Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

March 15, 2022

DIVISION MEMORANDUM
No. 130 , s. 2022

ACCESS TO MICROSOFT TEAMS' UPGRADE CAPACITY AND FEATURES

To: **Chief Education Supervisors, CID and SGOD**
Public Schools District Supervisors
Heads, Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Please find attached OUA Memo 00-0322-0121 dated March 14, 2022, regarding the **ACCESS TO MICROSOFT TEAMS' UPGRADE CAPACITY AND FEATURES.**

2. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD., CESO V
Schools Division Superintendent

Enclosure: OUA Memo 00-0322-0094 and Regional Memo No. 202, s. 2022
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

ICT **MICROSOFT**

/FPJ

Aklan West Road, Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
Website: http://www.depedaklan.online
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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0322-0121
MEMORANDUM
14 March 2022

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Principals and School Heads
All Others Concerned

Subject: **ACCESS TO MICROSOFT TEAMS' UPGRADED CAPACITY AND FEATURES**

The Department of Education (DepEd) has partnered with Microsoft Philippines to provide learners, teachers, and non-teaching personnel with a number of productivity tools through Microsoft Teams.

All personnel, faculty, and learners now have access to Microsoft Teams and its upgraded features. These features include an increased attendee capacity, record meeting, attendance tracking, webinar registration, breakout rooms, whiteboard, polls, Filipino captions, and external app integrations. They may use these to host webinars, meetings, events, classes, and other activities.

The upgraded capacities are:

- **Teams meeting**: 1000 attendees (for online classes, consultations, meetings, trainings, LAC sessions)
- **Teams webinar**: 10,000 attendees (for large school events, department conferences, parent-teacher events)
- **Teams live events**: 10,000 - 100,000 attendees (for division / region / nationwide events, trainings, virtual graduations, and other large scale events)

The Microsoft Teams application may be downloaded by following the instructions attached as **Annex A**. Those who wish to organize and participate in their own online activities may follow these instructions:

- **Annex B** - How to do a Teams meeting/video call
- **Annex C** - How to do a live event
- **Annex D** - How to track attendance in Teams video calls and in live events
- **Annex E** - For attendees joining Teams live events

For additional guidance on the platform, please refer to the Frequently Asked Questions (FAQs) attached as **Annex F**, or refer to this link for the live FAQ board: sites.google.com/deped.gov.ph/icts-usd/helpdesk/microsoft-365 .

For more information, please contact Mr. Genesis Fernando of the ICTS-User Support Division (USD) through Teams chat or email at icts.usd@deped.gov.ph (cc: genesis.fernando@deped.gov.ph).

For widest dissemination.

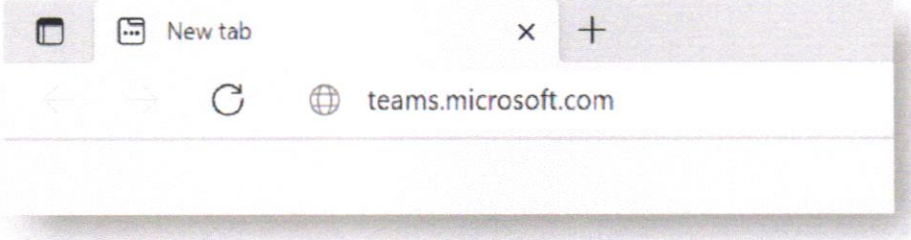
ALAIN DEL B. PASCUA
Undersecretary

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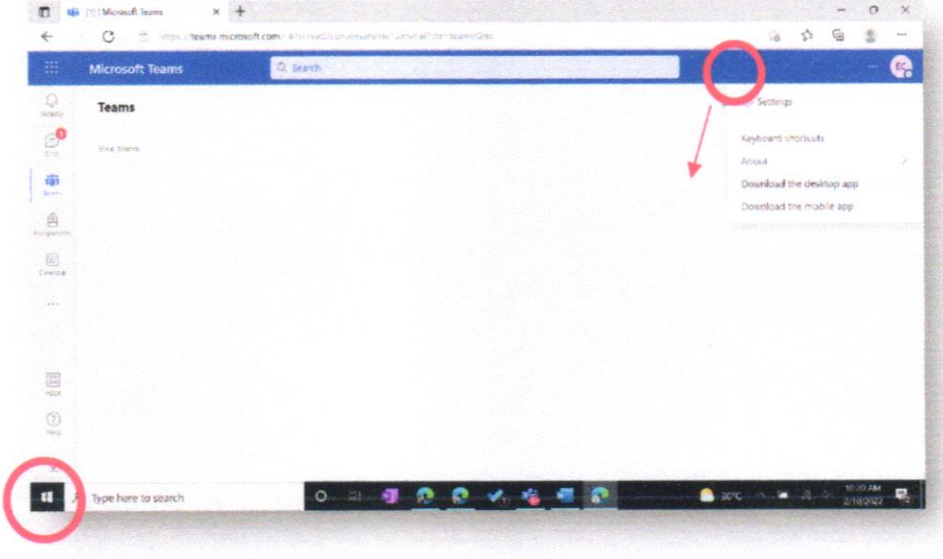
Annex A

Paano mag-login at mag-download ng Microsoft Teams

1. **PC/Laptop:** Mag-login sa **teams.microsoft.com** gamit ang iyong DepEd Microsoft account



Pagkatapos mag-login, maaari niyong i-download ang desktop app. I-click ang **"..."** sa kanang bahagi ng app at piliin ang **"Download the desktop app".** Maaari niyo din i-click ang arrow down key sa kaliwang bahagi ng app.



