



OUID00-0821-0143  
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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**

8-18-21-11:30  
8-18-21-1:14

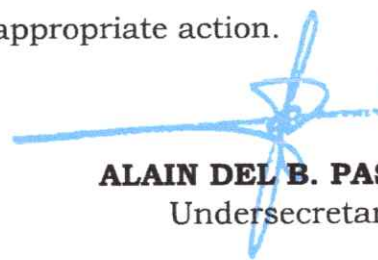
Subject: **ACTIVATION OF LEARNERS' MICROSOFT O365 ACCOUNTS**

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](mailto: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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Handwritten signature and date: 8-18-21

## Annex A

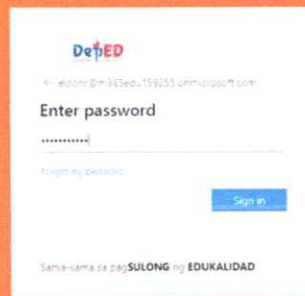
### LEARNERS' MICROSOFT O365 ACCOUNT ACTIVATION STEPS

## 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.



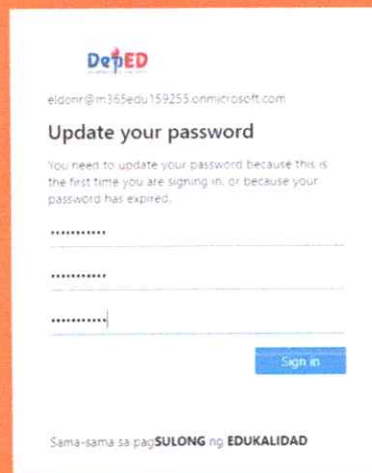
A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing the email address "EldonR@m365edu159255.onmicrosoft.com". There are two links below the input field: "No account? Create one" and "Forgot your password?". A blue "Next" button is positioned at the bottom right of the form. At the bottom left, there is a "Sign in options" link.



A screenshot of the DepED login page. It shows the DepED logo at the top left and the email address "eldonr@m365edu159255.onmicrosoft.com" above the heading "Enter password". Below the heading is a password input field with masked characters "\*\*\*\*\*". A "Forgot my password" link is located below the password field. A blue "Sign in" button is at the bottom right. At the bottom of the page, the slogan "Sama-sama sa pagSULONG ng EDUKALIDAD" is displayed.

## STEP 2

Palitan ang inyong temporary password at i-confirm ito.

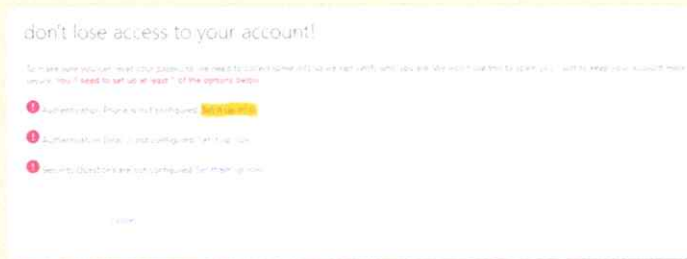


A screenshot of the DepED "Update your password" page. It features the DepED logo at the top left and the email address "eldonr@m365edu159255.onmicrosoft.com" above the heading "Update your password". Below the heading is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three password input fields, each with masked characters "\*\*\*\*\*". A blue "Sign in" button is at the bottom right. At the bottom of the page, the slogan "Sama-sama sa pagSULONG ng EDUKALIDAD" is displayed.



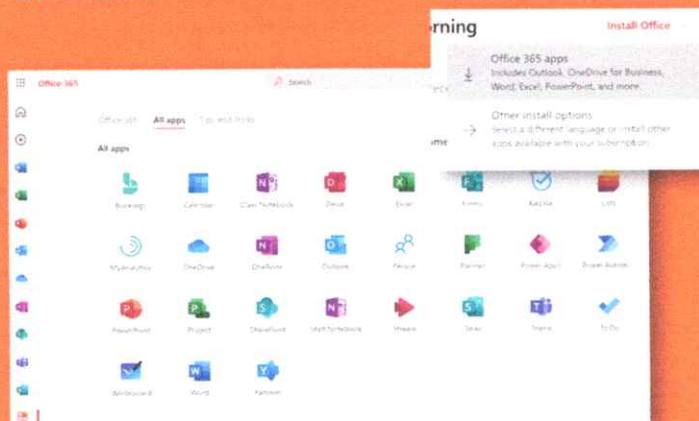
## STEP 3

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!



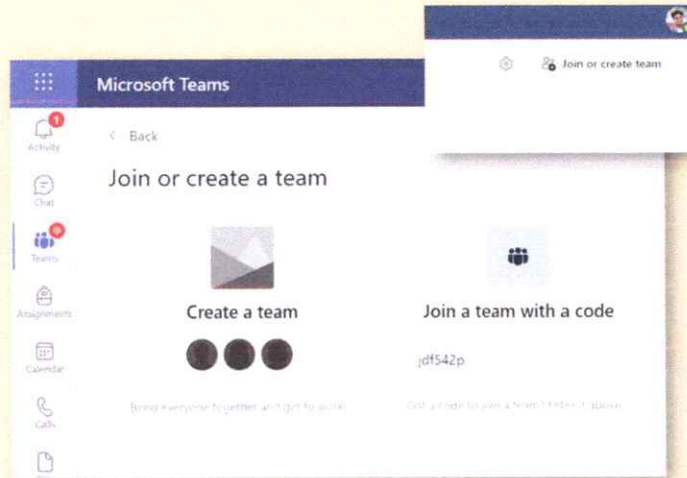
## STEP 4

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



## STEP 5

Mag log-in sa [teams.microsoft.com](https://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](https://education.minecraft.net/get-started/download)

