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.



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



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

jean.delacruz@r11.deped.gov.p	h
Update your p	bassword
You need to update yo the first time you are s password has expired.	ur password because this is igning in, or because your
Current password	
New password	
Confirm password	
	Sign in



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

don't lose access to your account!	
To make sure you can reset your password, we need to collect some info so we can verify who you ar secure. You'll need to set up at least 1 of the options below.	e. We won't use this to spam you - just to keep your account more
Authentication Email is not configured. Set it up now Security Questions are not configured. Set them up now	Click Set it up now
finish cancel	
dept loss access to your account	
Please verify your authentication email address below. Don't use your prima	irv work or school email.
Authentication Email	Enter a working email (non DepEd Email)
email me	
back	
don't lose access to your account) E
Please verify your authentication email address below. Don't use your p Authentication Email	rimary work or school email.
email me Click	email me
back	

Step 6. Open your email and get the Code.



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

don't lose access to your account! Please verify your authentication email address below. Don't use your primary work or sche Authentication Email email me we've sent an email message containing a verification code to your inbox.	
053002 verify try again	don't lose access to your account! Transiti We Tuse the info below to recover your account if you forget your password. Click "finish" to close this page. [©] Authentication finish is set to informeding Dynamic Clines [©] Security Questions are not configured. Set them up now finish [©] or
	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.

(iii) Carlene parcual (if 11 depend grouph Stay signed in? Do this to reduce the number of times you are asked to sign in.	(Click here to Dov	wnload and Inst	all
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