2. **Mobile:** Pumunta lamang sa Google play store o kaya sa App store at hanapin ang **"Microsoft Teams".** Mag-login gamit ang iyong **DepEd Microsoft account.**



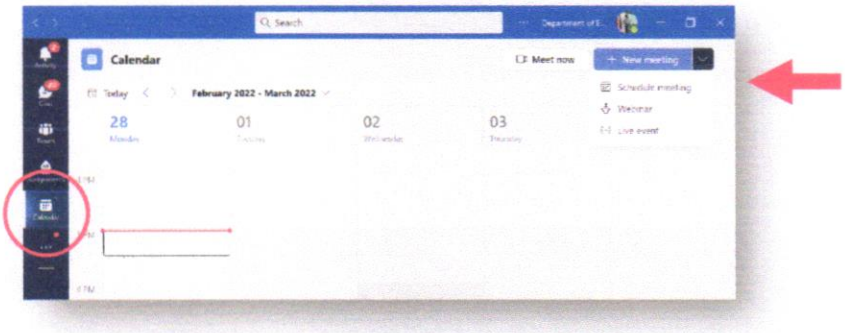
KAGAWARAN NG EDUKASYON

Annex B

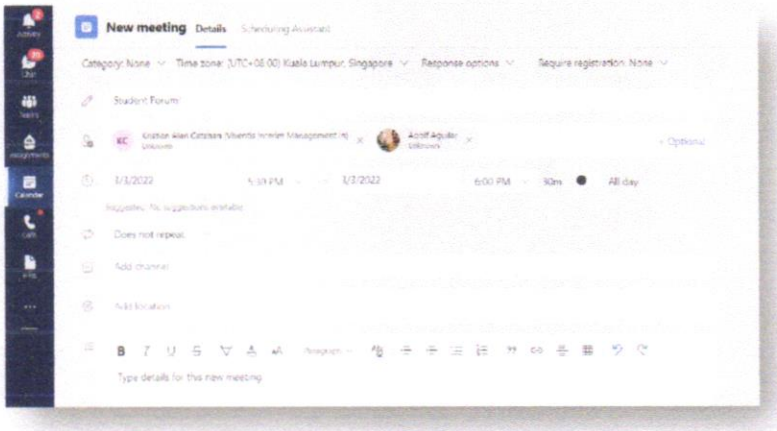
Paano Mag-Video Call Gamit ang Teams

1. **Gamit ang iyong PC/laptop:**

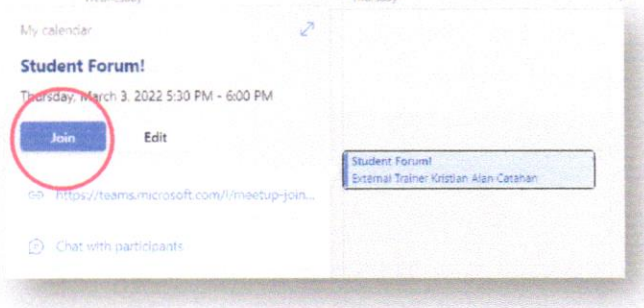
   Pumunta sa **"Calendar"** section at i-click ang **"New Meeting"**.
   Piliin ang **"Schedule Meeting".**



Lagyan ng wastong detalye ang iyong meeting at kumpirmahin (i.e., Kailan ito gaganapin? Gaano katagal ang iyong meeting? Sino ang attendees? Iba pang detalye ng iyong meeting?)

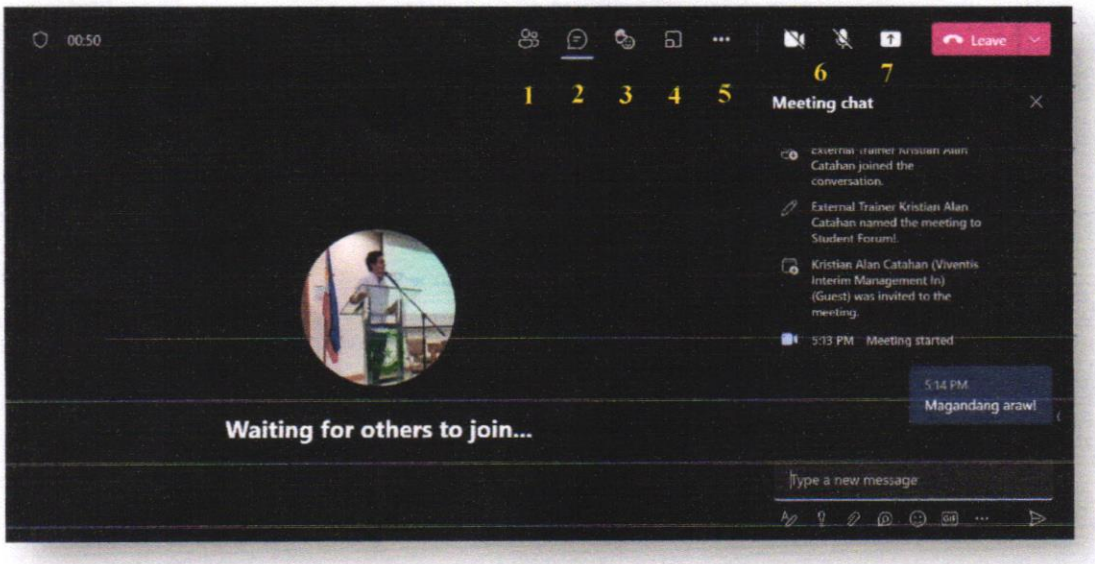


Mayroon na kayong scheduled meeting! (Tip: maaari din i-share ang link sa mga attendees.). Para pumasok sa video call, i-click lang ito sa inyong calendar at i-click ang **"Join"**.



