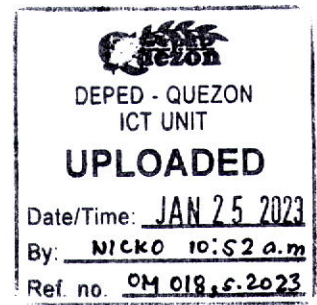




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



23 January 2023

**OFFICE MEMORANDUM**  
**OM No. 018, s. 2023**

**ADOPTION OF MICROSOFT 365 AND TECHNICAL ASSISTANCE**

**To:** Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
Education Program Supervisors  
Education Program Specialists  
Unit/Section Heads  
Division Personnel  
Gumaca, Catanauan, Real Extension Offices 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 that Starting February 1, 2023, 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, division 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-04-010-003



*"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



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

5. To ensure that all Division Personnel will backup their related files the ICT Section will provide a face to face technical assistance to the office of the following sections/unit while online platform for the extension offices:

No.	Section/Unit	Date of Schedule	Time
1	SDS	January 25, 2023	08:00 – 09:00 am.
2	ASDS	January 25, 2023	09:00 – 10:00 am.
3	Legal	January 25, 2023	10:00 – 12:00 nn.
4	Budget/YFD	January 25, 2023	
5	Personnel	January 25, 2023	01:00 – 03:00 pm.
6	Admin/Payroll	January 25, 2023	03:00 – 05:00 pm.
7	SGOD	January 26, 2023	08:00 – 09:30 am.
8	Records	January 26, 2023	09:30 – 11:00 am.
9	Cashier	January 26, 2023	11:00 – 12:00 nn.
11	Health	January 26, 2023	01:00 – 02:00 pm.
12	CID	January 27, 2023	08:00 – 10:00 am
13	LRMDC/Library Hub/Planning	January 27, 2023	10:00 – 12:00 nn
14	Supply	January 27, 2023	01:00 – 02:00 pm.
15	Accounting/Procurement	January 27, 2023	02:00 – 05:00 pm.
16	Gumaca Extension Office via Online	January 26, 2023	02:00 – 03:00 pm.
17	Catanauan Extension Office via Online	January 26, 2023	03:00 – 04:00 pm.
18	Real Extension Office via Online	January 26, 2023	04:00 – 05:00 pm.
<b>Meeting link for Extension Offices :</b>		<b>Meeting ID: 81047236292</b> <b>Password: 123456</b>	



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

---

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/01/23/2023

---

DEPEDQUEZON-TM-SDS-04-010-003



*"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](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



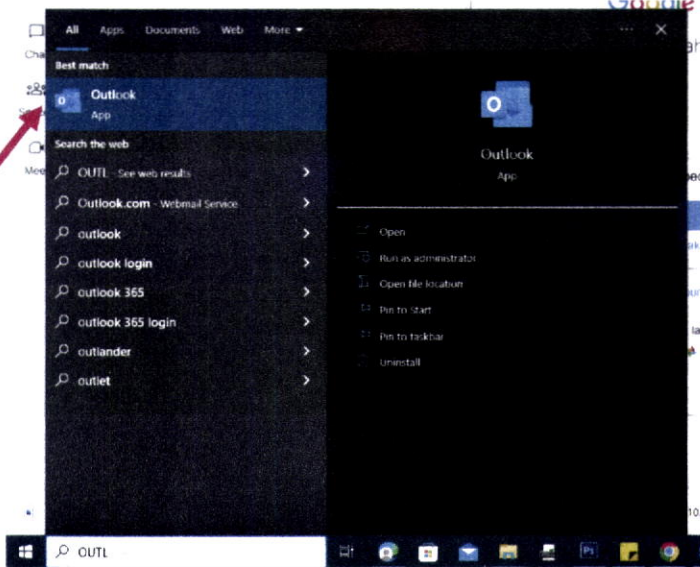
Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure No. 1 to OM No. 018, 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 aking account

