



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

DEPED LANA DEL NORTE		
RECORDS SECTION CONTROL NO. <u>03968</u>		
RELEASED		
23 FEB 2023	9:44	<i>[Signature]</i>
DATE	TIME	BY

February 22, 2023

DIVISION MEMORANDUM

No. 094 s. 2023

DISSEMINATION OF REGIONAL MEMORANDUM NO. 91, S. 2023
RE: GUIDELINES ON THE ACTIVATION OF MICROSOFT 365 ACCOUNTS

To: Assistant Schools Division Superintendent
All Teaching & Non-Teaching Personnel
This Division

1. In accordance with Regional Memorandum No. 91, s. 2023 titled Guidelines On The Activation Of Microsoft 365 Accounts, this office hereby informs the field that 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. With this, all DepEd personnel are encouraged to activate your Microsoft365 Account as soon as possible following the attached guidelines. Video tutorials on the activation and password reset can be found on the link: bit.ly/DepEdM365Support.
3. For queries and clarifications, you may email Mr. Florderick S. Velarde at florderick.velarde@deped.gov.ph or our official DepEd Division email at lanao.norte@deped.gov.ph with a subject line "MICROSOFT365 ACCOUNT CONCERN".
4. Attached herewith is the copy of the Regional Memorandum No. 91, s. 2023 for reference.



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: (063) 227-6150
Email Address: lanao.norte@deped.gov.ph
Web site: <http://depedldn.com>



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5. Immediate dissemination of and strict compliance with this memorandum is highly enjoined.

for: *Macasar*
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent *f*

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

ICT MEMO/DISSEMINATION ON GUIDELINES
ON THE ACTIVATION OF M365



Address: Pigcarangan, Tubod, Lanao del Norte
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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 renel.quirin@deped.gov.ph, ralphsimon.mabulay@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)

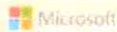
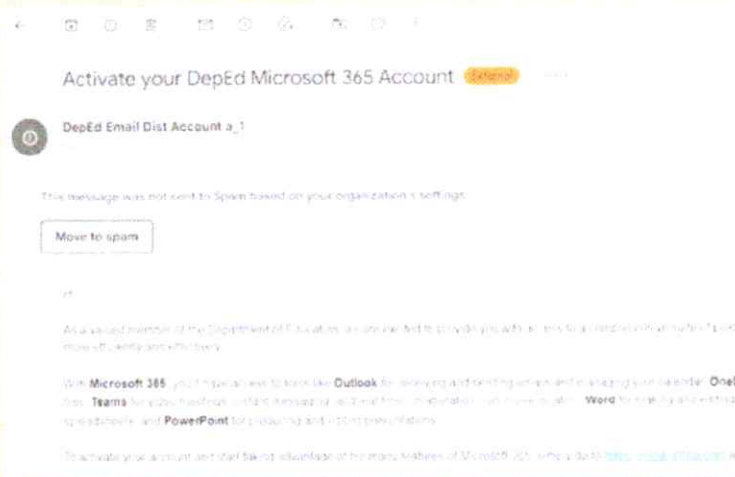


Get online/offline access to email and storage



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.