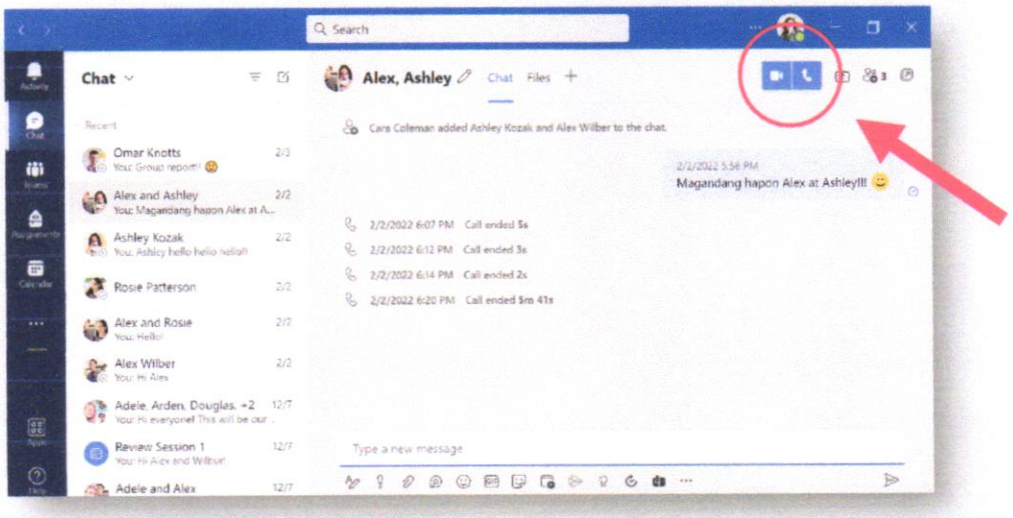
KAGAWARAN NG EDUKASYON

Ito ang makikitang mga bahagi ng screen sa loob ng iyong video call:



1. **Members** – Dito makikita ang mga attendees na kasama sa video call
2. **Chat** – Maaaring mag chat, mag-attach ng file at links
3. **Reaction** – Raise Hand, Heart, Smile, at iba pang reaction na maaaring gamitin
4. **Breakout rooms** – Maliliit na virtual rooms na maaaring gamitin ng attendees
5. **Settings** – Background effects, "Together Mode", at iba pang settings
6. **Video and mic** – Turn on/off
7. **Share** – Maaaring mag-share ng slides, screen, o gumamit ng whiteboard

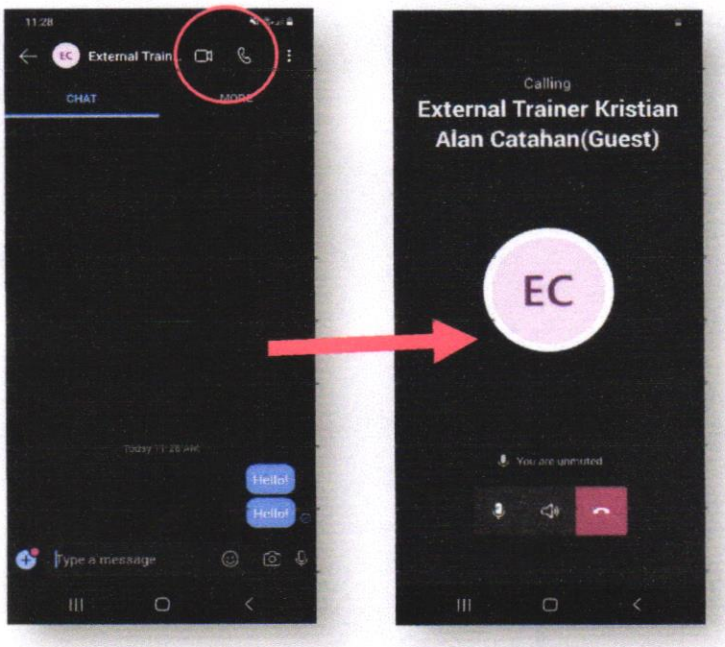
Maaaring mag-video call sa inyong chat o group chat. I-click lang ang video call icon upang simulan ito.



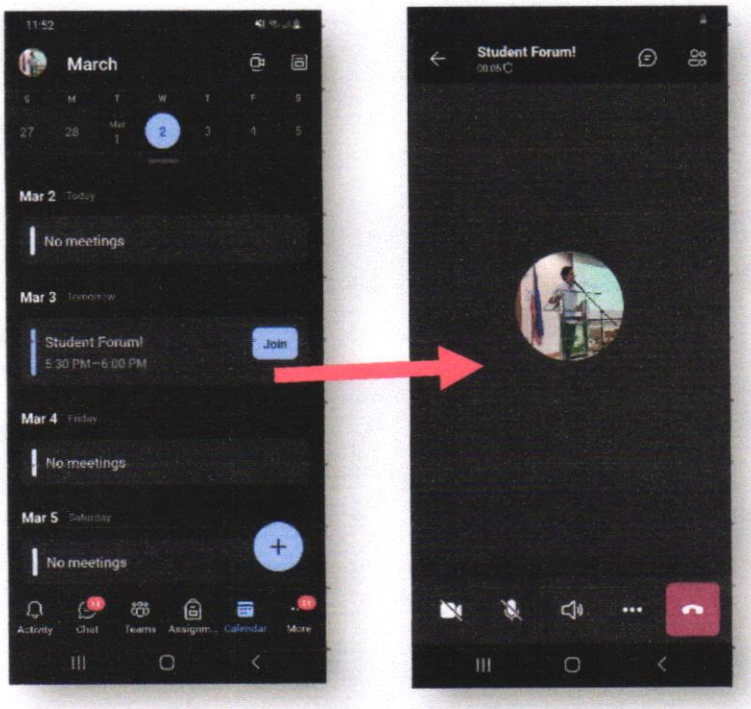
KAGAWARAN NG EDUKASYON

2. Gamit ang iyong mobile app:

Sa iyong chat, maaaring tawagan ang iyong kausap sa pag-click ng **video / audio call icon** sa itaas.



Sa iyong calendar makikita ang mga scheduled meetings. I-click ang **"Join"** upang makapasok. Makikita dito ang chat, video, audio features ng Teams meeting.

