

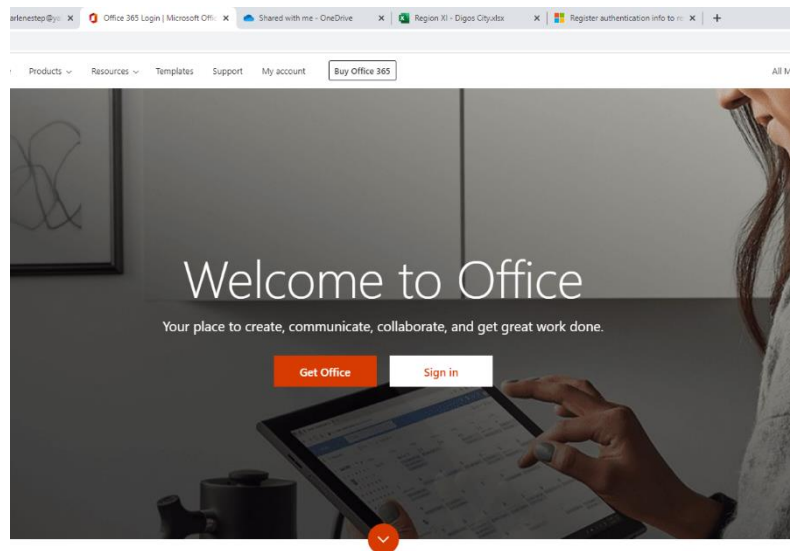
# Steps to Activate your DepEd O365 Accounts

---

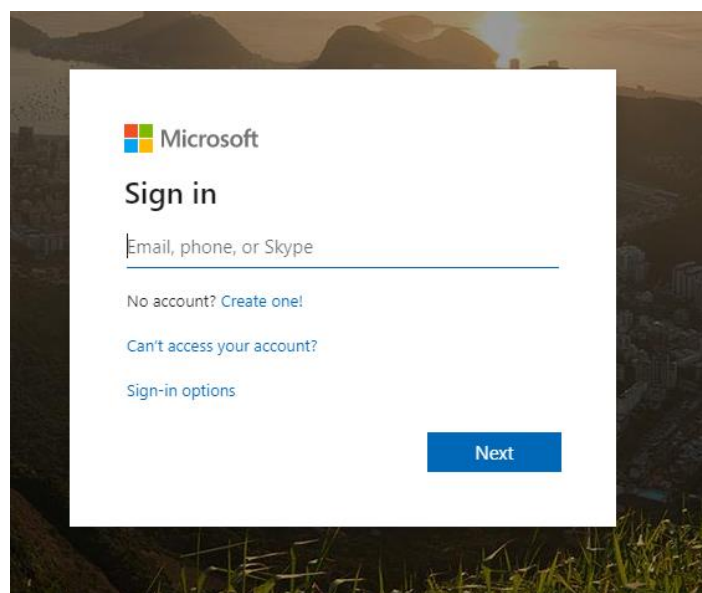
## MAKE SURE YOU HAVE THE FOLLOWING BEFORE DOING THE FOLLOWING STEPS:

- O365 User Account Name and Password from your Division IT Officer
- A working Email (non DepEd Email), like Yahoo, Gmail, Hotmail, Etc.

Step 1 : After receiving your O365 Account (Username and Password) from the Division IT Officer / School ICT Coordinator. Activate it online at <https://www.office.com/>. Click Sign In



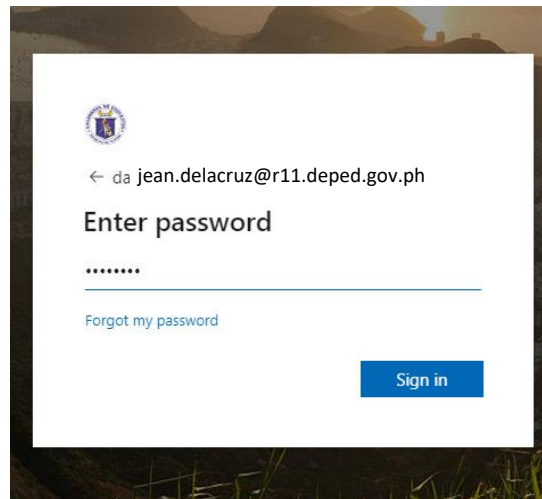
Step 2. Fill up the form with the username (O365 DepEd Email) given by the IT Officer, then click Next.



