



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

2 Oct 2023

DIVISION MEMORANDUM
OSDS No. **127**, s. 2023

USE OF MICROSOFT OUTLOOK APPLICATION IN ACCESSING DEPED EMAIL
SERVICE

To: Public Schools District Supervisors/Principals In-Charge
Public Secondary Schools Cluster Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. The **Department of Education (DepEd) Email Service** has migrated its platform from GMAIL to MICROSOFT OUTLOOK to avail of the full subscription of Microsoft (MS) Applications. DepEd has subscribe to MS Application to avail of the different applications that are useful in the performance of the different activities in schools and division offices. Through this, the Schools Division Office and all schools shall no longer needed to purchase separate licenses for their office applications and operating systems as it is already marked "Licensed/Subscribe" once the DepEd Emails which serves as MS Accounts, are used to log in to the MS applications.

2. With this, all personnel concerned are advised to use the Microsoft Outlook Application to log in using their DepEd Email and password. When using android phones, Outlook Application can be downloaded through Google Playstore and when using desktop/laptop, the application can be accessed by logging in to <https://www.office.com/> using the web browser and selecting the outlook apps in the left side of the window.

3. Further, all emails in the DepEd Gmail can still be accessed. Files in the Google Drive is still available, but it is **strongly** advised to download all important files for backup in case the service is no longer available. Sending and receiving of DepEd Emails can be done via the outlook application starting October 2, 2023. All personnel concerned are advised to use the new platform to avoid issue with regard to their emails.

4. For any inquiry regarding the memorandum, personnel concerned are advised to contact Mr. Vincent P. Celda, IT Officer I or any ICT Unit staff through telephone no. 228-2396 from 8 am to 5 pm only or send email using the email add: ictu.southcotabato@deped.gov.ph.

SDOSC-OSDS-DIO-NM-v3.0r0 0 pffertine/31/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3883
Email Address: south.cotabato@deped.gov.ph





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5. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESE
Schools Division Superintendent

VPC/DM-use of ms outlook in accessing deped email service
0000/October 2, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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