Gumawa ng account

Isang Google Account para sa lahat na Google



DEPEDQUEZON-TM-SDS-04-010-003



*"Creating Possibilities, Inspiring Innovations"*

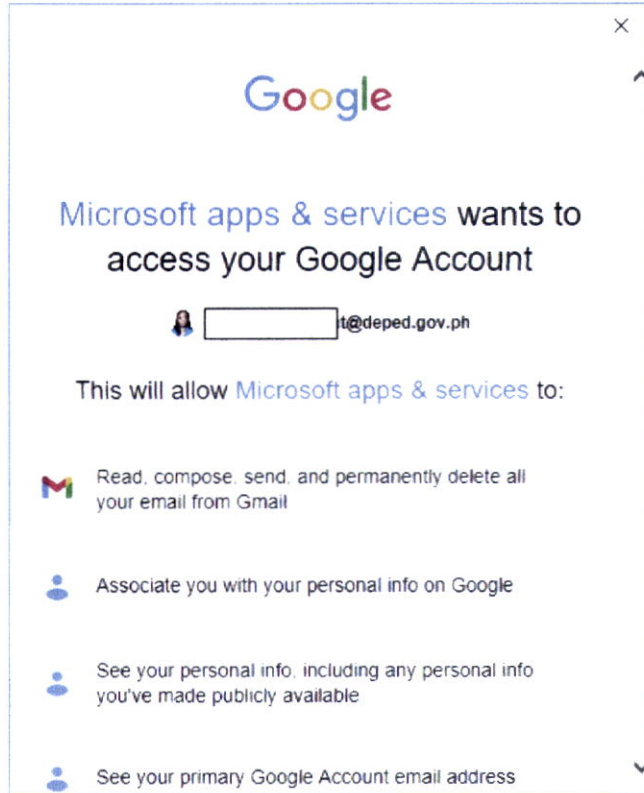
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



