

over,
MS. Jacinto
for so for know
will be using for the
LMS



OUAD00-0821-0143
To authenticate this document,
please scan the QR Code



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



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))

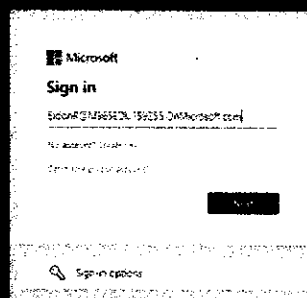
Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

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.



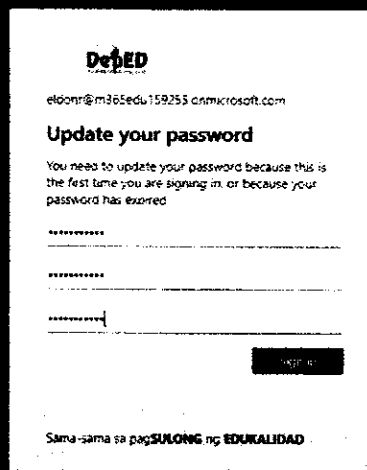
Microsoft
Sign in
eloonr@m365edu159255.onmicrosoft.com
No account? Create one.
Don't have your account?
Sign in options



DepED
eloonr@m365edu159255.onmicrosoft.com
Enter password
Password
Sign in
Sama-sama sa pagSULONG ng EDUKALIDAD

STEP 2

Palitan ang inyong temporary password at i-confirm ito.



DepED
eloonr@m365edu159255.onmicrosoft.com
Update your password
You need to update your password because this is the first time you are signing in, or because your password has expired.
Password
Confirm password
Sign in
Sama-sama sa pagSULONG ng EDUKALIDAD



STEP 3

I-rehistro ang iyong mobile number o personal na email address. Maari rin tayong mag-lagay ng Security Questions. I-confirm at maari nang gamitin ang iyong account!

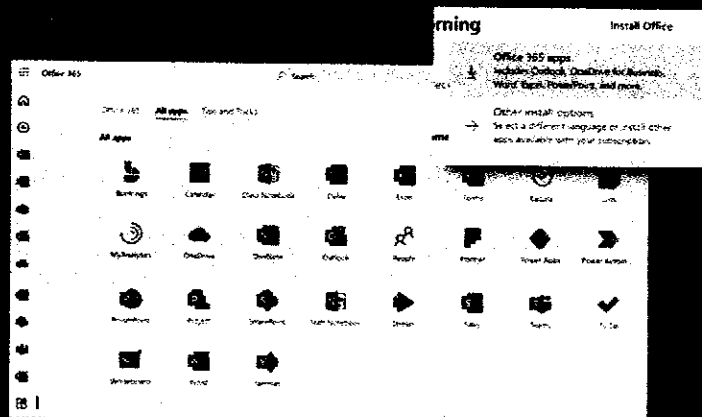
don't lose access to your account!

To make sure you can recover your account, we need to verify some information with you. We can't verify this information until you've provided it.

- 1. Add a phone number or use [SMS verification](#)
- 2. Add a personal email address for recovery
- 3. Set up security questions to help you get back in

STEP 4

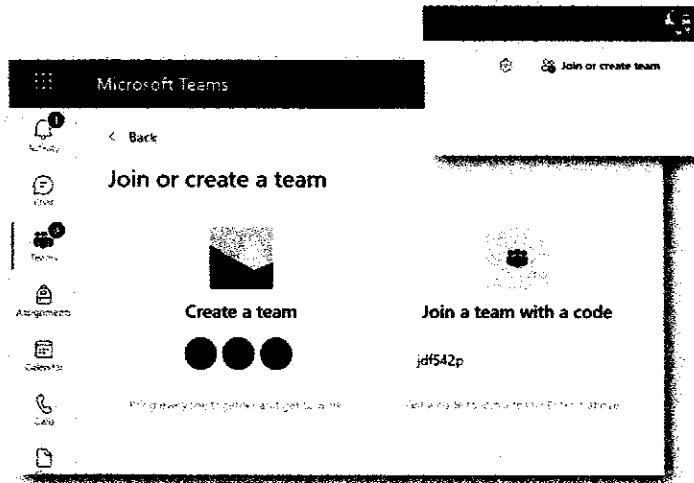
Maaari na natin makuha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint, at Teams gamit ang iyong account! Pumunta sa office.com at i-click ang "Install Office" upang simulan ang pag-download.



**GET STARTED
HOW TO 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

