

To: John Rey Pascua
In appropriate
action. dn
4/20/22



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0422-0104
MEMORANDUM
19 April 2022

APR 19 2022
11:58 AM

For: Regional Directors
Schools Division Superintendents
Regional and Division IT Officers
Principals and School Heads
All Others Concerned

Subject: STUDENT HELPDESK AND MICROSOFT365 MATERIALS
AVAILABLE FOR ALL LEARNERS

In line with the continuous provision of Microsoft365 (M365) accounts to learners, a Student Helpdesk and a poster on M365 student benefits are now available. Schools may distribute the 1-page document to all their learners. The poster contains:

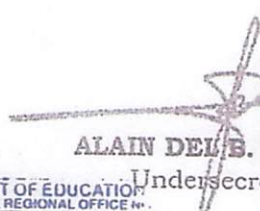
1. Benefits of their Microsoft Education A3 license
2. Steps on how to activate their accounts
3. Other download links to Windows 11, Minecraft, Office, Teams
4. Helpdesk email (for questions about your account)

This material may be disseminated online or printed and handed out to learners to ensure that all students receive a copy. Please refer to **Annex A** to see how the poster is designed. Schools may download the resource here: <https://aka.ms/DepEdM365pamphlet>.

For questions and concerns on their M365 student benefits, learners and parents may email the helpdesk at external.m365studenthelp@deped.gov.ph.

Students without M365 accounts may reach out to their school ICT coordinators/teachers for assistance.

For widest dissemination.



ALAIN DEL B. PASCUA
Undersecretary

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE V
RECORDED
004762
Date: 4-20-22

To: Schools Division Superintendents
CID Chiefs

April 25, 2022

For information, guidance and widest dissemination.



GILBERT T. SADSAD

Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON

April 26, 2022

TO: Public Elementary and Secondary School Heads
School/Districts/Cluster ICT Coordinators
All Others Concerned

For information and guidance.

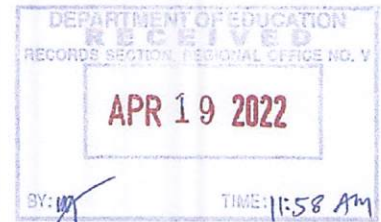

JOSE L. DONCILLO, CESO V
Schools Division Superintendent



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



OJAD00-0422-0104
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please scan the QR Code.



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ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OJA)

[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)]

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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Poster to be distributed to learners (Sample only)

DepED
Department of Education

We are pleased to share with you your Microsoft 365 account details. Please do not share this with anyone.

USERNAME/12-DIGIT LEARNER REFERENCE NUMBER (LRN): _____
TEMPORARY PASSWORD: _____

You may write the student credentials before giving it to the learner

With your own Microsoft 365 Education account from the Department of Education you may enjoy access to apps that lets you:

- Create assignments and projects using Word, PowerPoint, and Excel
- Get 5TB of online storage for files that you can access anywhere using OneDrive
- Enjoy fun and interactive learning experiences with Minecraft for Education
- Experience a refreshed look and new functionalities of Windows 11
- Chat, call, and interact with your teachers and classmates through Teams

Steps to activate your Microsoft 365 account if you received your username & temporary password via email

- STEP 1**
Login to teams.microsoft.com using your given username and temporary password.
- STEP 2**
Set a new password and confirm.
- STEP 3**
Register one of the following security details to your account to retrieve your account in case you forget your password: Mobile number, Personal email address, or Security questions

Make sure to take advantage of your student use benefits by making the most out of your account:

- Download the Office 365 apps**
<https://www.microsoft.com/education/office>
- Download the Minecraft Education Edition**
<https://education.minecraft.net/net-started/>
- How to download Windows 11**
<https://aka.ms/DepEdWindows11>
- Download Teams here**
teams.microsoft.com

If you have questions, you can visit this link: <https://aka.ms/MSFAQ5> or talk to us at external.m365studenthelp@deped.gov.ph

Helpdesk email for questions about Microsoft

DepED
Department of Education

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