



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

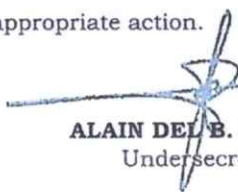
Subject: **ACTIVATION OF LEARNERS' MICROSOFT O365 ACCOUNTS**

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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August 18, 2021

To: **Schools Division Superintendents**

For information and widest dissemination.




GILBERT T. SADSAD
Regional Director

August 19, 2021

To: **School Heads**
District/School ICT Coordinator

For information and widest dissemination.


SUSAN S. COLLANO

Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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.



STEP 2

Palitan ang inyong temporary password at i-confirm ito.



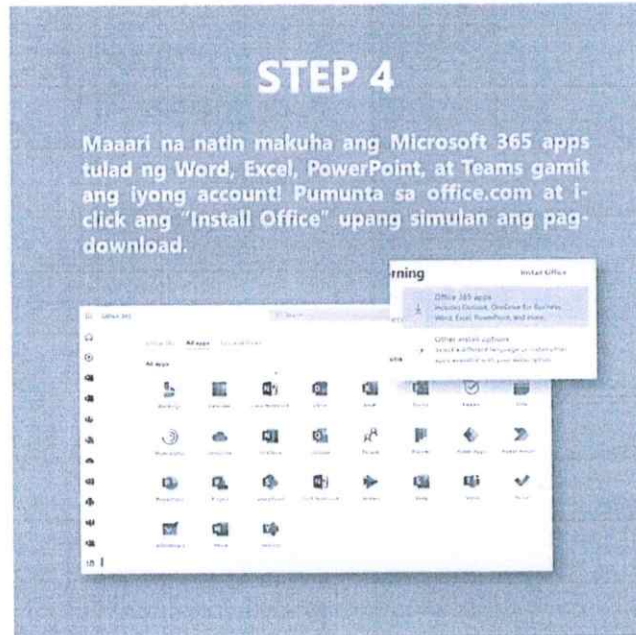
STEP 3

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!



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 natín i-download ang Minecraft for Education sa pamamagitan ng pag log-in sa education.minecraft.net/get-started/download