## Steps to Activate your DepEd O365 Accounts

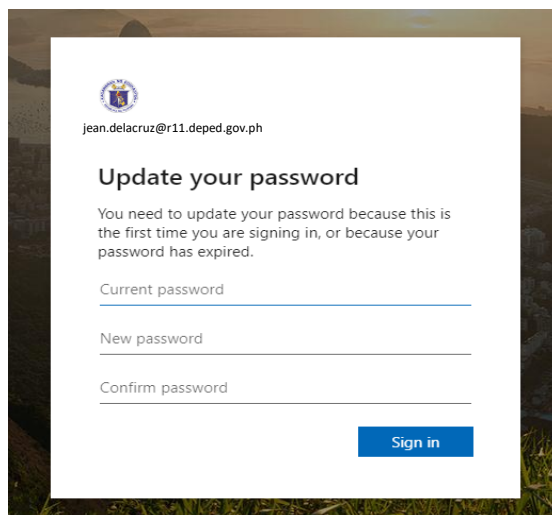
---

Step 3. Enter the given temporary password, then Click Sign In

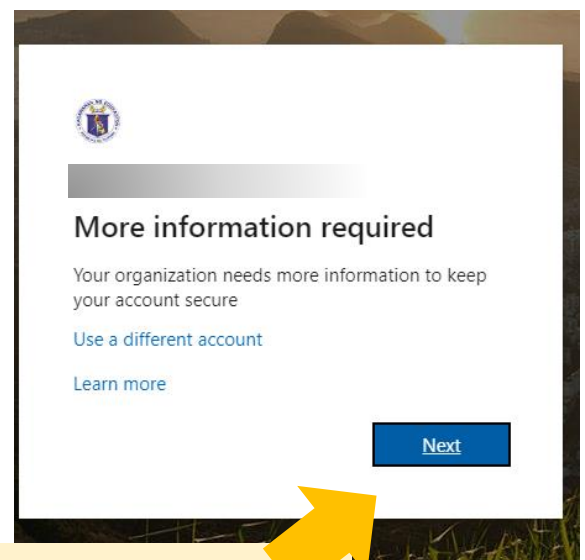


The screenshot shows a login interface with the DepEd logo at the top left. Below the logo is a back arrow and the email address 'jean.delacruz@r11.deped.gov.ph'. The main heading is 'Enter password'. There is a password input field with six dots. Below the field is a link that says 'Forgot my password'. At the bottom right is a blue button labeled 'Sign in'.

Step 4. You will be asked to update or change the password. **Click Sign In.**  
***Please do not forget your new password!***



The screenshot shows a password update screen with the DepEd logo and the email address 'jean.delacruz@r11.deped.gov.ph'. The heading is 'Update your password'. Below the heading is a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields: 'Current password', 'New password', and 'Confirm password'. At the bottom right is a blue button labeled 'Sign in'.

