

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



23 January 2023

### OFFICE MEMORANDUM OM No. <u>018</u>, 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 informating 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)
- All new and active users using Microsoft 365 accounts shall sign-in through this link: <u>https://portal.office.com.</u>
- Microsoft users who forgot their password may request new password through this link: <u>https://passwordreset.microsoftonline.com</u>

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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	10.00 12.00 1		
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	January 26, 2023	02:00 - 03:00 pm.		
	Online				
17	Catanauan Extension Office via	January 26, 2023	03:00 – 04:00 pm.		
	Online				
18	Real Extension Office via Online	January 26, 2023	04:00 – 05:00 pm.		
Mee	ting link for Extension Offices :	Meeting ID: 81047236292			
		<b>Password:</b> 123456			

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

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

ICT/wbp/01/23/2023

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Enclosure No. 1 to OM No. \_\_\_\_\_, 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 <u>https://portal.office.com</u> to download your Outlook App

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Search the web	>			)utleol App		
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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

Isang account. Para sa lahat ng Google.

Google

200011



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#### "Creating Possibilities, Inspiring Innovations"



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STEP 3	×	
This page will appear in your screen.	Google	^
	Microsoft apps & services wants to access your Google Account	
	ti@deped.gov.ph	
	This will allow Microsoft apps & services to:	
	Read, compose, send, and permanently delete all your email from Gmail	
	Associate you with your personal info on Google	
	<ul> <li>See your personal info, including any personal info you've made publicly available</li> </ul>	
	See your primary Google Account email address	~
	Read, compose, send, and permanently delete all your email from Gmail	**
	Associate you with your personal info on Google	
	<ul> <li>See your personal info, including any personal info you've made publicly available</li> </ul>	
	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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STEP 4	X Outlook
You can see the email address will be migrated to your Microsoft Outlook Account using Internet Message Access Protocol (IMAP)	Account successfully added IMAP @deped.gov.ph
	Add another email address Email address Advanced options 🐱
Click "Done" to finish the setup	Set up Outlook Mobile on my phone, too Done

<b>8</b> • •				Outlock Today -	Dutlook		1		12		0 - <u>0</u> X
New New Email Items	Send / Neceive	rolae: view Hiep ¥ ieime wha	r you want to do T team Email I Greate New	·	Rules		Search People Address Book		Send/Receive All Folders		
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<ul> <li>Favorites</li> </ul>	\$	Friday, January 20, 2023									Cystomize Outlook Today
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# **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								
File Home Send/Recei	ve Folder View Help 🔾 Tellme	what you want to do	Outlook Today - O	utlook		4	k	1913	⊞ - 3 X
New New Email Items		⊡ Team Email ≮ Create New		Rules		Search People Address Book		Send/Receive All Folders	
l New Del	ete Respond	Quick Steps	2	Move	Tags	Find	Speech	Send/Receive	^
<ul> <li>Favorites</li> </ul>	Friday, January 20, 2023								Cystomze Outlook Today
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[Gmail]									
CERTIFICATES									
Drafts									
Outbox									
RSS Feeds									
UPLOADED MEMO									
Search Folders									



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# **STEP 3** ~ Google Isang account. Para sa lahat ng Google. Sign in with your additional DepEd email address and @deped.gov.ph password Susunod Hanapin ang aking account Gumawa ng account Isang Google Account para sa lahat na Google G M 🛃 🖬 💪 C **STEP 4** The DepEd email address will be added. × × Outlook Account successfully added IMAP @deped.gov.ph Outlook Email address dd another email addres Advanced options 🐱 Advanced options

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Adding .



#### "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

Set up Outlook Mobile on my phone, too

Website: www.depedquezon.com.ph



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Filter applied

Send Receive Management Connected

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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.

Google Account	:		
← Google Takeout			
Your account, your data. Export a copy of content in your Google Account to back or use it with a service outside of Google.	c it u	qı	
CREATE A NEW EXPORT			
1 Select data to include 53 of 54	sele	cted	

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

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← Google Takecut			
Select data to include 2 of 54 t	electe	đ	
G Data Shared for Research Responses saved with your Google Account from your participation in Google research studies and projects			
2		01.0×0.10	
Drive     Files you own that have been stored in your My Drive and Computers. Mole     To:     Multiple formats     Advanced settings     H Drive data included			
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Choose your preferred delivery method, Frequency, file type, and size, then Create export.

Google Account	1 11
← Google Takeout	
2 Choose file type, frequency & destination Send download link via email - When your files are ready, you II get an email with a download download your files.	d link. You'll have one week to
Frequency Export once 1 export	
<ul> <li>Export every 2 months for 1 year</li> <li>6 exports</li> </ul>	
File type & size 	
<b>2 GB</b> ~ 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.

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## **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".

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Migrate your content to	Sign In
Microsoft 365	Sign in with Microsoft
Microsoft · FUCCOP	
dert Handle is two waters with Marson's Globaldon Manager	Sign in with your old Mover account
<ul> <li>The Marine Manager Standard restance</li> <li>(a) (A - Marine Standard Sta Standard Standard Stand Standard Standard Stand Standar</li></ul>	By signing in you agree to Mover's Terms and Conditions

## 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.

Ract	Authorize Source Connector		10
	Amazo 51	Advis	·≥ 00
1	Anura Ruco Secraça	hiters	Please provide a name for your Google Drive (Single User) connector and any required credentials.
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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.

Sign in with Google	G Sign er with Gong e
Choose an account	Mover wants to access your Google Account Consideration and the second
C anted 36 52	See, edit, create, and pelete all of your Google ( Deventions)
Use another account	Make sure you trust Mover You muy be shaling sens twe info with this site of apo into call always see or remove access in your upogle Account
Before using this applyou can review Mover's privany policy and terms of service	Lewn tron. Gongle telps you share data safety Soc Mover's Drivacy Tokicy and Terris of Service Allow

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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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:

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Step 1. Select source	Statistic 🕹 anno mort 🚓 aguso lanar 🛛 agus agus 🚛 agus 🚛 agus
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Step 2: Select destination	Authorize New Connector
on the state of the second	Step 2 Select destination
	🔚 Segu Cox Fax

#### 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.

New Transfer Create	d:			
Normal Transfers				O Migration Actions
Transfers (1 - 1)				
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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.

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

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