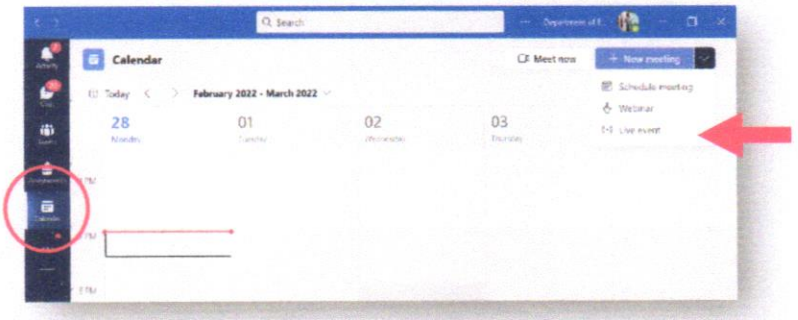


Annex C

Paano Mag-Organize ng Teams Live Event

1. Gamit ang iyong PC / laptop:

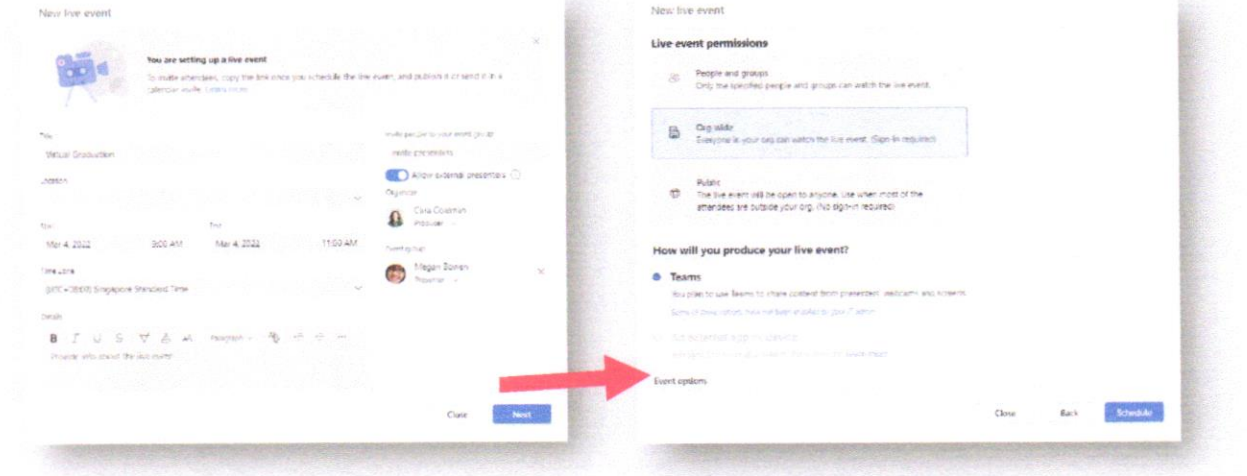
Pumunta sa **"Calendar"** section ng Teams at i-click ang **"New Meeting"**. Piliin ang **"Live Event"**.



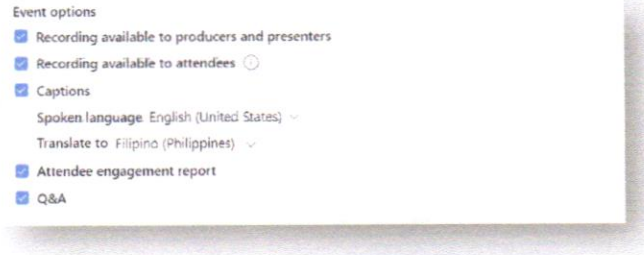
Lagyan ito ng wastong detalye (i.e., Kailan ang event? Sino ang mga presenters?)

Tip: Ang **producer** ang may control sa live event. Ang **presenters** naman ang mga speaker ng live event.

Piliin ang privacy ng iyong event. Maaaring gawing "public" ang iyong event kung walang account ang ilan sa iyong attendees.

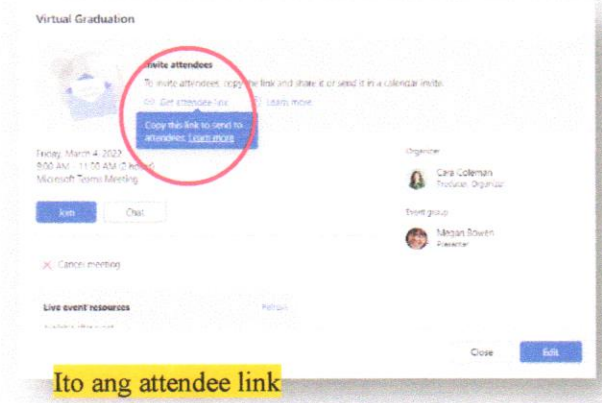


Sa **"Event options"**, maaaring i-enable/disable ang recording, captions, attendance report, at Q&A.

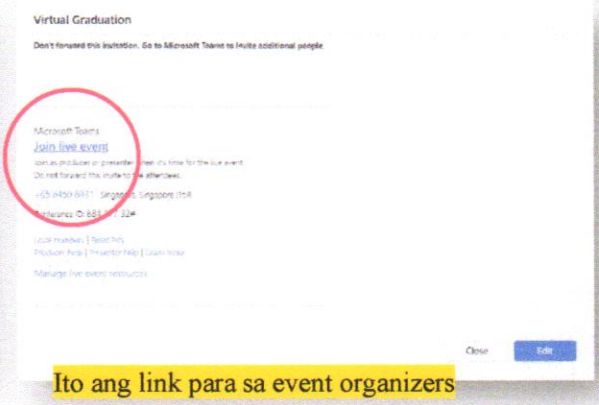


Maaari nang i-share ang **"attendee link"** sa inyong attendees.

Tandaan: Iba ang **"attendee link"** sa **"producer link"**. Gamitin ang link sa ibaba para sa mga event organizers at speakers).

