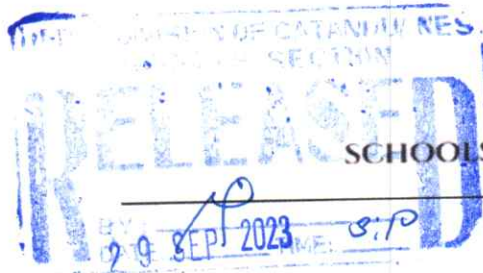




Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



29 September 2023

DIVISION MEMORANDUM
No. 402 s. 2023

REITERATION OF THE ADOPTION OF MICROSOFT 365

To : Assistant Schools Division Superintendents
SDO Chiefs, Section/Unit Heads
Public Schools Division Supervisors
Public Elementary/Secondary School Heads
District/School ICT Coordinators
Teaching & Non-Teaching Personnel
All Others Concerned

1. Pursuant to the Regional Memorandum No. 495 s. 2023 dated Sept. 28, 2023 and Memorandum QUA-OUT-011023-010 dated January 12, 2023 *re: Adoption of Microsoft 365*, this Office would like to remind that starting **October 1, 2023**, all DepEd employees are advised to use **Microsoft Outlook** instead of **Gmail**. All **New** emails will be received through Microsoft Outlook and the **Old** emails will not be deleted and can still be accessed in Gmail.
2. For queries, you may visit, contact or send an email at ictunit.ctd@deped.gov.ph with CP No. 09208779674.
3. Other details like setting-up and quick start guide of MS outlook was indicated on the said Regional Memo.
4. Immediate dissemination and strict compliance of this memorandum is directed.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

OSDS-ICTU/jbm
9/29/2023



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
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Republic of the Philippines
Department of Education
 REGION V - BICOL



28 September, 2023

REGIONAL MEMORANDUM

No. 496 s. 2023

REITERATION OF THE ADOPTION OF MICROSOFT 365

To :

- Assistant Regional Director
- Chiefs of Functional & Support Divisions
- Schools Division Superintendents
- Assistant Schools Division Superintendents
- Public Schools District Supervisors
- Public Elementary / Secondary Heads
- Teaching & Non-Teaching Personnel
- All Others Concerned

1. Pursuant to the memorandum QUA-OUT-011023-010 "Adoption of Microsoft 365" this Office would like to remind that starting **October 1, 2023**, ALL DepEd employees shall use **Microsoft Outlook** instead of **Gmail**. All *New* emails will be received by Microsoft Outlook and the *Old* emails will not be deleted and can still be accessed in Gmail.
2. All DepEd personnel from various governance levels may raise their queries, clarifications, issues, and concerns to the following:

| OFFICE / DIVISION | IT PERSONNEL EMAIL ADDRESS |
|-------------------|--|
| Regional Office | salvador.devto@deped.gov.ph |
| | karen.legson@deped.gov.ph |
| | marvin.buhat@deped.gov.ph |
| Albay | mary.jaucian@deped.gov.ph |
| Camarines Norte | jay.delatorre@deped.gov.ph |
| Camarines Sur | felipe.nebrea@deped.gov.ph |
| Catanduanes | jennifer.metica@deped.gov.ph |
| Iriga City | marshia.belen@deped.gov.ph |
| Legazpi City | aida.noora@deped.gov.ph |
| Ligao City | ted.villamor@deped.gov.ph |
| Masbate Province | ruel.cortes@deped.gov.ph |
| Masbate City | mher.rivera@deped.gov.ph |
| Sorsogon Province | john.perez002@deped.gov.ph |
| Sorsogon City | francis.lanuza@deped.gov.ph |
| Naga City | michaelnoe.dizon@deped.gov.ph |
| Tabaco City | rafaela.casim@deped.gov.ph |

3. Enclosed is the Setting up MS Outlook and Quick Start Guide,
4. For immediate and wide dissemination of this memorandum.

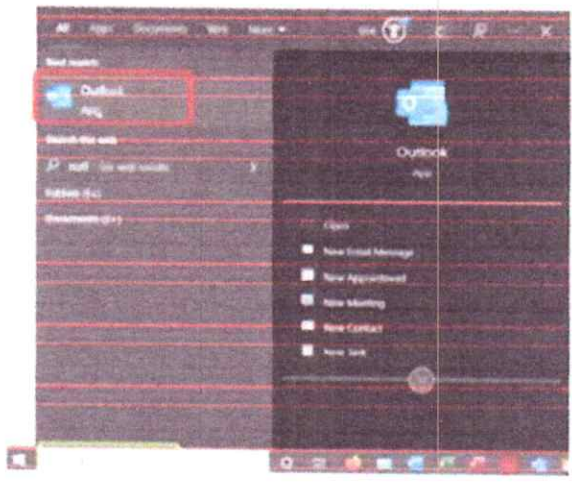
GILBERT T. SADSAD
 Regional Director

Encls:As stated
 To be indicated in the Perpetual Index
 under the following subjects:

Setting up MS Outlook

Opening the App

1. Click on the **search bar** on the taskbar
2. Type in **Outlook**
3. Click on the **Outlook app**

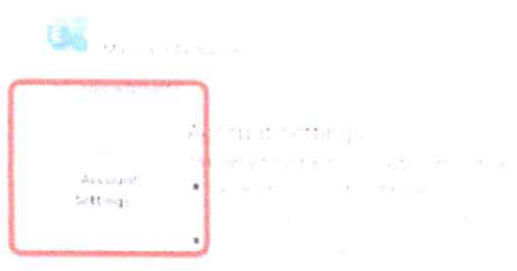


Add an email account

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.