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

**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

DEPEDQUEZON-TM-SDS-04-010-003



*"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

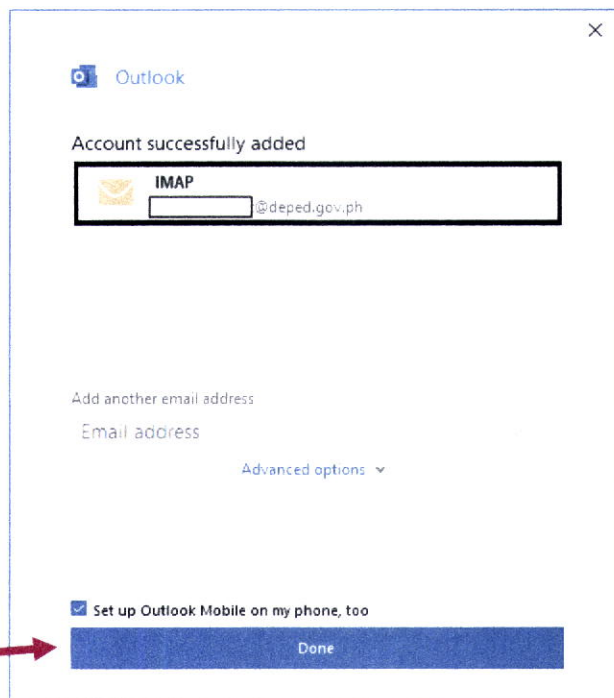
Website: www.depedquezon.com.ph



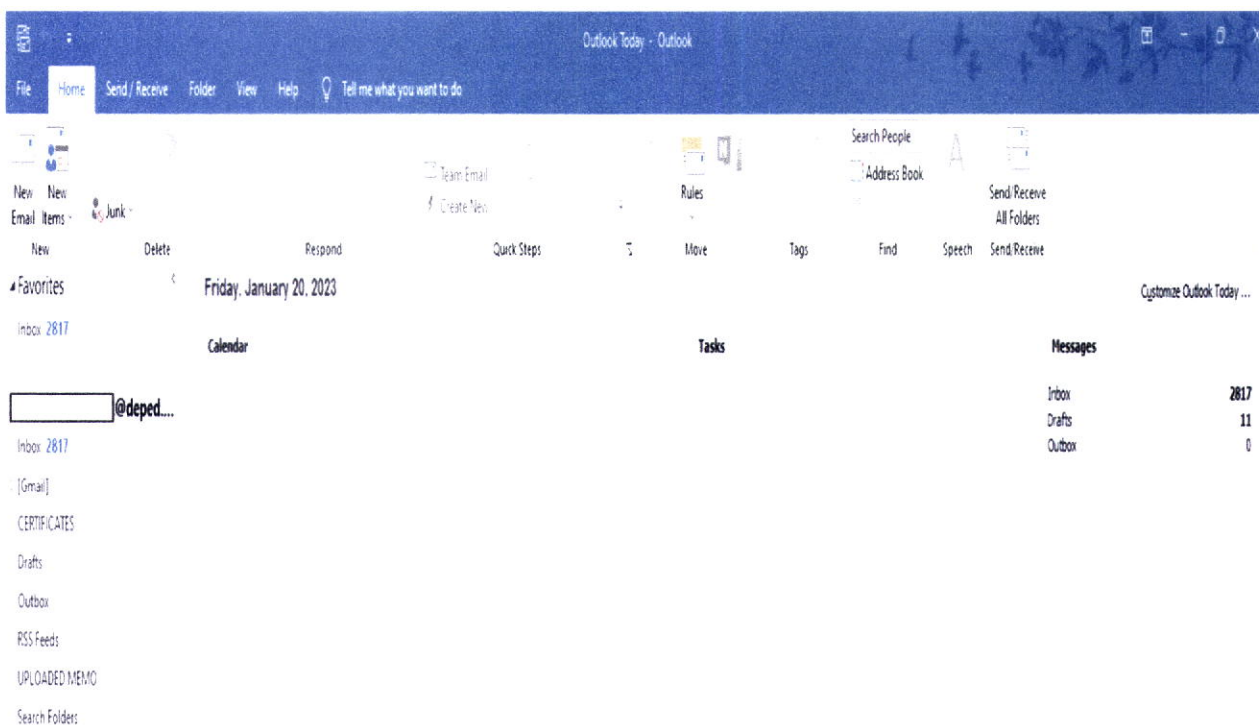
Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

### 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



DEPEDQUEZON-TM-SDS-04-010-003



*"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](http://www.depedquezon.com.ph)