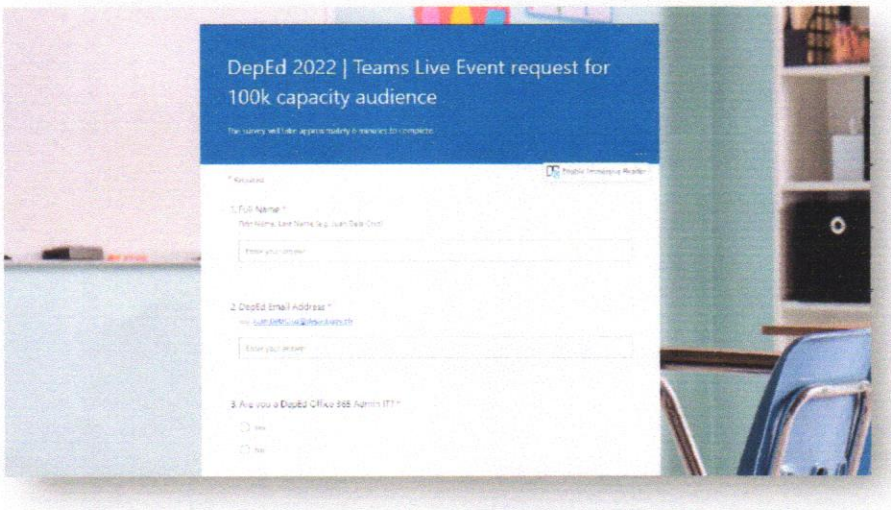


Ito ang attendee link



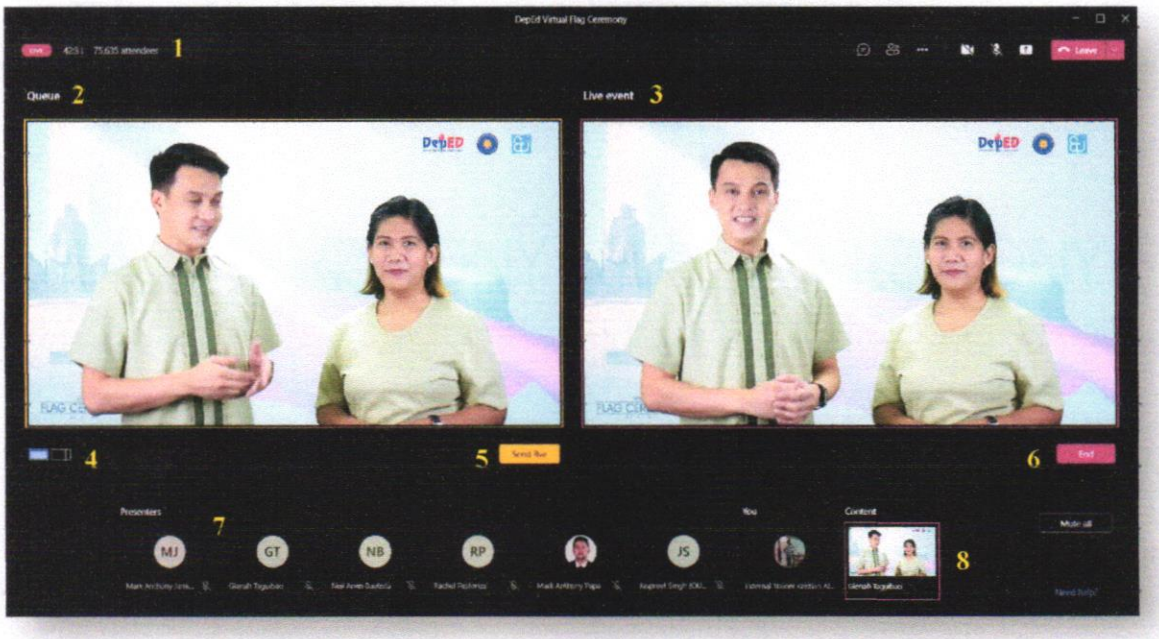
Ito ang link para sa event organizers

Paano i-upgrade ang iyong live event sa 100,000-attendee capacity?
Ang Teams live event ay may default na 10,000-attendee capacity. Upang i-upgrade ito sa 100,000, sagutan ang form na ito pagkagawa ng iyong live event:
aka.ms/DepedTLE



Siguraduhing may na-schedule na kayong live event bago sagutan ang form. Maghintay ng **7 business days** bago ito maaprubahan.

Sa loob ng iyong live event, ito ang view ng **event organizers** at **presenters**:



1. **Attendee count** – Dito makikita kung ilan ang nanonood sa live event

2. **Queue** – Ito ang nagsisilbing "backstage" kung saan maaaring piliin ng producer ang susunod na content na ipapalabas sa live event view

3. **Live event view** – Ito ang view na nakikita ng mga manonood

4. **Single content/content left** – Maaaring piliin kung isang screen lang ang nakadisplay o kasama ang camera ng speaker. Kadalasan ginagamit ang "content left" kapag may slides at speaker na kailangan makita sa screen.

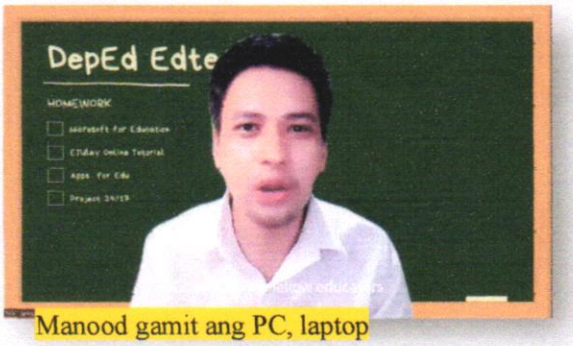
5. **Send live** – Dadalhin nito ang view mula sa queue papunta sa live event view

6. **Start / End** – Ito ang magsisimula at magtatapos ng live event. Kapag sisimulan ang live event, click "Start" at huwag itong i-click hangga't hindi pa tapos ang buong live event

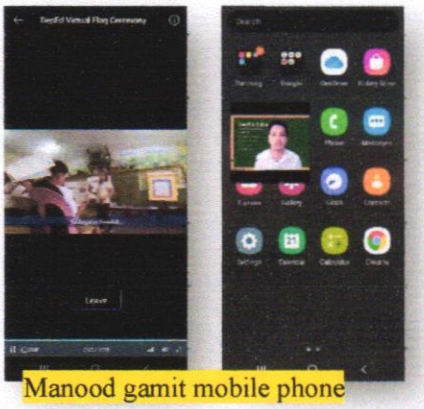
7. **Presenters** – Dito makikita ang mga presenters na maaaring magbukas ng kanilang camera at mag-share ng kanilang screen. Ang producer ang pipili kung sinong presenter ang ilalagay niya sa screen at kung anong content ang nakadisplay sa screen.