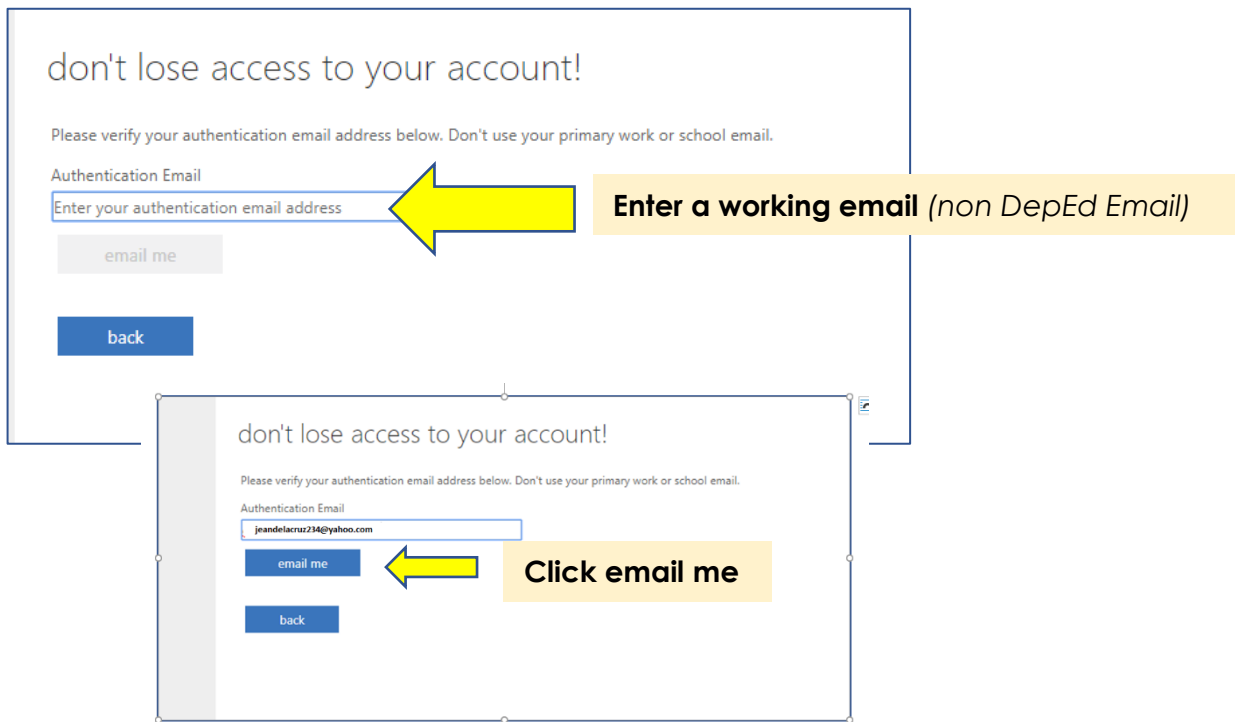
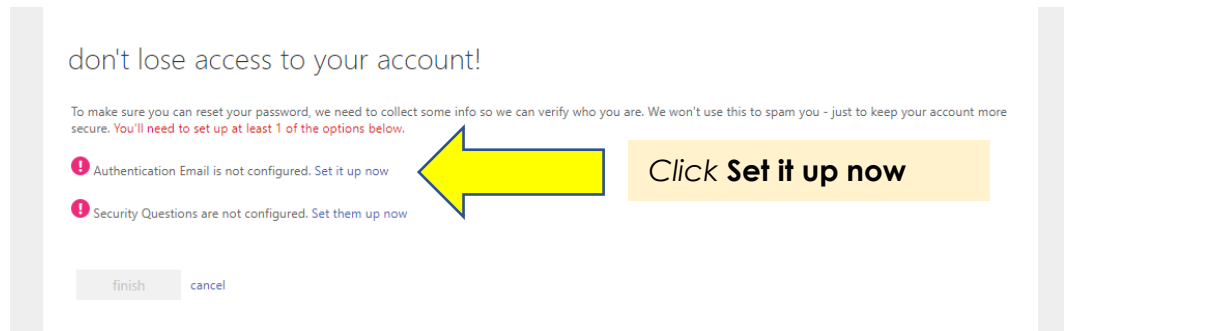


The screenshot shows a screen titled 'More information required'. It contains the text: 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. At the bottom right is a blue button labeled 'Next'. A yellow arrow points from the text 'Then Click Next' below the screenshot to the 'Next' button.

Then Click Next

# Steps to Activate your DepEd O365 Accounts

Step 5. For the Account Recovery, Choose Authentication Email, Click Set it up now

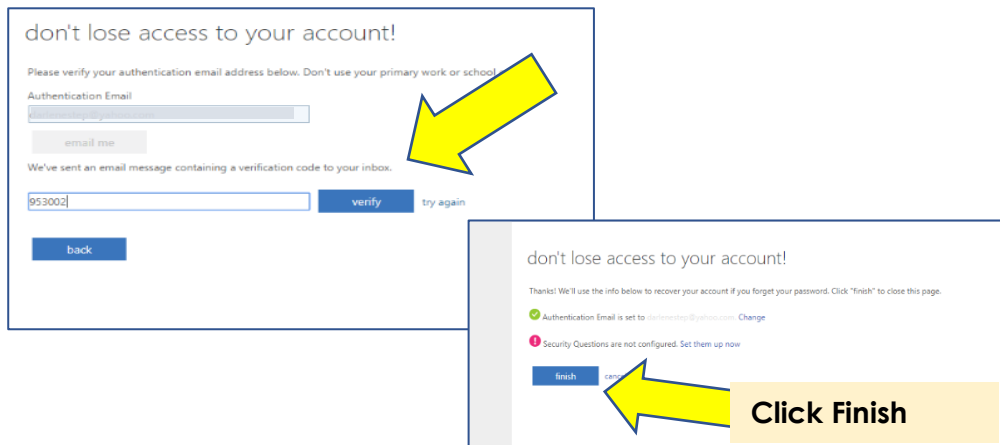


Step 6. Open your email and get the Code.



# Steps to Activate your DepEd O365 Accounts

Step 7. Enter the CODE and then Click **verify**. Then Click **finish**.



Step 8. Sign In, @**Stay signed in?** - click either **No or Yes** (preferably No). Then you will see your Dashboard. **YOUR ACCOUNT IS NOW ACTIVATED.**

You can now download your Office 365 and install it in your PC, or use the available online app in your dashboard.

