzing data.
- d. **PowerPoint:** A tool for producing and editing slides and presentations.
- e. **OneNote:** A digital notebook for taking notes, organizing information, and collaborating with others.
- f. **Teams:** A communication and collaboration platform for chat, video conferencing, and file sharing.
- g. **OneDrive:** A cloud storage service for storing and sharing files.
- h. **SharePoint:** A web-based collaboration and document management platform.
- i. **Microsoft Forms:** A tool for creating surveys, quizzes, and polls.
- j. **Microsoft Planner:** A task and project management tool.

As to other DepEd personnel without @deped.gov.ph Microsoft accounts, they will receive their Microsoft username and temporary password in their respective DepEd Gmail accounts **on or before 27 January 2023**.

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforadministration@deped.gov.ph

All users shall sign-in to their Microsoft 365 account at <https://portal.office.com>. Users who are signing in for the first time shall type in their new password for Microsoft 365 and setup their respective self-service password reset by providing their mobile number, alternate personal email address and/or answers to security questions. The new password used for signing-in should be always kept safe. Should a user forget the password for Microsoft 365, they may request for a new password thru <https://password-reset.microsoftonline.com>.

Further, please be informed that starting **1 February 2023**, all DepEd personnel will be able to receive and send emails through their respective **Microsoft Outlook** (outlook.office.com) accounts using the same email address.

In this regard, all DepEd personnel and officials are reminded that the use of these accounts shall be for educational purposes and/or the performance of official duties and responsibilities. The Department shall exercise dominion over all DepEd accounts and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.

Moreover, all personnel are also reminded that disciplinary actions such as account suspension and other legal remedies may be initiated against anyone found responsible for violating the acceptable use of the DepEd accounts.

The Central Office, all Regional Offices (ROs), and all Schools Division Offices (SDOs) shall establish their respective helpdesk mechanisms to support their personnel.

For further queries or clarifications, all concerned DepEd personnel from various governance level may raise their issues and concerns to the following:

Governance Level	Office/Unit in Charge
Central Office	ICTS – User Support Division ictsu@deped.gov.ph 8633-7264
Regional Office	Information and Communications Technology Unit
Schools Division Office and school personnel	Division Information Technology Officer and the helpdesk mechanism established at the SDO

A schedule of webinars regarding trainings to be conducted and support materials will also be provided by the ICTS – User Support Division to be available at <https://bit.ly/DepEdM365Support>.

Immediate dissemination of and strict compliance to this memorandum is directed.

Thank you.