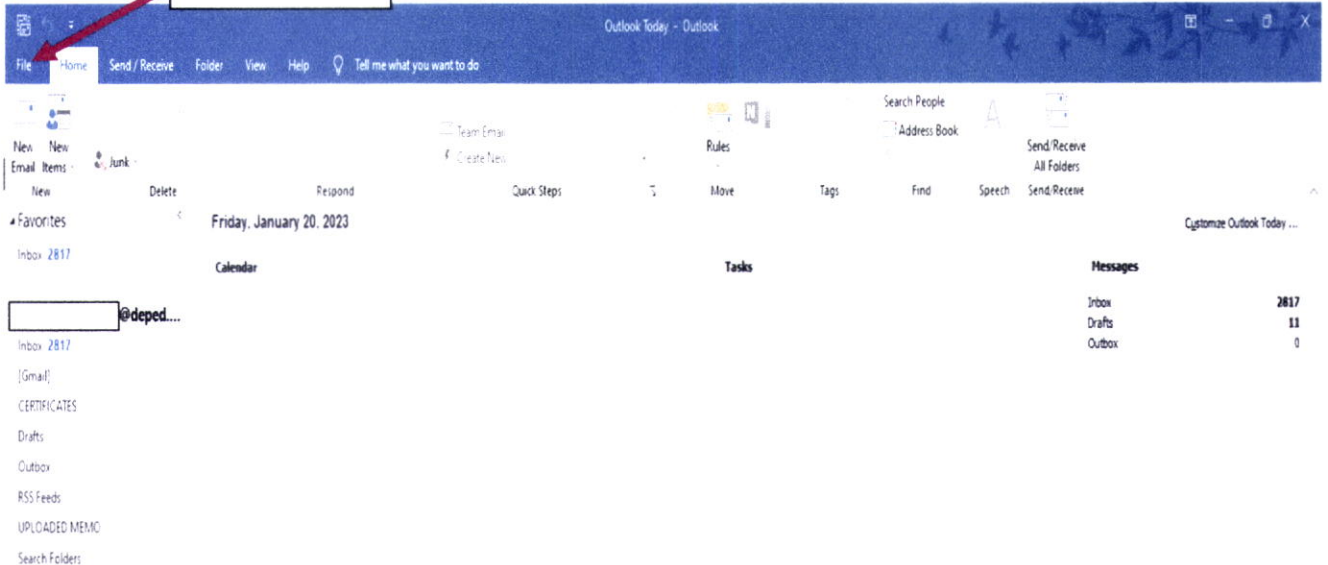


Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

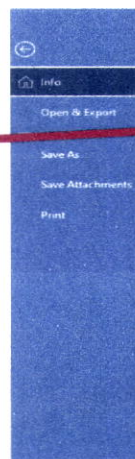
**OPTIONAL:** Adding another DepEd Official Account under your DepEd Email Account to MS Outlook e.g. schoolid@deped.gov.ph

**STEP 1**

Click on File in Menu bar



Click on Add Account



Account Information

Inbox [redacted]@deped.gov.ph · Outlook

Account Information

- Add Account** (IMAP/SMTP)
- Account Settings**  
Change settings for this account or set up more connections.  
[Get the Outlook app for iOS or Android.](#)
- Mailbox Settings**  
Manage the size of your mailbox by emptying Deleted Items and archiving.
- Tools**
- Manage Rules & Alerts**  
Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.
- Manage COM Add-ins**  
Slow and Disabled COM Add-ins  
Manage COM add-ins that are affecting your Outlook experience.

DEPEDQUEZON-TM-SDS-04-010-003



*"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



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

**STEP 3**



Isang account. Para sa lahat ng Google.

Sign in with your additional DepEd email address and password

@deped.gov.ph

Susunod

Hanapin ang aking account

Gumawa ng account

Isang Google Account para sa lahat na Google



**STEP 4**

The DepEd email address will be added.

The image shows two screenshots of the Outlook account setup process. The left screenshot shows the 'Adding' step with the email address field containing 't@deped.gov.ph'. The right screenshot shows the 'Account successfully added' confirmation screen with the IMAP address field containing 't@deped.gov.ph' and a 'Done' button.

DEPEDQUEZON-TM-SDS-04-010-003



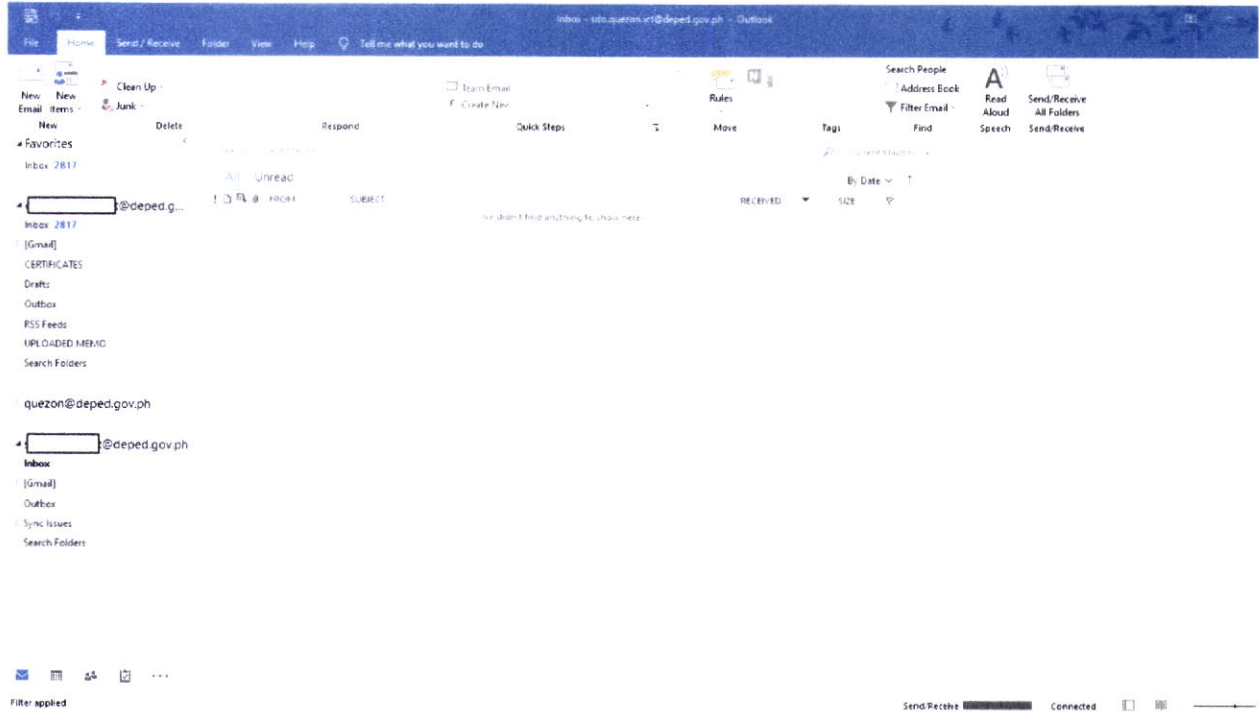
*"Creating Possibilities, Inspiring Innovations"*

