



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)





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)]

Department of Education, Central Office, Meralco Avenue, Pasig City Rm 519, Mabini Bldg.; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207 Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo 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: <u>sites.google.com/deped.gov.ph/icts-usd/helpdesk/microsoft-365</u>.

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

For widest dissemination.



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.

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ê				Download the mobil	e app	
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Apps						
Apps () Help						

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.





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"**.

	Q. Search		··· Department	of E 🎼 — 🗖 🗙
Activity 💼 Calenda	ar		🗅 Meet now	+ New meeting
🔗 🗉 Today 🧹	Schedule meeting			
28 Monday	O1 Tuesday	02 Wednesday	03 Thursday	 Webinar Uve event
signments 4 PM				
Calendar				

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?)

Cate	gory: None \vee Time zone: (UTC+08:00) Kuala Lumpur, Singapore 🗸 Response options 🗸 Require registration: None 🗸
0	Student Forum!
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	Time details for this new secondary

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"**.

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My calendar 🖉	7
Student Forum!	
Tharsday, March 3, 2022 5:30 PM - 6:00 PM	
Join Edit	
	Student Forum!
c⊃ https://teams.microsoft.com/l/meetup-join.	External Trainer Kristian Alan Catahan
Chat with participants	
D chuc with participants	



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.

			Jearen	
,	Chat ~	r Ľ	Alex, Ashley Chat Files +	C D 🖓 3 🖉
	⊤ Recent		Graa Coleman added Ashley Kozak and Alex Wilber to the chat.	
	Omar Knotts You: Group report!! 🙂	2/3	2/2/2022 5:58 PM	
	Alex and Ashley You: Magandang hapon Alex at	2/2 A	Magandang hapon	Alex at Ashley!!!
nts	Ashley Kozak You: Ashley hello hello hello!!	2/2	 & 2/2/2022 6:07 PM Call ended 5s & 2/2/2022 6:12 PM Call ended 3s 	
r	💦 Rosie Patterson	2/2	 § 2/2/2022 6:14 PM Call ended 2s § 2/2/2022 6:20 PM Call ended 5m 41s 	
	Alex and Rosie You: Hello!	2/2		
	Alex Wilber You: Hi Alex	2/2		
	Adele, Arden, Douglas, +2 You: Hi everyone! This will be o	12/7 .r		
	Review Session 1 You: Hi Alex and Wilbur!	12/7	Type a new message	
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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.

You are setting up a live event	×	Live event permissions				
To invite attendees, copy the link once you schedule the liv calendar invite. Learn more	e event, and publish it or send it in a	8 People and groups Only the specified people and groups can watch the live event.				
le *	invite people to your event group	Crg-wide Everyone in your ora can watch the live event. (Sign-in required)				
Virtual Graduation	Invite presenters					
coation 🗸	Cara Coleman	Public The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)				
Mar 4, 2022 9:00 AM Mar 4, 2022 11:00 AM						
	Menan Rowen	How will you produce your live event?				
(UTC+08:00) Singapore Standard Time	Presenter ~ ×	Teams				
		You plan to use Teams to share content from presenters' webcams and screens.				
tais		Some of these options have not been enabled by your IT admin				
B I U S V A A Paragraph ∨ AB = = …		An external app or device				
Provide info about the live event		You plan to use another tool to share content. Learn more				
		Event options				

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

Recording available to producers and presenters	
Recording available to attendees (i)	
Captions	
Spoken language English (United States) $ \smallsetminus $	
Translate to Filipino (Philippines) 🗸	
Attendee engagement report	
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).

\sim		Don't forward this invitation. Go to Microsoft Teams to invite additional people.	
tive attendees. copy the link and sh Get standarde init. Copy this link to send to attendees. Learn more Copy this link to attendees. Learn m	are it or send it in a calendar invite. re Organizer	Microsoft Teams Join as producer or presenter liven it's time for the live event. Do not forward the initial to be attendees. -65.6450.6931. Singer & Singer @ Singer @ R010 Inderence ID: 885.07.829 Load numbers] Reset RNI Incoduce Help Resetter Help] Leam more Manage the event records	
Live event resources Refresh			
	Close Edit		Close Edit

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**

100k capacity audience	
The survey will take approximately 6 minutes to complete.	
* Required	nable Immersive Reader
1. Full Name * First Name. Last Name (e.g. Juan Dela Cruz)	•
 Enter your answer	
2. DepEd Email Address * «.a. Juan.DetaCrut@detend.opc.ch	
Enter your answer	
3. Are you a DepEd Office 365 Admin IT? *	
O Yes	

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.







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"**.