8. **Content** – Dito makikita ang mga slides, videos, o anumang material na nagawang i-share ng presenter. Dito pipili ang producer kung anong content ang nakalagay sa screen.

Attendee view – Sa mga manonood, maaaring mapanood ang live event gamit ang kanilang PC, tablet, o mobile phones.



Manood gamit ang PC, laptop

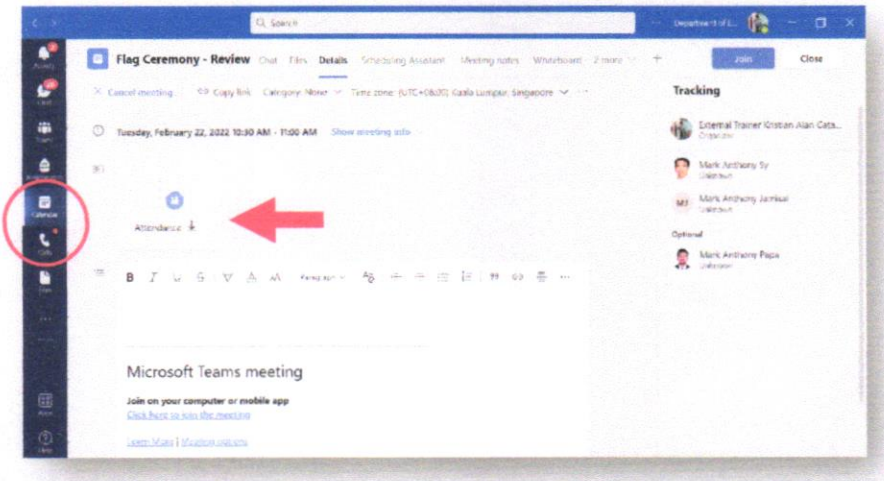


Manood gamit mobile phone

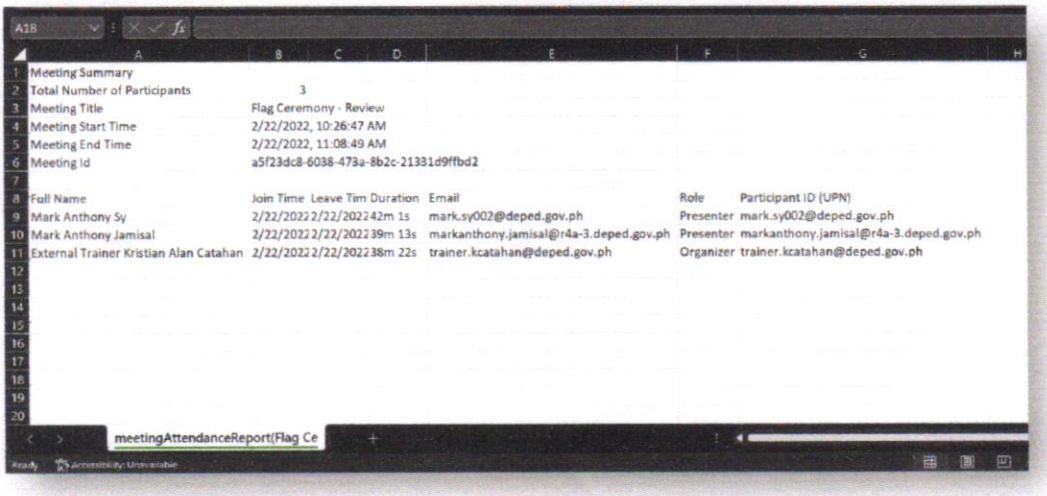
Annex D

Paano i-track ang attendance sa Teams meeting at live event

1. **Teams Meeting / Video Call** – Pagkatapos ng iyong meeting, buksan ulit ito sa iyong calendar at i-download ang **"Attendance"**.



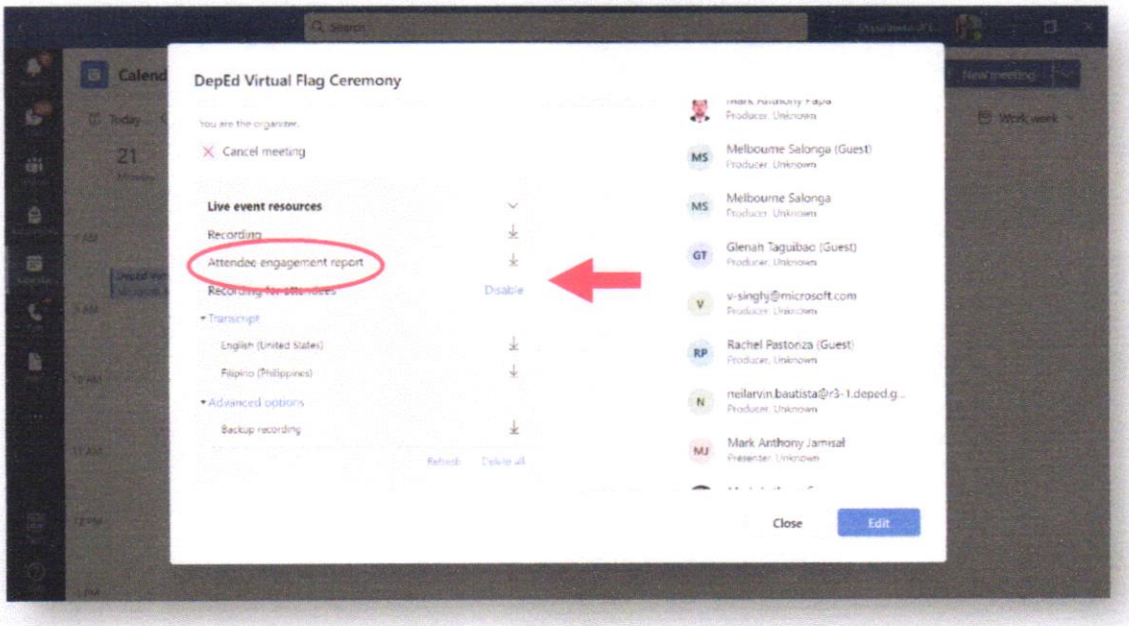
Ang attendance sheet ay isang **Excel file**. Dito ipapakita kung ilan ang attendees, ang kanilang pangalan, email, at kung kailan sila pumasok at umalis ng video call. Ipapakita rin dito ang tinagal nang kanilang pagsubaybay sa video call.