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





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



DEPEDQUEZON-TM-SDS-04-010-003



*"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](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



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

---

Enclosure No. 2 to OM No. 018, s. 2023

**Data and Content Migration of DepEd Google Drive to Microsoft 365 One Drive**

**Option 1: GOOGLE TAKEOUT**

Google Takeout allows users to download their content, or transfer content from their DepEd Google account. This process allows you to keep important files and emails.

What can you transfer/download?

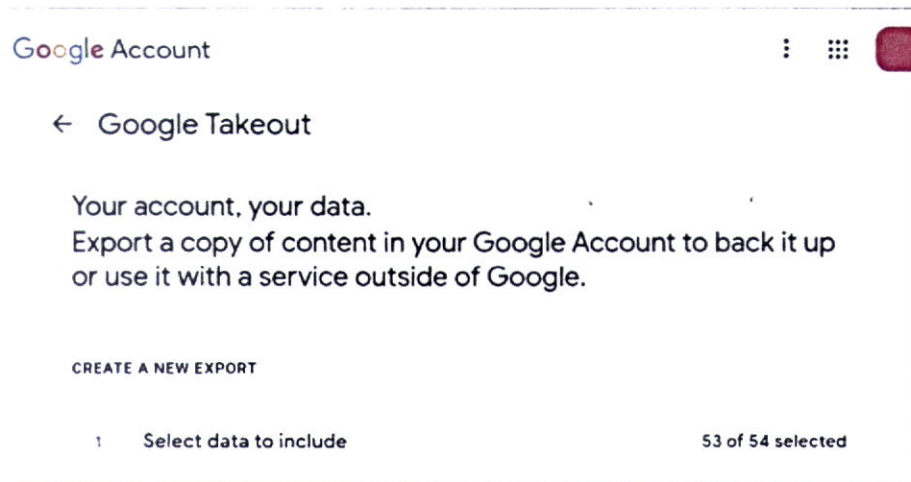
- Email in Gmail (not data from Contacts, Chats, or Tasks). Google provides additional information on how to export, backup, and restore contacts.
- Documents in My Drive.

What you cannot transfer/download?

- Files in Shared drives
- Files in My Drive where you have viewer access
- Files for which the owner has turned off the download, print, and copy options

