



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 19, 2021

DIVISION MEMORANDUM

No. 304, s. 2021

ACTIVATION OF LEARNERS' MICROSOFT O365 ACCOUNTS

To: **Public Schools District Supervisors**
Heads, Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Please find attached OUA MEMO No. 00-0821-0143 dated August 17, 2021 titled "**ACTIVATION OF LEARNERS' MICROSOFT O365 ACCOUNTS**," informing the field of the steps in activating the learners' O365 account.
2. For questions and concerns regarding the learners' account activation, please contact Mr. Kristian Catahan of Microsoft Philippines through trainer.kcatahan@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC/D. APOSIN EdD., CESO V
Schools Division Superintendent

Enclosure: As stated

To be indicated in the Perpetual Index under the following subjects:

PROGRAM	PROJECTS	SCHOOLS	STUDENTS
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OUAD00-0821-0143
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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



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)]

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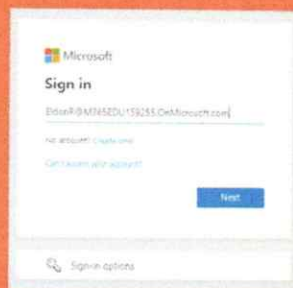
Scan this QR Code to view
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of Major Programs

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
eidone@m365edu159255.onmicrosoft.com
No account? Create one
Get help with account
Next



DepED
eidone@m365edu159255.onmicrosoft.com
Enter password

Forgot my password
Sign in
Sama-sama sa pagSULONG ng EDUKALIDAD

STEP 2

Palitan ang inyong temporary password at i-confirm ito.



DepED
eidone@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.

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 maaari nang gamitin ang iyong account!

don't lose access to your account!

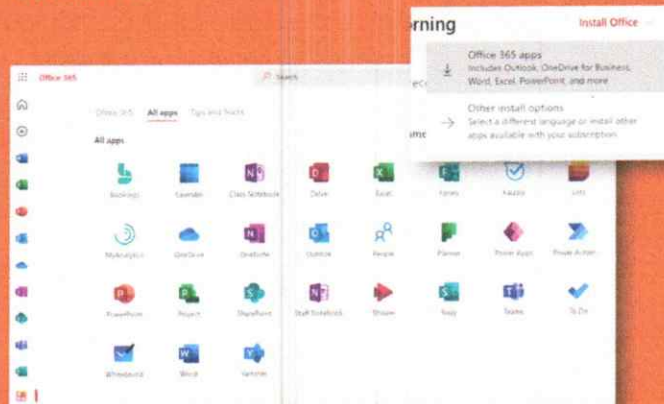
To make sure you can reset your password, we need to collect more info so we can verify who you are. We must use this to learn how to find you again when you're not logged in. You need to set up at least 1 of the options below.

- 1 Authentication Phone is not configured. Set it up now.
- 2 Authentication Email is not configured. Set it up now.
- 3 Security Questions are not configured. Set them up now.

OK Cancel

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 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

