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DEPED MALAYBALAY CITY DIVISION
RELEASED
SEP 2 8 2023 Time: 1:01
By: _____

DIVISION MEMORANDUM
No. _____408_____, 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: **CHERRY MAE L. LIMBACO-REYES**
        Schools Division Superintendent

Date: September 28, 2023

Subject: **DISSEMINATION OF REGIONAL MEMORANDUM NO. 0564, S. 2023 RE:**
         REITERATION OF THE ADOPTION OF MICROSOFT 365

1.   For the information and guidance of all concerned, this Office hereby disseminates Regional Memorandum No. 0564, s. 2023 re: Reiteration of the Adoption of Microsoft 365.

2.   Starting October 1, all DepEd employees shall use Microsoft Outlook instead of Gmail. All new emails will be received by Microsoft Outlook. Old emails will not be deleted and can still be accessed in Gmail.

3.   Attached is the Microsoft Outlook Quick Start Guide and Setup Tutorial.

4.   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

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DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. X

RELEASED

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By: [signature]   Date: 09-27-23

DTS: 23-105661

Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO

September 26, 2023

REGIONAL MEMORANDUM
No. 0564, s. 2023

REITERATION OF THE ADOPTION OF MICROSOFT 365

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

1.   This Office reminds and directs the Schools Division Offices to comply with **Regional Memorandum No. 26, s. 2023** titled **Adoption of Microsoft 365**.

2.   Starting October 1, all DepEd employees shall use Microsoft Outlook instead of Gmail. All new emails will be received by Microsoft Outlook. Old emails will not be deleted and can still be accessed in Gmail.

3.   All DepEd personnel from various governance levels may raise their queries, clarifications, issues, and concerns to the following:

Division	IT Personnel Email Address
ICT Unit-Regional Office	renel.quirit@deped.gov.ph
	ralphsimon.mabulay@deped.gov.ph
	denniscarl.fuentes@deped.gov.ph
Bukidnon	daryl.macario@deped.gov.ph
Cagayan	james.sijo@deped.gov.ph
Camiguin	elson.jamero@deped.gov.ph
El Salvador	sherrie.dungog@deped.gov.ph
Gingoog	julius.baldelovar@deped.gov.ph
Iligan	cesar.bastida@deped.gov.ph
Lanao del Norte	florderick.velarde@deped.gov.ph
Malaybalay	paul.arias@deped.gov.ph
Misamis Occidental	anne.intong@deped.gov.ph
Misamis Oriental	freddiejun.delig@deped.gov.ph
Oroquieta	argie.lumasag@deped.gov.ph
Ozamiz	regie.catedral@deped.gov.ph
Tangub	alden.antonio@deped.gov.ph
Valencia	moises.bacasma@deped.gov.ph

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

Doc. Ref. Code	RGX-ORD-TVL-PMF-2023-013	Rev	00
Effectivity	04.03.23	Page	1 of 2

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4. Attached is the Microsoft Outlook Quick Start Guide and Setup Tutorial.

5. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

DR. FEDERICO P. MARTIN, CESO V
Officer in Charge
Assistant Regional Director

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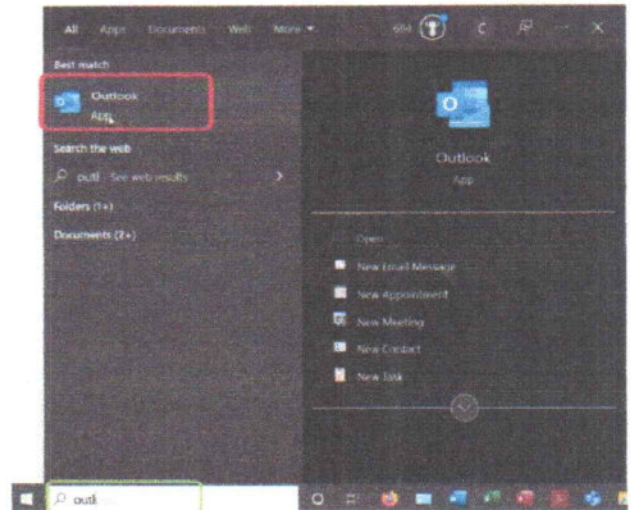under the following subject:

MICROSOFT OUTLOOK

ICT/rjq23-15

REGIONAL MEMORANDUM
No. 0564 , s. 2023
Annex 1 Setting up Microsoft Outlook

Opening the App

1. Click on the **search bar** on the taskbar

2. Type in **Outlook**

3. Click on the **Outlook app**

Add an email account

1. Open Outlook and select File > Add Account.

2. If you haven't launched Outlook before, you'll see a welcome screen.

3. Enter your **DepEd** email address and select Connect.

4. If your screen looks different, enter your name, email address, and password, and select Next.

5. If prompted, enter your password and select OK.

6. Select Finish.
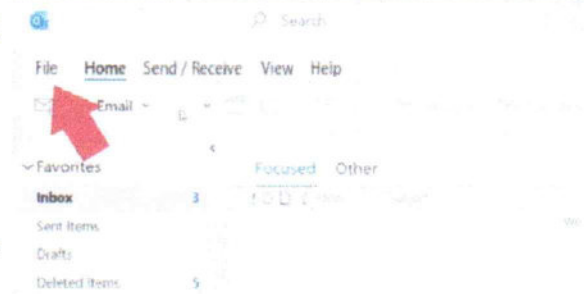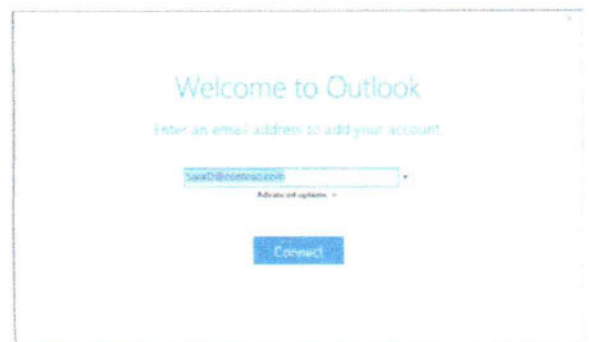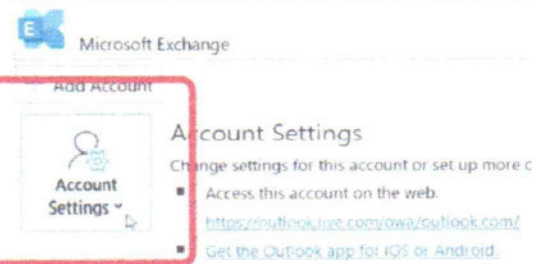
Outlook

Quick Start Guide

New to Outlook? Use this guide to learn the basics.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what Outlook can do by selecting the ribbon tabs and exploring available tools.

Find whatever you need
Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

Customize the ribbon display
Choose whether Outlook should auto-hide the ribbon.

Show or hide the ribbon
Select arrow to switch between the Simplified and Classic ribbons.

Your inbox, your way
Sort and filter messages, and group messages by subject in conversation view

Read emails faster
Dock the reading pane on the side or at the bottom to view messages where you want to.

View connection status
See your folder sync status and server connection status here.

Navigate your mail folders
Select a folder to see its contents. To turn this pane on or off, select **View > Folder Pane.**

Display what you need
Switch between the different Outlook features like Mail, Calendar, and People views.

Manage Outlook Groups
Communicate with teams and share conversations, messages, calendars, and events.

Northwind Traders Proposal

Megan, we need to have the Northwind Proposal signed before sending it off to the customer. Could you please be the signatory for us (see attached)? Thanks!
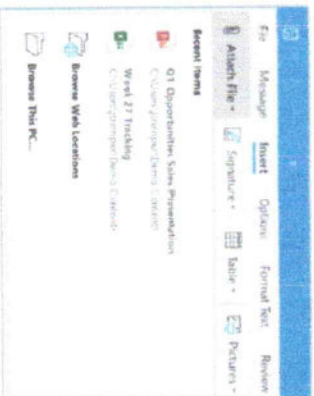
Outlook

Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, select **File > Info** and then select the **Add Account** button. Next, sign in with your preferred email address, or use an account provided by your company or school.


Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Select the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.

Set up an Outlook group

If you're running Outlook as part of an eligible Office 365 subscription, you can use **Groups** instead of distribution lists to more effectively communicate and collaborate with members of a team or an organization.
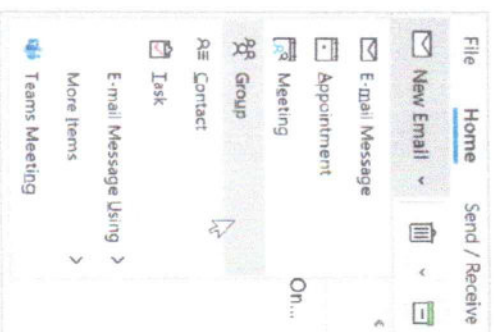
To create a new group in Outlook 2016, On the ribbon, select **Home**, and then select **New Items > Group**.

If you don't see this as an option on this menu, contact the administrator of your Microsoft Office 365 subscription for more information.

From the Inbox of any of your Groups, you and the other members can start or join a conversation, create or confirm team events, see a list of members, and get notifications about interactions on any of your shared posts.

To join an existing group, start by searching for its name. On the ribbon, select **Home**, enter a keyword or phrase into the **Search People** box, and then select the group you want to join.

Outlook

Outlook is more than just email

Easily switch between Mail, Calendar, People, and more.

Easy to use Calendar tools and commands
In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

Switch your point of view
Select to see how busy your days, weeks, and months are.

Sunshine required?
Glance at the weather forecast to make sure your meeting or event won't be rained out.

Navigate your schedule
While looking at the current day, week, or month, select the Back or Forward arrows to switch the current view.

Look back — or way ahead
Need to look up a past event or want to schedule something in the distant future? Select the small arrows to the left and right of the current month to skip to the day you want.

Change your point of view
Select to switch between Mail, Calendar, People, and more.

View shared Calendars
Focus on your own schedule or display any additional Calendars that have been shared with you by other people or Groups.

Search your calendar
Start typing in the Search box to instantly find meetings and appointments.

Create new items in place
Right-click anywhere to create a new meeting, appointment, or other event.

Outlook

Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Outlook features and commands you're looking for, to discover **Help** content, or to get more information online.

Look up relevant information

With **Smart Lookup**, Outlook searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context to information you need to share with other people.

Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to **https://go.microsoft.com/fwlink/?linkid=2008317.**

Next steps with Outlook

See what's new in Office
Explore the new and improved features in Outlook and the other apps in Office 365. Visit **https://go.microsoft.com/fwlink/?linkid=871117** for more information.

Get free training, tutorials, and videos for Office
Ready to dig deeper into the capabilities that Outlook has to offer? Visit **https://go.microsoft.com/fwlink/?linkid=871123** to explore our free training options.

Send us your feedback
Love Outlook? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the Outlook product team. Thank you!

January 18, 2023

REGIONAL MEMORANDUM
No. 26 , s. 2023

ADOPTION OF MICROSOFT 365

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

1.   The Department of Education (DepEd) offers resources and services that foster a culture of cooperation and communication and enhance task performance for the benefit of its staff, teachers, and students. In the interests of education and government service, DepEd acquired Microsoft 365.

2.   Hence, all DepEd employees shall adopt and maximize the use of Microsoft 365 productivity tools. They shall sign in via their Microsoft 365 account at https://portal.office.com

3.   As to other DepEd Personnel without @deped.gov.ph Microsoft accounts, they will receive their Microsoft username and temporary password in their DepEd Gmail accounts on or before January 27.