Download all of your Google Account data

1. While signed into your DepEd Google Account, browse to **takeout.google.com**.



---

DEPEDQUEZON-TM-SDS-04-010-003



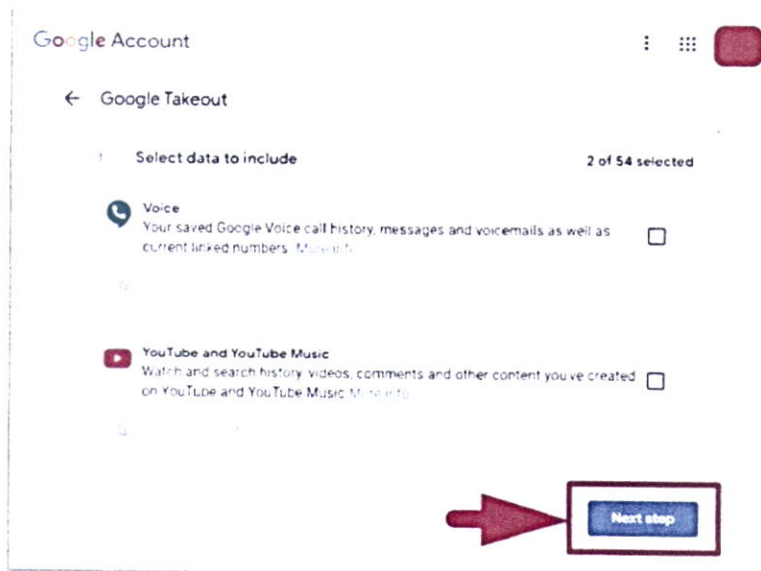
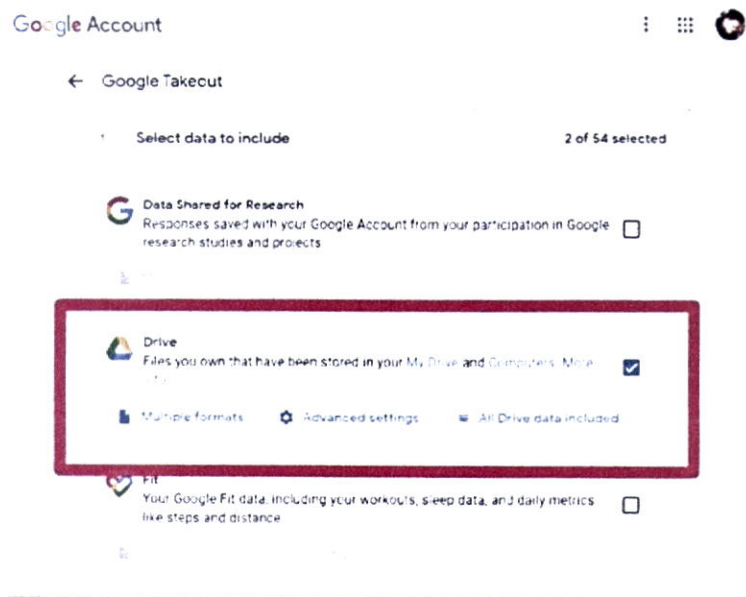
*"Creating Possibilities, Inspiring Innovations"*

