REGIONAL MEMORANDUM
No.928, s. 2021

ACTIVATION OF LEARNERS’ MICROSOFT O365 ACCOUNTS

To: All Schools Division Superintendents

1. This has reference to OUA Memorandum No. 00-0821-00143 dated August 17, 2021, titled Activation of Learners’ Microsoft O365 Accounts, all concerned personnel in the distribution and activation of learners’ account are directed to provide the necessary support to ensure the quick and efficient completion of the process.


3. For any questions and concerns, please contact Mr. Kristian Cathan of Microsoft Philippines through trainer.kcatahan@deped.gov.ph.

4. Attached is the Memorandum for reference.

5. For information, guidance and compliance.

For the Regional Director:

ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer
Administrative Division

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

ICT  PROGRAM/PROJECT
ORD-ICTU/scl/RM_LMSPNPKIAppli
August 20, 2021

DepEd Region 1: Built on character; empowered by competence.
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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Annex A

LEARNERS’ MICROSOFT O365 ACCOUNT ACTIVATION STEPS

STEP 1
Hintayin mabigay ng iyong paaralan ang iyong Microsoft 365 account. Sa iyong pagtagangan, pumunta sa office.com at mag-log-in gamit ang iyong username at password.

STEP 2
Paliitan ang iyong 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 maari nang gamitin ang iyong account!

don't lose access to your account!

STEP 4

Maari na natinitama ha ang Microsoft 365 apps tulad ng Word, Excel, PowerPoint, at Teams gamit ang iyong account! Pumunta sa office.com at 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
Maagang matutulungan download ang Minecraft for Education sa pamamagitan ng pag-log-in sa education.minecraft.net/get-started/download