	A	B	C	D	E	F	G
1	Meeting Summary						
2	Total Number of Participants	3					
3	Meeting Title	Flag Ceremony - Review					
4	Meeting Start Time	2/22/2022, 10:26:47 AM					
5	Meeting End Time	2/22/2022, 11:08:49 AM					
6	Meeting Id	a5f23dc8-6038-473a-8b2c-21331d9ffbd2					
7							
8	Full Name	Join Time	Leave Tim	Duration	Email	Role	Participant ID (UPN)
9	Mark Anthony Sy	2/22/2022	2/22/2022	42m 1s	mark.sy002@deped.gov.ph	Presenter	mark.sy002@deped.gov.ph
10	Mark Anthony Jamisal	2/22/2022	2/22/2022	39m 13s	markanthony.jamisal@r4a-3.deped.gov.ph	Presenter	markanthony.jamisal@r4a-3.deped.gov.ph
11	External Trainer Kristian Alan Catahan	2/22/2022	2/22/2022	38m 22s	trainer.kcatahan@deped.gov.ph	Organizer	trainer.kcatahan@deped.gov.ph

meetingAttendanceReport(Flag Ce

2. **Teams Live Event** – Pagkatapos ng iyong live event, buksan ulit ito sa iyong calendar at i-download ang **"Attendee engagement report".**



Ang attendee engagement report ay isang **Excel file**. Ipapakita dito ang lahat ng mga sumali at nanood ng live event. Ipapakita ang email na ginamit at ang kanilang pangalan. (Sa mga sumali "anonymously", hindi makikita ang kanilang pangalan sa sheet. Ito ay ipapakitang blanko.)

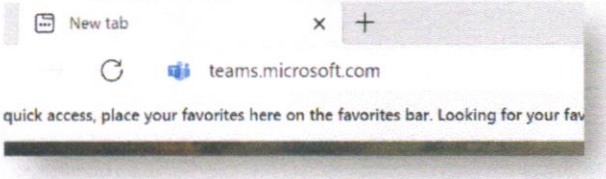
	A	B	C	D	E	F	G
1	Session Id	Participant Id	Full Name	UserAg	UTC Event Timest	Action	Role
2	eb0fa90a-7ec5-4	rapastor@microsoft.com	Rachel Pastoriza	TeamSpac	2/15/2022 1:25	Joined	Attendee
3	0a798b7a-a123-4	mark.sy002@deped.gov.ph	Mark Anthony Sy	Mozilla/5.(	2/15/2022 2:07	Joined	Attendee
4	66db8617-c08f-4	aivillanueva2020@plm.edu.ph	VILLANUEVA, ANGELICA I.	Mozilla/5.(	2/16/2022 2:26	Joined	Attendee
5	e59a2a40-39c0-4	jerelyn.santos@deped.gov.ph	Jerelyn Santos	Mozilla/5.(	2/16/2022 2:34	Joined	Attendee
6	98a88d85-f8fd-4	ict.tarlac@r3-2.deped.gov.ph	ICT TARLAC	Mozilla/5.(	2/16/2022 3:26	Joined	Attendee
7	d7e98383-26b5-4	novajane.pancho@deped.gov.ph	Nova Jane Pancho	Mozilla/5.(	2/16/2022 3:35	Joined	Attendee
8	88a94970-6acd-4	bradley.goldieloo001@deped.gov.ph	Bradley Goldie Loo	Mozilla/5.(	2/16/2022 3:56	Joined	Attendee
9	a3a8d7a7-fad6-4	leonardo.dagum@ncr2.deped.gov.ph	Leonardo Dagum	Mozilla/5.(	2/16/2022 3:59	Joined	Attendee
10	800aee2b-0a70-4	marissa.damian@deped.gov.ph	Damian Marissa	Mozilla/5.(	2/16/2022 4:08	Joined	Attendee
11	f549303c-ef7a-4c	percival.tabor@r3-1.deped.gov.ph	Percival Tabor	SignalR (la	2/16/2022 4:26	Joined	Attendee
12	1f96b12d-a9b0-4	maria.rivera013_r3-2.deped.gov.ph#EXT#@de	Maria Veronica Rivera	SignalR (la	2/16/2022 5:01	Joined	Attendee
13	f9634c12-df7d-47	imeelou.pangan@r3-2.deped.gov.ph	Imee Lou Pangan	SignalR (la	2/16/2022 5:03	Joined	Attendee
14	5f997b7b-803d-4	joben.perez@deped.gov.ph	Joben Perez	SignalR (la	2/16/2022 5:10	Joined	Attendee
15	0c1486e1-0dd5-4	donnalyn.manalili@laspinas.sti.edu.ph	Donnalyn Manalili (Faculty)	Mozilla/5.(	2/16/2022 5:13	Joined	Attendee
16	217bd560-eb31-4	margie.magno@r3-1.deped.gov.ph	Margie Magno	SignalR (la	2/16/2022 5:16	Joined	Attendee
17	cf275671-8fd7-44	annfrancis.deonila@r3-1.deped.gov.ph	Ann Francis Deonila	SignalR (la	2/16/2022 5:25	Joined	Attendee
18	8bfbe17d-7e40-4	mavictoria.cervantes@deped.gov.ph	Maria Victoria Cervantes	Mozilla/5.(	2/16/2022 5:50	Joined	Attendee
19	c003b1cd-f067-4	celedonio.balderasjr@deped.gov.ph	Celedonio Jr. Balderas	Mozilla/5.(	2/16/2022 5:59	Joined	Attendee
20	8a84018e-7de2-4	jennet.salamanca@r3-1.deped.gov.ph	Jennet Salamanca	SignalR (la	2/16/2022 6:01	Joined	Attendee
21	b3896163-379c-4	joel.rioflorido@ncr2.deped.gov.ph	Joel Rioflorido	Mozilla/5.(	2/16/2022 6:38	Joined	Attendee

