

8/22/
Reproduction No. 284 s. 2021.

For information, guidance and compliance.

ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent



QUAD00-0821-0143
To authenticate this document,
please scan the QR Code



Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

DepEd-SDO of Bulacan Office of the SDS

RECEIVED
AUG 19 2021

By: _____
Time: _____

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 v-kricatahan@microsoft.com.

For compliance and immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



Scan this QR Code to view
Videos and Magazines
of Major Programs



Office of the Undersecretary for Administration (OUA)

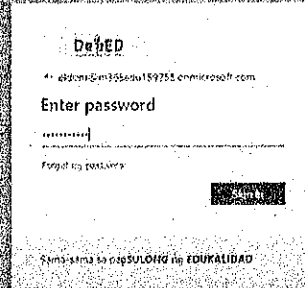
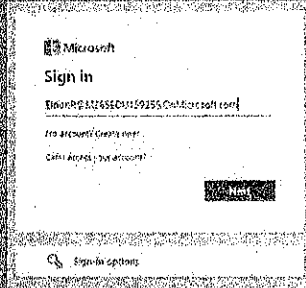
[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

LEARNERS' MICROSOFT O365 ACCOUNT ACTIVATION STEPS

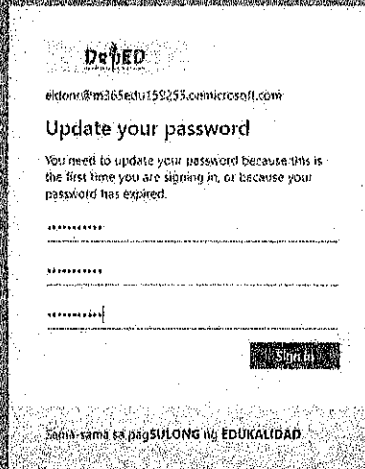
STEP 1

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!

don't lose access to your account!

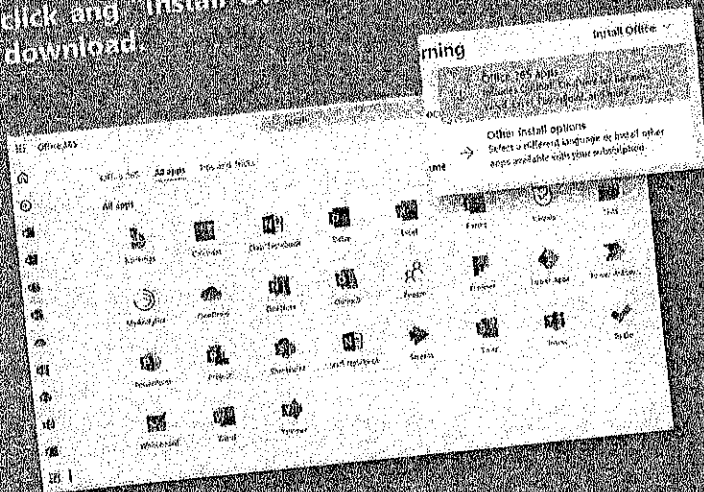
To make sure you can always recover your account, we need to verify your mobile number or email address. We won't use either to send you any text or email. You can use either to receive your account recovery code. You'll need to use either to reset your password.

- 1. Verify your mobile number or email address
- 2. Set up security questions
- 3. Set up recovery options

Microsoft | [Learn more](#)

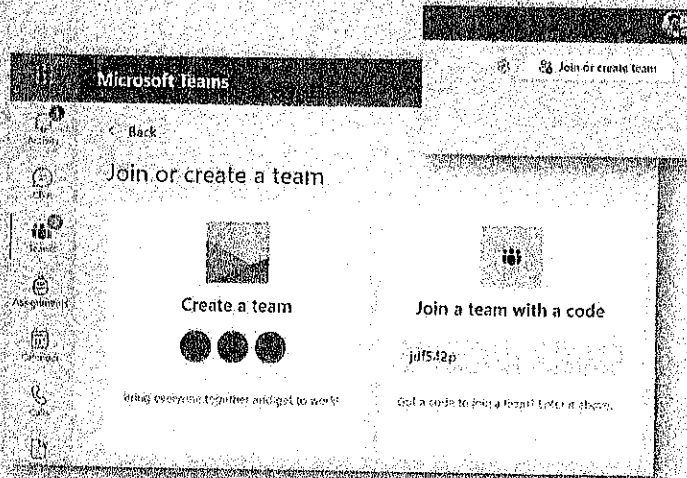
STEP 4

Maaari na natin makuhang 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.



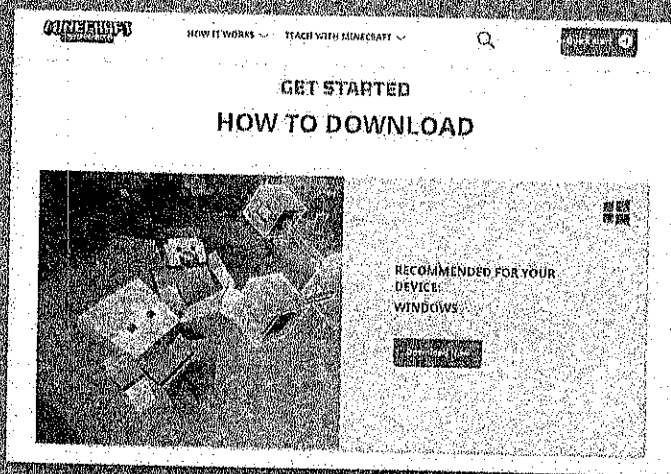
STEP 5

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



CUADRO 1921-0149
Pagtataguyod ng Pag-unlad
Sa Pag-aaral