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



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

2. Select the data you wish to download (Drive, Photos, etc.), one of the available formats, and click Next Step.





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

3. Choose your preferred delivery method, Frequency, file type, and size, then Create export.

Google Account ⋮ ☰

← Google Takeout

2 Choose file type, frequency & destination

**Send download link via email** ▾

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

**Frequency**

Export once  
1 export

Export every 2 months for 1 year  
6 exports

**File type & size**

**.zip** ▾  
Zip files can be opened on almost any computer.

**2 GB** ▾  
Exports larger than this size will be split into multiple files.

**Create export**

4. Once the export is completed, it will be delivered to the specified location.



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

### Option 2: 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).

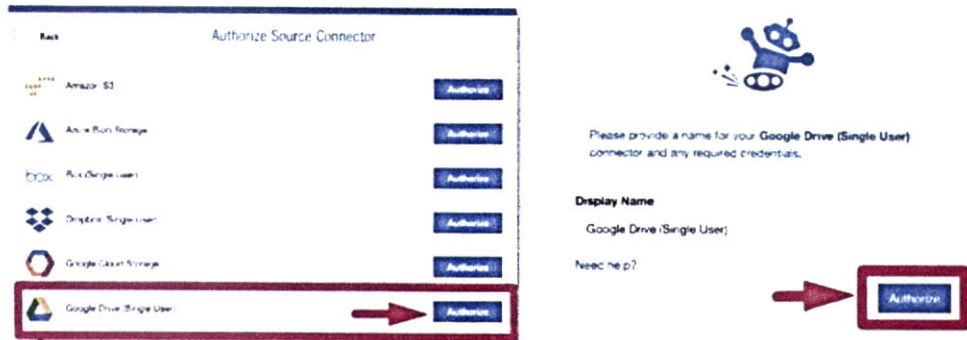
#### Step 1: Log Into Mover.io

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



#### Step 2: Authorize a File Source (Google Drive)

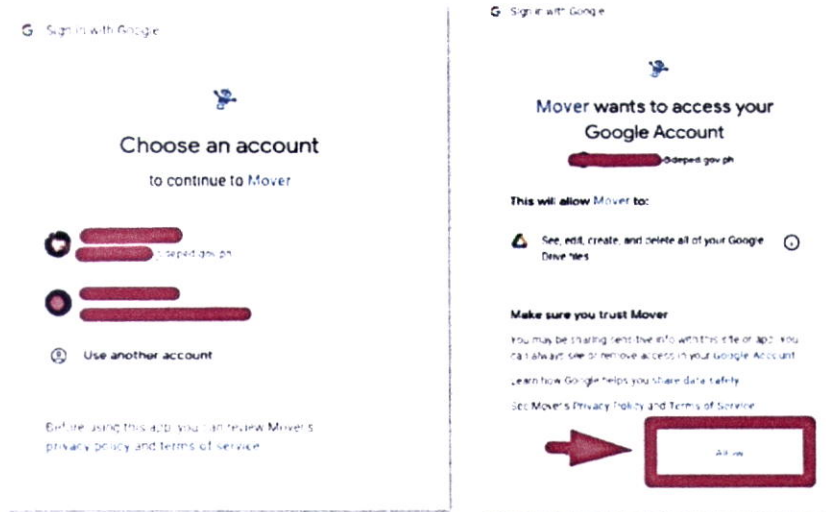
After logging into Mover.io, select Authorize New Connector, and then, next to Google Drive (Single User), select Authorize. Then, provide a name for your new Google Drive connector, and select Authorize again.





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

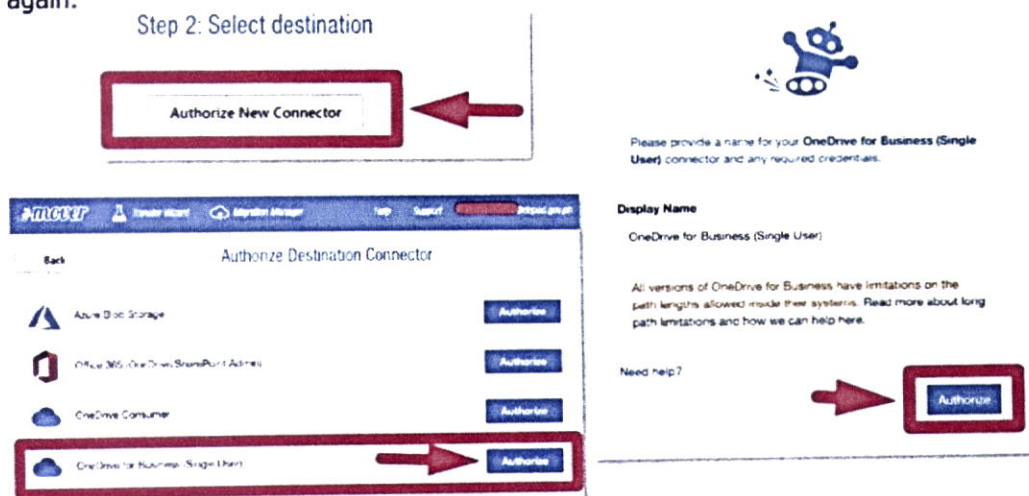
Sign into your DepEd Google account using your @deped.gov.ph email address and password, and allow Mover.io to have permissions to your Google Drive.



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.