Account Information



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.

Navigate your mail folders

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

Manage Outlook Groups

Communicate with teams and share conversations, messages, calendars, and events.

Display what you need

Switch between the different Outlook features like Mail, Calendar, and People views.

Your inbox, your way

Sort and filter messages, and group messages by subject in conversation view.

Show or hide the ribbon

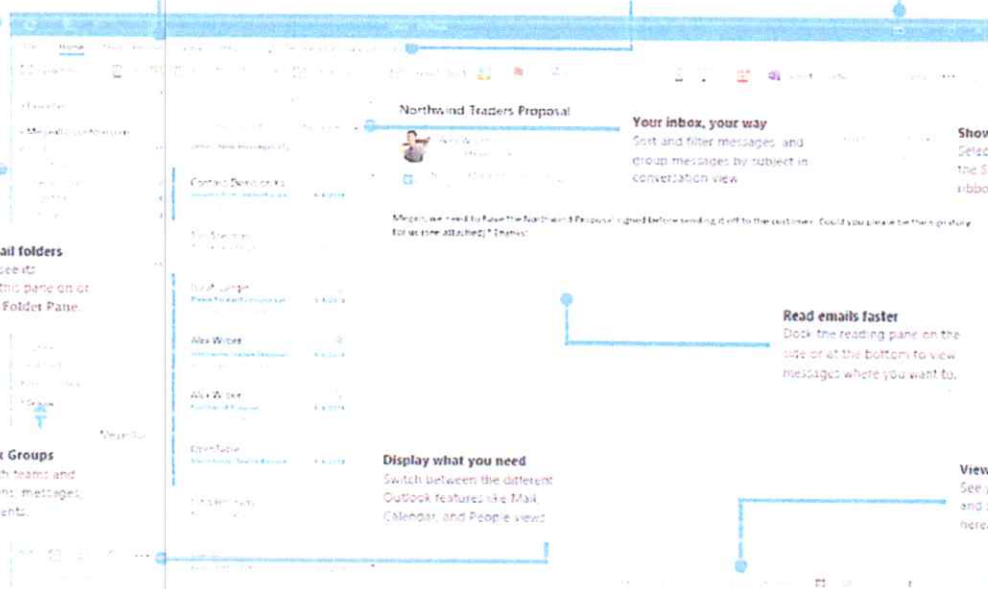
Select arrow to switch between the Simplified and Classic ribbons.

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.



Outlook

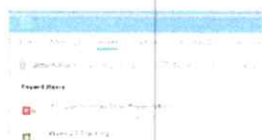
Set up your account

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.

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.

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

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.

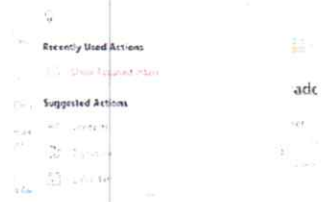
Create new items in place
Right-click anywhere to create a new meeting, appointment, or other event.

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

Outlook

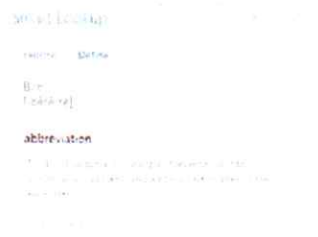
Find whatever you need

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.



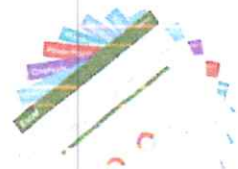
Look up relevant information

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



Republika ng Pilipinas
Kagawaran ng Edukasyon

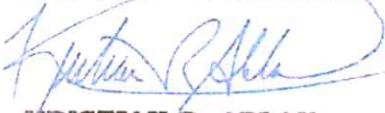
Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

OUA-OUT-011023-010

MEMORANDUM

12 January 2023

TO : **UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : 
KRISTIAN R. ABLAN,
Undersecretary for Administration

SUBJECT : **MICROSOFT 365 ADOPTION**

The Department of Education (DepEd) provides tools and services for its employees, teachers and students that promote a culture of collaboration and communication and improve performance of tasks. The DepEd obtained these tools and services in the interest of education and public service.

To further maximize these productivity tools, we would like to reiterate that all DepEd employees are provided with **Microsoft 365** accounts such as:

- a. **Microsoft Outlook:** An email and calendar application.
- b. **Word:** A word processing tool that allows user to create, edit and format text documents.
- c. **Excel:** A spreadsheet tool for organizing and analyzing data.
- d. **PowerPoint:** A tool for producing and editing slides and presentations.
- e. **OneNote:** A digital notebook for taking notes, organizing information, and collaborating with others.
- f. **Teams:** A communication and collaboration platform for chat, video conferencing, and file sharing.
- g. **OneDrive:** A cloud storage service for storing and sharing files.
- h. **SharePoint:** A web-based collaboration and document management platform.
- i. **Microsoft Forms:** A tool for creating surveys, quizzes, and polls.
- j. **Microsoft Planner:** A task and project management tool.

As to other DepEd personnel without @deped.gov.ph Microsoft accounts, they will receive their Microsoft username and temporary password in their respective DepEd Gmail accounts **on or before 27 January 2023**.

Office of the Undersecretary for Administration

Department of Education - Central Office, Room 508, 5th Floor Mabini Building,
Meralco Avenue, Pasig City; Landline 8638-1780
Email: usecforadministration@deped.gov.ph

All users shall sign-in to their Microsoft 365 account at <https://www.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://www.office.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 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://www.office.com>.

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

Thank you.