

### Republic of the Philippines

## Department of Education

REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

May 5, 2022

DIVISION MEMORANDUM No. 0278 s. 2022

### STUDENT HELPDESK AND MICROSOFT 365 MATERIALS AVAILABLE FOR ALL LEARNERS

TO: Assistant Schools Division Superintendents
Chiefs, CID
Education Program Supervisors
Public Schools District Supervisors/Acting PSDSs
School Heads

- 1. Enclosed is QUA Memo 00-0422-0104 re: Student Helpdesk and Microsoft 365 Materials Available for all Learners
- 2. For questions and concerns on their M365 student benefits, learners and parents may email the helpdesk at external.m365studenthelp@deped.gov.ph
- 3. Students without M365 accounts may reach out to their school ICT/coordinator/teacher for assistance
- 4. Immediate dissemination and compliance of this Memorandum is enjoined.

BIANITO A. DAGATAN, EdD, CESO V. 9
Schools Division Superintendent











### Republika ng Pilipinas

### Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

### OUA MEMO 00-0422-0104 MEMORANDUM

19 April 2022

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: <a href="https://aka.ms/DepEdM365pamphlet">https://aka.ms/DepEdM365pamphlet</a>.

For questions and concerns on their M365 student benefits, learners and parents may email the helpdesk at <a href="mailto:external.m365studenthelp@deped.gov.ph">external.m365studenthelp@deped.gov.ph</a>.

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

For widest dissemination.

ALAIN DEL B. PASCUA

Undersecretary



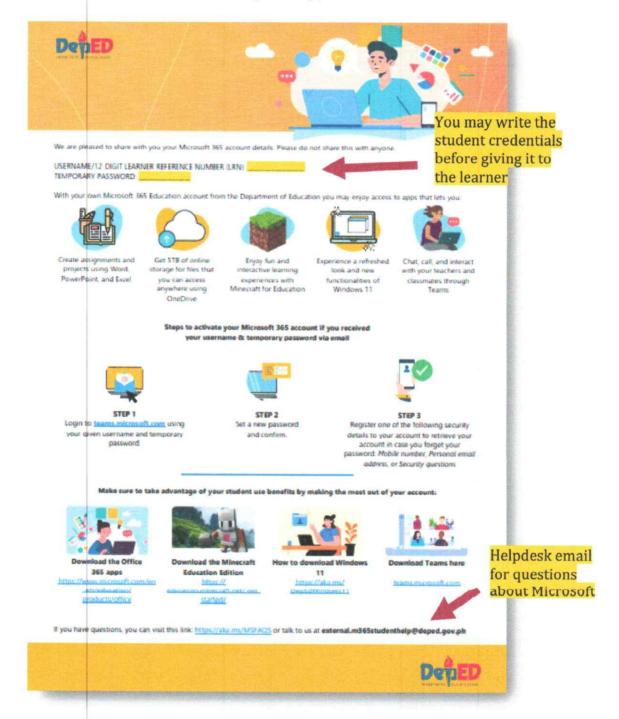


Office of the Undersecretary for Administration (OUA)

[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)]

#### Annex A

# Poster to be distributed to learners (Sample only)



Download the poster here: https://aka.ms/DepEdM365pamphlet