KAGAWARAN NG EDUKASYON

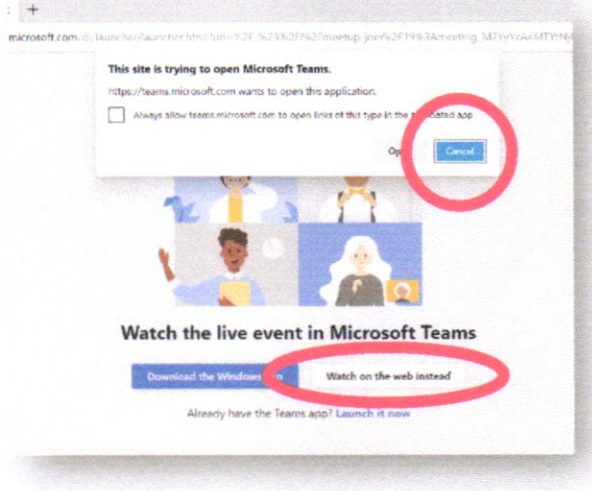
Annex E

Paano manood/mag-participate sa Teams Live Event

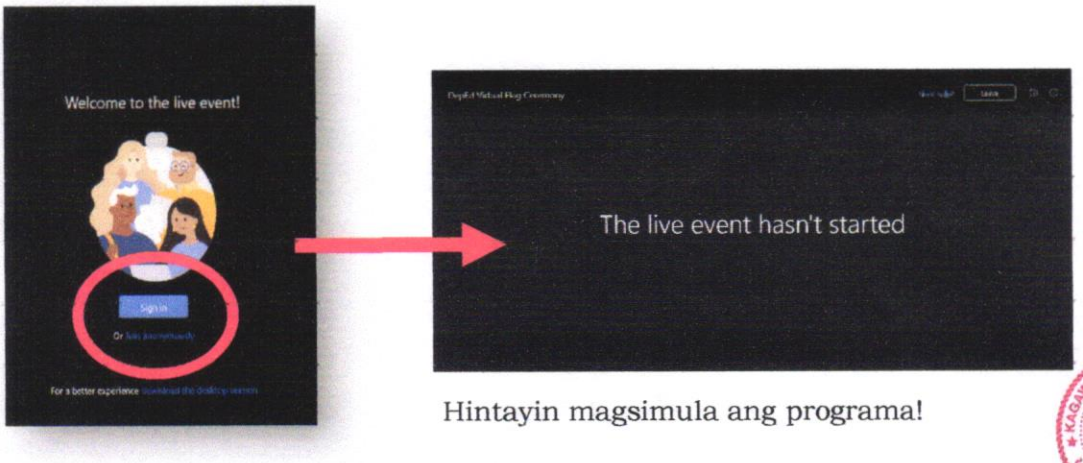
1. Mag-login sa **teams.microsoft.com** sa inyong laptop o tablet. I-click ang event link na binigay sa inyo.



2. I-click ang **"Cancel"** at piliin ang **"Watch on the web instead"** upang mapanood ito sa web browser. Kung ikaw ay may Teams app na sa iyong device, maaari mong piliin ang **"Launch it now."**



3. I-click ang **"Join anonymously"** kung wala pang DepEd Microsoft account, at panoorin ang programa.



Hintayin magsimula ang programa!

Annex F

Frequently Asked Questions in Teams and Microsoft 365

1. **Can I call/message someone with a different tenant/email domain?** Yes, you can still call them and send them a message.

2. **What is a tenant/email domain?** The tenant/email domain is the domain name **after** your name/LRN/ID.
   Example: juan.delacruz@**deped.gov.ph**
   12345212347@**r2.deped.gov.ph**
   93843841130@**r8.deped.gov.ph**

3. **Why are there different tenants?** There are different tenants within the Department of Education because each user gets access to many apps and services (Office, Email, Teams, etc.) that cannot all be hosted in one tenant. It is then divided into regional tenants.

4. **Can I use my Gmail account or other personal accounts?** Yes, but it is recommended that you use your DepEd Microsoft account to have access to Teams. If you use your personal account, you will only be a guest at meetings, events, and groups and may not have access to many Microsoft services, including Microsoft 365.

5. **Can I send files to other people in Teams?** Yes, you can send files to people with the same tenant/email domain as yours. To send a file to other people outside of your tenant, upload it on your OneDrive (or any storage) and send the link to the recipient.

6. **How many attendees can a Teams video call accommodate?** 1000 people

7. **How many attendees can a Teams live event accommodate?** 20,000 – 100,000 view-only attendees

8. **How can I make my live event accommodate 100,000 people?** Create your live event in Teams, then fill out this form: **aka.ms/DepedTLE**

9. **Is there a mobile app?** Yes, you may download it on the Play Store or the App Store.

10. **Is there a web version of the app?** Yes, login to **teams.microsoft.com** using your DepEd Microsoft account.

11. **Is there a Breakout Room feature?** Yes.

12. **Is there a recording capability?** Yes.

13. **Can I track attendance?** Yes. (See memo)

14. **Can I use Teams offline?** No.

