Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

4 April 2024

DIVISION MEMORANDUM
No. _196_ s. 2024

TECHNICAL ASSISTANCE RELATED TO THE ACTIVATION AND UTILIZATION OF MS 365 APPLICATIONS IN ALL WORK-RELATED TRANSACTIONS

TO   : **Assistant Schools Division Superintendent**
SDO Chiefs & SDO Section/Unit Heads & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators
All others concerned

1.   As part of the Department of Education's efforts to promote the adoption of Microsoft 365 among all DepEd personnel, the OSDS-ICTU has created the following Teams Group to provide technical assistance to schools and SDO personnel for the activation and utilization of MS 365 Applications in all work-related transactions by joining the following designated Teams Groups:

TEAMS GROUP LINKS & QR CODES	MS 365 Account to Log-In
https://bit.ly/ICTCoorTeamsGroup	School Account and ICT Coordinators *(Teams Name: SDO CTD-ICT Coordinators Team)*
https://bit.ly/SchoolHeadsTeamsGroup	School Heads *(Teams Name: SDO-CTD-School Heads Team)*
https://bit.ly/TeachersTeamsGroup	Teachers *(Teams Name: SDO-CTD Teachers Group)*
https://bit.ly/NonTeachingTeamsGroup	Non-Teaching Personnel *(Teams Name: SDO-CTD Non-Teaching Personnel)*
https://bit.ly/SDOTeamsGroup	SDO Personnel *(Teams Name: SDO Catanduanes Personnel & Staff)*

San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph

2. ONLY communication through the Teams app/chat will be given attention to facilitate and avoid duplication of requests for creating, resetting, renaming and deletion of MS 365 accounts. A letter request will also be provided by the account holder for their request and advised to coordinate with the School ICT Coordinators(school/teacher concerns) to avoid delay. Other official IT related updates will be communicated through the Teams app/group to explore and experience the different productivity tools/applications of MS 365 provided by DepEd.

4. Further, the CO-ICTS encourages us to download the **DepEd Teacher Account Activation Posters (Enc. 1)** through this link: https://aka.ms/TeacherActivationPoster and print/post the digital copy in conspicuous places to raise awareness and encourage all DepEd personnel to avail the benefits and features of Microsoft 365, such as:

    a. Installing Microsoft Word, Excel, PowerPoint, and other apps on your devices(desktop, laptop, and mobile);

    b. Accessing, sharing and co-authoring of files from any device and location;

    c. Get offline access to email and could storage in OneDrive;

    d. Managing email, calendar, and other tasks efficiently;

    e. Engaging online meetings, webinars, and other sessions; and

    f. Leveraging the power of artificial intelligence and cloud computing.

5. For inquiries/concerns about this memorandum, please contact the ICTU Office via email at ictunit.ctd@deped.gov.ph .

6. For widest dissemination and compliance.

By Authority of the Schools Division Superintendent:

ATTY. NORLITO JR. P. AGUNDAY
Attorney III-Legal Officer
Officer-In-Charge

MS 365 Accounts/ICTU
4-4-2024/jbm

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MAGING MATATAG NA TEACHER

Unleash your super teaching powers with Microsoft 365!

Why activate?

- ◆ Get access to the official DepEd newsletter and announcements via email with Outlook

- ◆ Enjoy 1 TB of storage for lesson plans, video lessons, e-records, forms, and other school documents with OneDrive

- ◆ Merge your personal and DepEd emails so you can see all your meetings, events, and more in one calendar

Activate your Microsoft 365 in 3 easy steps:

Account Activation Help and Resources

1 Go to https://portal.office.com and click on **"Sign in"**.

2 Enter your **DepEd email address** e.g. (firstname.lastname@deped.gov.ph) and click on **"Next"**.

3 Enter your password and click on **"Sign in"**. For first-time log ins, you will be prompted to **change your temporary password.**

https://aka.ms/DepEdM365ActivationKit

Download Outlook for Mobile
https://aka.ms/getoutlook-qr

Microsoft