4.   When logging in for the first time, users must enter their new Microsoft 365 password and set up their self-service password reset by supplying their mobile number, alternate personal email address, and/or the answers to security questions. They must keep their new login password secure at all times. Users can request a new password at https://passwordreset.microsoftonline.com if they forget their current one.

5.   Additionally, starting February 1, all DepEd employees will be able to send and receive emails using their Microsoft Outlook (outlook.office.com) Accounts by using the same email address.

6.   The usage of these accounts must be for educational reasons or the performance of official tasks and responsibilities. Any DepEd accounts, as well as all data, materials, and information received, communicated, stored, or otherwise processed through the service, shall be under the Department's control. Anyone found guilty of violating the appropriate usage of the DepEd Accounts may face disciplinary sanctions such as account suspension and other legal repercussions.

7.   The Central Office (CO), Regional Office (RO), and Schools Division Offices (SDOs) shall establish their helpdesk mechanisms to support their personnel.

8.   All DepEd personnel from various governance levels may raise their queries, clarifications, issues, and concerns to the following:

Division	IT Officer Email Address
ICT Unit-Regional Office	renel.quirit@deped.gov.ph
	ralphsimon.mabulay@deped.gov.ph
	denniscarl.fuentes@deped.gov.ph
Bukidnon	daryl.macario@deped.gov.ph
Cagayan	james.sijo@deped.gov.ph
Camiguin	elson.jamero@deped.gov.ph
El Salvador	sherrie.dungog@deped.gov.ph
Gingoog	julius.baldelovar@deped.gov.ph
Iligan	cesar.bastida@deped.gov.ph
Lanao del Norte	florderick.velarde@deped.gov.ph
Malaybalay	paul.arias@deped.gov.ph
Misamis Occidental	anne.intong@deped.gov.ph
Misamis Oriental	freddiejun.delig@deped.gov.ph
Oroquieta	argie.lumasag@deped.gov.ph
Ozamiz	regie.catedral@deped.gov.ph
Tangub	alden.antonio@deped.gov.ph
Valencia	moises.bacasma@deped.gov.ph

9.   Webinars regarding training to be conducted and support materials will also be   provided   by   the   ICTS   –   User   Support   Division   at https://bit.ly/DepEdM365Support.

10.   This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

DR. VICTOR G. DE GRACIA, JR. CESO V
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

All users shall sign-in to their Microsoft 365 account at https://portal.office.com. Users who are signing in for the first time shall type in their new password for Microsoft 365 and setup their respective self-service password reset by providing their mobile number, alternate personal email address and/or answers to security questions. The new password used for signing-in should be always kept safe. Should a user forget the password for Microsoft 365, they may request for a new password thru https://passwordreset.microsoftonline.com.

Further, please be informed that starting **1 February 2023**, all DepEd personnel will be able to receive and send emails through their respective **Microsoft Outlook** (outlook.office.com) accounts using the same email address.

In this regard, all DepEd personnel and officials are reminded that the use of these accounts shall be for educational purposes and/or the performance of official duties and responsibilities. The Department shall exercise dominion over all DepEd accounts and over all data, material, and information received, transmitted, stored, or otherwise processed through the service.

Moreover, all personnel are also reminded that disciplinary actions such as account suspension and other legal remedies may be initiated against anyone found responsible for violating the acceptable use of the DepEd accounts.

The Central Office, all Regional Offices (ROs), and all Schools Division Offices (SDOs) shall establish their respective helpdesk mechanisms to support their personnel.

For further queries or clarifications, all concerned DepEd personnel from various governance level may raise their issues and concerns to the following:

Governance Level	Office/Unit in Charge
Central Office	ICTS – User Support Division icts.usd@deped.gov.ph 8633-7264
Regional Office	Information and Communications Technology Unit
Schools Division Office and school personnel	Division Information Technology Officer and the helpdesk mechanism established at the SDO

A schedule of webinars regarding trainings to be conducted and support materials will also be provided by the ICTS – User Support Division to be available at https://bit.ly/DepEdM365Support.

Immediate dissemination of and strict compliance to this memorandum is directed.

Thank you.