



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

22 February 2023

DIVISION MEMORANDUM
No. 100, s. 2023

GUIDELINES ON THE ACTIVATION OF MICROSOFT 365 ACCOUNTS

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Public Elementary and Secondary School Heads
Schools ICT Coordinators
All Others Concerned
This Division

1. Regarding RM No. 91, s.2023, the User Support Division of the Information and Communication Technology Service has provided step-by-step instructions for the Activation of Microsoft 365 Accounts.
2. Hence, all DepEd employees are encouraged to activate their Microsoft 365 Account as soon as possible following the attached guidelines. Employees may email their queries, clarifications, issues, and concerns at sherrie.dungog@deped.gov.ph.
3. Video tutorials on the activation and password reset can be found at this link <https://bit.ly/DepEdM365Support>.
4. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. Immediate and wide dissemination of this memorandum is desired.


DR. VICTOR G. DE GRACIA, JR., CESO V
Assistant Regional Director
Concurrent Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

ATCH.:

As stated

Reference:

RM No. 91, s. 2023

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

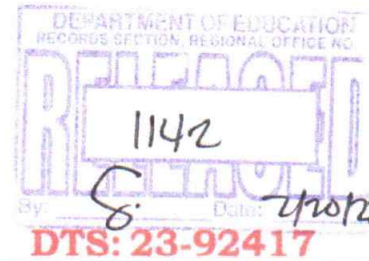
INFORMATION AND COMMUNICATION TECHNOLOGY
MICROSOFT365

OSDS/SRD





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



February 17, 2023

REGIONAL MEMORANDUM
No. 91, s. 2023

GUIDELINES ON THE ACTIVATION OF MICROSOFT365 ACCOUNTS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. The User Support Division of the Information and Communication Technology Service has provided step-by-step instructions for the Activation of Microsoft 365 Accounts.
2. Hence, all DepEd employees are encouraged to activate their Microsoft365 Account as soon as possible following the attached guidelines. Employees may email their queries, clarifications, issues, and concerns at rene.l.quirit@deped.gov.ph, ralphsimon.mabulav@deped.gov.ph, and via the division IT officer's email.
3. Video tutorials on the activation and password reset can be found at this link <https://bit.ly/DepEdM365Support>.
4. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

MICROSOFT365

ICT/ralph



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 856-3932 | (088) 881-3137 | (088) 881-3031
Department of Education Region 10
region10@deped.gov.ph
<http://deped10.com>





To all DepEd personnel:

Activate your **Microsoft 365** accounts today!



What benefits do I get from my new account?



Get access to the full directory of DepEd central (email, chat, phone)



Get access to official DepEd resources (templates, forms, at learning materials)



Be part of DepEd groups at communities



Get the latest news, announcements, and events from DepEd central office



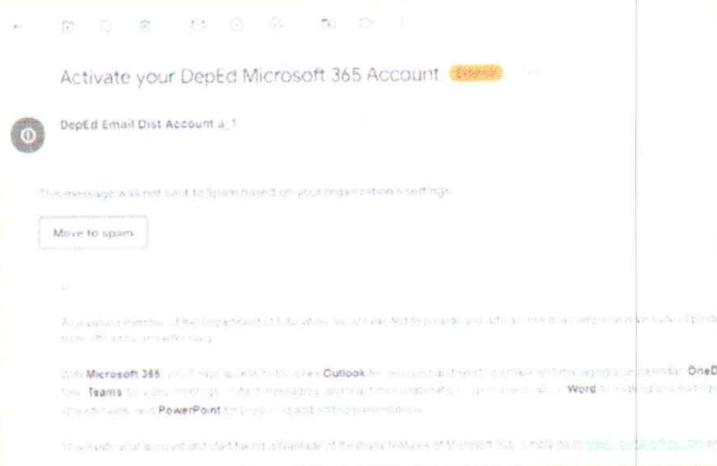
Communicate and collaborate with all teachers nationwide (file sharing, video call, chat)



Get online/offline access to email and storage

Step 1

Go to your **Gmail** and look for the email that contains your new M365 account. You may search: **"Activate your DepEd Microsoft 365 Account"** to see the email. (Note: You may also check your spam folder)



Step 2

Go to your web browser (Chrome, Edge, Firefox, etc.), and login to **portal.office.com** with your username and temporary password.

