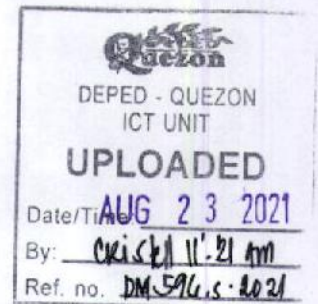




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 August 2021

DIVISION MEMORANDUM
DM No. 596, s. 2021

ACTIVATION OF LEARNERS' MICROSOFT OFFICE 365 ACCOUNTS

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Public Schools District Supervisors
Elementary and Secondary School Heads, OIC & TIC
District & School ICT Coordinators
All Teaching Personnel
All Others Concerned

1. In reference to OUA Memo. No. 00-0821-0143 dated August 17, 2021 re: Activation of Learners' Microsoft Office 365 Accounts, the Office of the Undersecretary of Administration (OUA) releases the step by step presentation of Microsoft Office 365 Accounts to learners that can be accessed through this link: <https://bit.ly/O365Steps>.
2. Kindly refer to to the attached memorandum annex for your reference.
3. For your immediate dissemination and guidance.

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

DEPEDQUEZON-TM-SDS-04-009-003



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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



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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))*

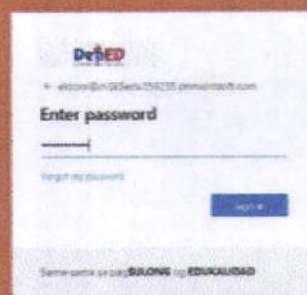
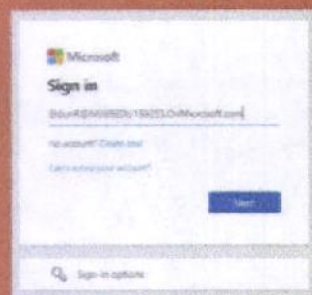
Department of Education, Central Office, Meralco Avenue, Pasig City
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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Annex A

LEARNERS' MICROSOFT O365 ACCOUNT ACTIVATION STEPS

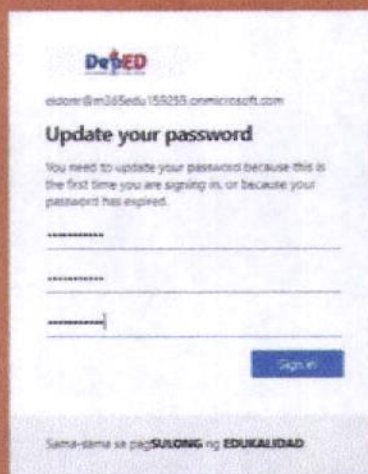
STEP 1

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.



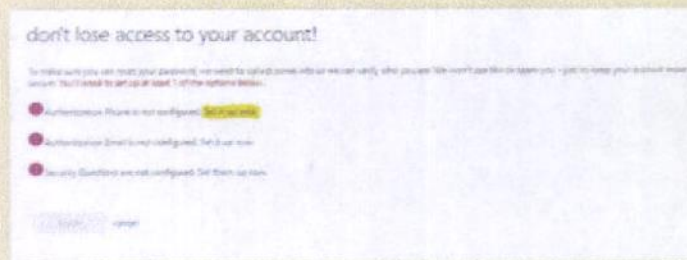
STEP 2

Palitan ang inyong temporary password at i-confirm ito.



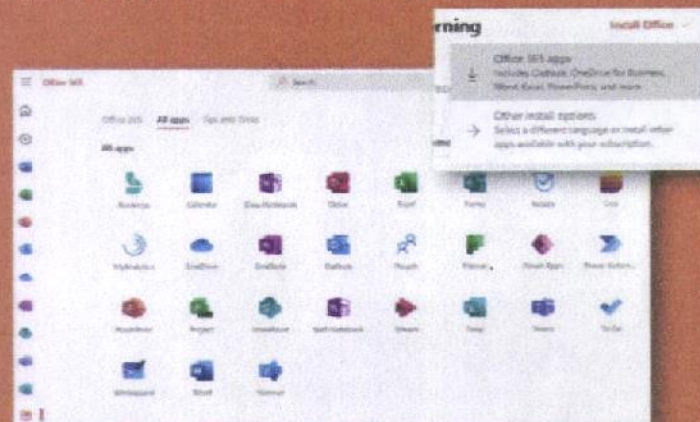
STEP 3

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!



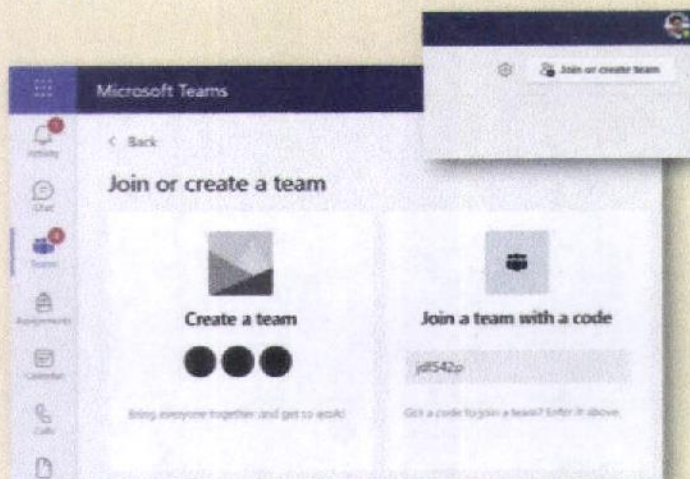
STEP 4

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

