



OUA00-0821-0143  
To authenticate this document,  
please scan the QR Code



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**

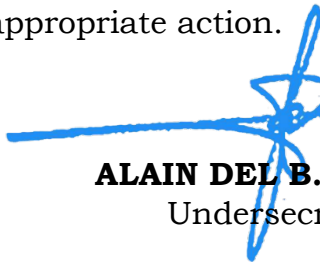

Subject: **ACTIVATION OF LEARNERS' MICROSOFT O365 ACCOUNTS**

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 [v-kricatahan@microsoft.com](mailto:v-kricatahan@microsoft.com).

For compliance and immediate and appropriate action.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



Scan this QR Code to view  
Videos and Magazines  
of Major Programs



**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)]*

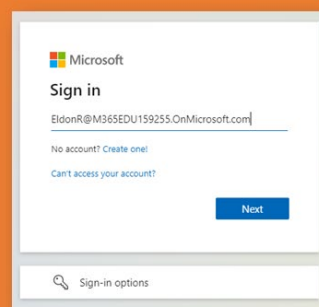
Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

## Annex A

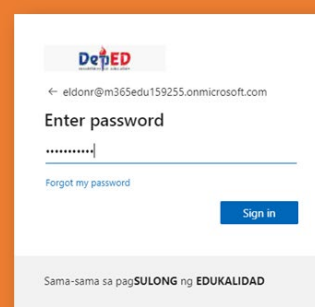
### LEARNERS' MICROSOFT O365 ACCOUNT ACTIVATION STEPS

# STEP 1

Hintayin na ibigay ng inyong paaralan ang inyong Microsoft 365 account. Sa inyong pagtanggap, pumunta sa [office.com](https://office.com) at mag log-in gamit ang inyong username at password.



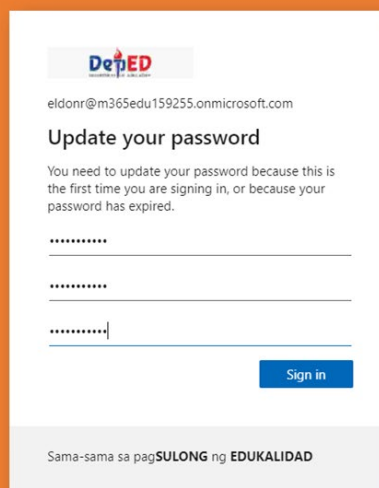
Microsoft  
Sign in  
EldonR@m365EDU159255.OnMicrosoft.com  
No account? Create one!  
Can't access your account?  
Next  
Sign-in options



DepED  
← eldonr@m365edu159255.onmicrosoft.com  
Enter password  
.....  
Forgot my password  
Sign in  
Sama-sama sa pagSULONG ng EDUKALIDAD

# STEP 2

Palitan ang inyong temporary password at i-confirm ito.

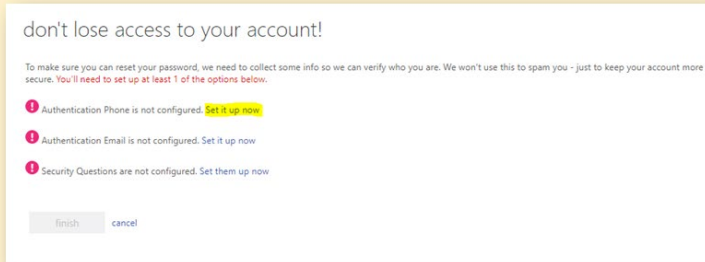


DepED  
eldonr@m365edu159255.onmicrosoft.com  
Update your password  
You need to update your password because this is the first time you are signing in, or because your password has expired.  
.....  
.....  
.....  
Sign in  
Sama-sama sa pagSULONG ng EDUKALIDAD



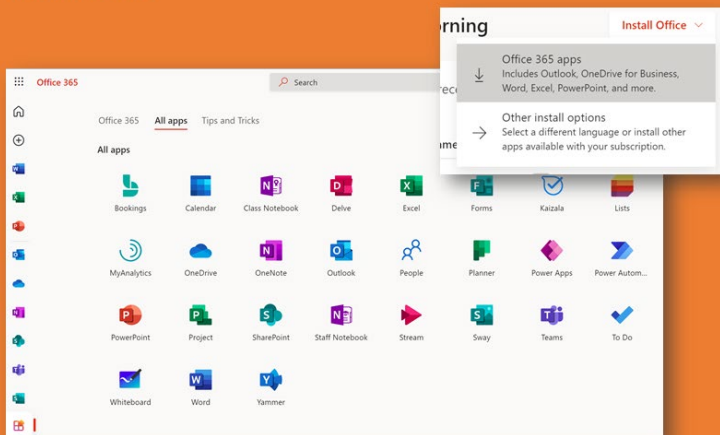
## STEP 3

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!



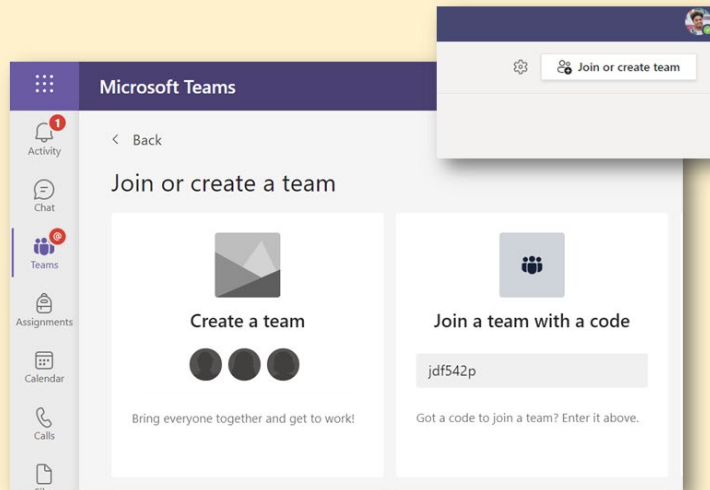
## STEP 4

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)