DEPEDQUEZON-TM-SDS-04-010-003



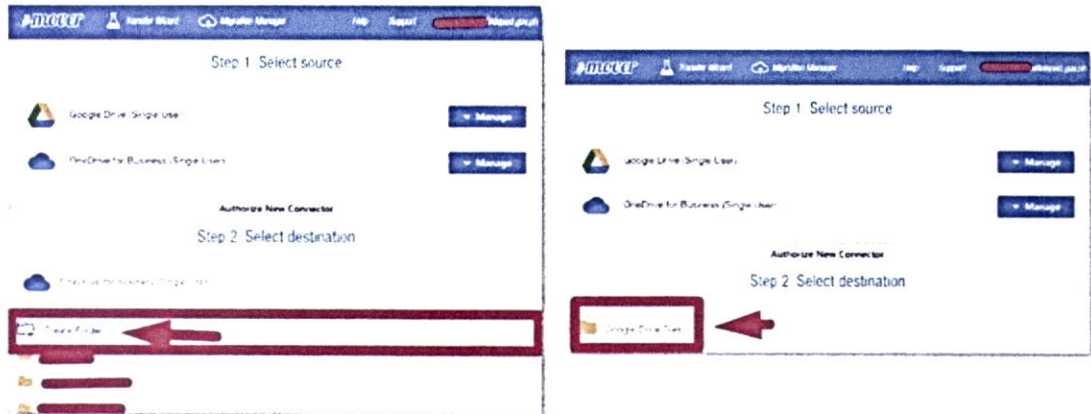
*"Creating Possibilities, Inspiring Innovations"*

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



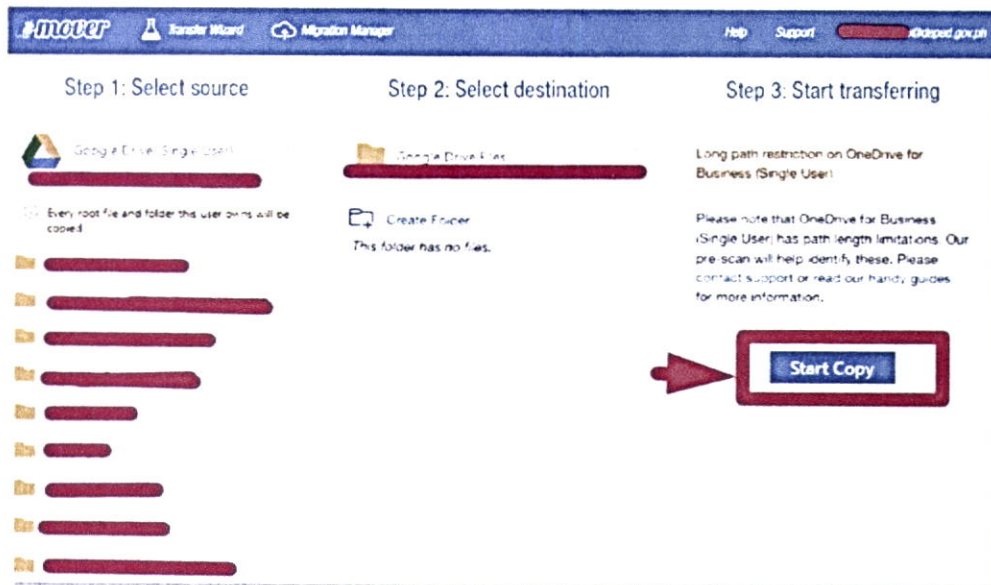
Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

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.





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

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.

New Transfer Created:

Normal Transfers Migration Actions

Transfers (1 / 1)

1	0	0	0	0
New	Running	Complete	Issues	Failures

Files

0	0
Complete	Issues

Data

0 Bytes	0 Bytes
Complete	Issues

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.

Transfer Wizard

Normal Transfers Migration Actions

Transfers (1 / 1)

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

Please select one of your transfers

Active Files:

Status	Source Path	Destination Path	Files Successful	Files Failed	Files Skipped	Data Successful	Data Failed	Data Skipped	Schedule	Logs	Notes
Running		Google Drive	83	1		1.371 GB	7.439 MB				

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