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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim



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**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**

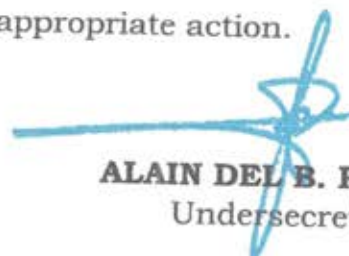
Subject: **ACTIVATION OF LEARNERS' MICROSOFT O365 ACCOUNTS**

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](mailto:trainer.kcatahan@deped.gov.ph).

For compliance and immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



**Office of the Undersecretary for Administration (OUA)**

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Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)*

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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](https://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, there is a text input field for the email address, which contains "etbor@in388edu159255@microsoft.com". Underneath the input field, there are two lines of smaller text: "Use your account to sign in" and "Don't have your account?". A blue "Sign in" button is positioned at the bottom right of the sign-in area. At the bottom left, there is a link for "Sign in options".



A screenshot of the DePED "Enter password" page. It shows the DePED logo at the top left. The email address "etbor@in388edu159255@microsoft.com" is displayed at the top. The main heading is "Enter password". There are two password input fields, each with a "Show/Hide" toggle. A blue "Sign in" button is located at the bottom right. At the bottom of the page, the text "Same-sama sa pagSULONG ng EDUKALIDAD" is visible.

#### STEP 2

Palitan ang inyong temporary password at i-confirm ito.

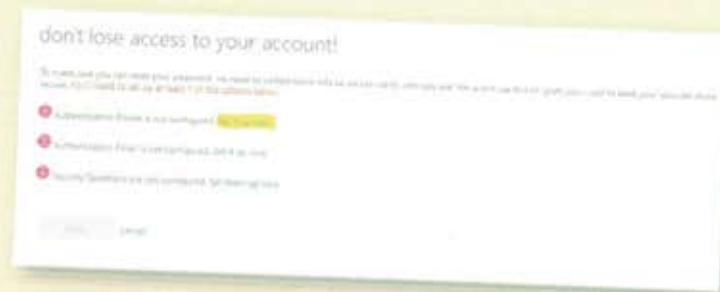


A screenshot of the DePED "Update your password" page. It features the DePED logo at the top left. The email address "etbor@in388edu159255@microsoft.com" is shown at the top. The heading is "Update your password". Below the heading, there is explanatory text: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three password input fields: the first for the new password, the second for the new password confirmation, and the third for the current temporary password. A blue "Sign in" button is at the bottom right. The footer text "Same-sama sa pagSULONG ng EDUKALIDAD" is at the bottom.



## 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](https://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](https://education.minecraft.net/get-started/download)

