



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Dm- 2023- 02- 001
DEPED MALAYBALAY CITY DIVISION
RELEASED
FEB 21 2023 Time: 1:40
By: K. Menden

DIVISION MEMORANDUM

No. 001, s. 2023

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary & Secondary School Heads
Section / Unit Heads
All Others Concerned**

From: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

Date: February 21, 2023

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

1. For the information and guidance of all concerned, this Office hereby disseminates Regional Memorandum No. 91, s. 2023 re: Guidelines on the Activation of Microsoft 365 Accounts, all DepEd employees are encouraged to activate their Microsoft 365 Account as soon as possible following the attached guidelines.
2. Video tutorials on the activation and password reset can be found at this link <https://bit.ly/DepEdM365Support>.
3. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Copy Furnished:
Records Unit

TO BE POSTED IN THE WEBSITE



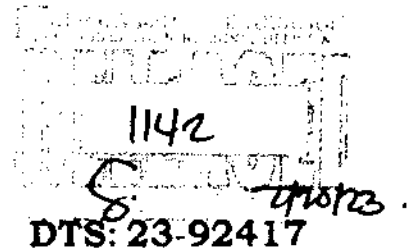
Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Website: depedmalaybalay.net
Email Address: malaybalay.city@deped.gov.ph



21 93 0060



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 ict@deped10.com, region10@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://www.youtube.com/watch?v=...>
4. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

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

MICROSOFT365

ICT/ralph



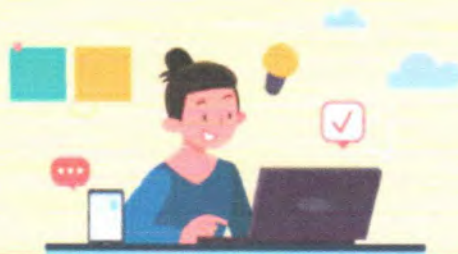
DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 856-3932 | (088) 881-3137 | (088) 881-3031
Department of Education Region 10
region10@deped.gov.ph
<http://deped10.com>





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



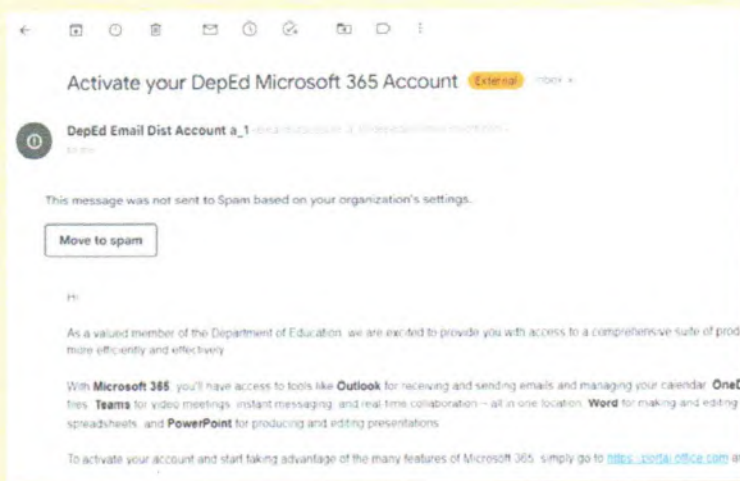
Communicate and collaborate with all teachers nationwide (file sharing, video call, chat)



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.