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Activity	Flag Ceremony - Review Chat Files Details Scheduling Assistant Meeting notes Whiteboard 2 more -	+ Join Close
Chut 20	X Cancel meeting 🛛 😔 Copy link Category: None 🗡 Time zone: (UTC+08:00) Kuala Lumpur, Singapore 🌱 \cdots	Tracking
(iji) Teams	\odot $$ Tuesday, February 22, 2022 10:30 AM - 11:00 AM $$ $$ Show meeting info $$ $\!\sim$	External Trainer Kristian Alan Cata Organizer
Assignments		Mark Anthony Sy Unknown
E ¹ Calendar		Mark Anthony Jamisal Unknown
S	Attendance 🔽	Optional Anthony Papa
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—		
	Microsoft Teams meeting	
BB Apps	Join on your computer or mobile app <u>Click here to join the meeting</u>	I
(?) de	Learn More Meeting options	

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 A	В	C	U	E	F	G
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Total Number of Participants	3					
Meeting litie	Flag Ceren	10 DC 47	iew			
Meeting Start Time	2/22/2022	, 10:26:47	AM			
Meeting End Time	2/22/2022	, 11:08:49	AM			
Meeting Id	a5t23dc8-6	6038-473a	-8b2c-213	31d9ffbd2		
Full Name	Join Time	Leave Tim	Duration	Email	Role	Participant ID (UPN)
Mark Anthony Sy	2/22/2022	2/22/2022	242m 1s	mark.sy002@deped.gov.ph	Presenter	mark.sy002@deped.gov.ph
Mark Anthony Jamisal	2/22/2022	2/22/2022	239m 13s	markanthony.jamisal@r4a-3.deped.gov.ph	Presenter	markanthony.jamisal@r4a-3.deped.gov.ph
External Trainer Kristian Alan Catahan	2/22/2022	2/22/2022	238m 22s	trainer.kcatahan@deped.gov.ph	Organizer	trainer.kcatahan@deped.gov.ph
< > meetingAttendanceRe	port(Flag C	e	+		: (4
		- 1				



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

	DepEd Virtual Flag Ceremony	+ New meeting
🛛 🗊 Today <	You are the organizer.	Producer, Unknown
21 Manday	× Cancel meeting	Melbourne Salonga (Guest) Producer, Unknown
	Live event resources	Melbourne Salonga Producer, Unknown
8 AM	Recording Attendee engagement report	Glenah Taguibao (Guest) Producer, Unknown
9 AM	Recording for attendees Disable	v-singhj@microsoft.com Producer, Unknown
	English (United States)	RP Rachel Pastoriza (Guest) Producer, Unknown
10 AM	Filipino (Philippines) ⊻ ◆Advanced options	N neilarvin.bautista@r3-1.deped.g Producer, Unknown
11 AM	Backup recording 👱 Refresh Delete all	Mark Anthony Jamisal Presenter, Unknown
12:PM		Close

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	с		D	E	F	G
1	Session Id 👘 💌	Participant Id	🏹 Full Name	Ψ.	UserAg 🔻	UTC Event Timesta 💌	Action -	T Role 💌
2	eb0fa90a-7ec5-4	4 rapastor@microsoft.com	Rachel Pastoriza		TeamSpace	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
5	66db8617-c08f-4	kaivillanueva2020@plm.edu.ph	VILLANUEVA, ANGELICA I.		Mozilla/5.	2/16/2022 2:26	Joined	Attendee
6	e59a2a40-39c0-4	l jerelyn.santos@deped.gov.ph	Jerelyn Santos		Mozilla/5.	2/16/2022 2:34	Joined	Attendee
7	98a88d85-f8fd-4	ict.tarlac@r3-2.deped.gov.ph	ICT TARLAC		Mozilla/5.	2/16/2022 3:26	Joined	Attendee
9	d7e98383-26b5-	4 novajane.pancho@deped.gov.ph	Nova Jane Pancho		Mozilla/5.0	2/16/2022 3:35	Joined	Attendee
10	88a94970-6acd-4	kbradley.goldieloo001@deped.gov.ph	Bradley Goldie Loo		Mozilla/5.0	2/16/2022 3:56	Joined	Attendee
11	a3a8d7a7-fad6-4	I leonardo.dagum@ncr2.deped.gov.ph	Leonardo Dagum		Mozilla/5.0	2/16/2022 3:59	Joined	Attendee
12	800aee2b-0a70-	4 marissa.damian@deped.gov.ph	Damian Marissa		Mozilla/5.0	2/16/2022 4:08	Joined	Attendee
13	f549303c-ef7a-4	cpercival.tabor@r3-1.deped.gov.ph	Percival Tabor		SignalR (la	2/16/2022 4:26	Joined	Attendee
14	1f96b12d-a9b0-	4 maria.rivera013_r3-2.deped.gov.ph#EXT#@@	der Maria Veronica Rivera		SignalR (la	2/16/2022 5:01	Joined	Attendee
15	f9634c12-df7d-4	7 imeelou.pangan@r3-2.deped.gov.ph	Imee Lou Pangan		SignalR (la	2/16/2022 5:03	Joined	Attendee
16	5f997b7b-803d-	4 joben.perez@deped.gov.ph	Joben Perez		SignalR (la	2/16/2022 5:10	Joined	Attendee
17	0c1486e1-0dd5-	4 donnalyn.manalili@laspinas.sti.edu.ph	Donnalyn Manalili (Faculty)		Mozilla/5.0	2/16/2022 5:13	Joined	Attendee
18	217bd560-eb31-	4 margie.magno@r3-1.deped.gov.ph	Margie Magno		SignalR (la	2/16/2022 5:16	Joined	Attendee
19	cf275671-8fd7-4	4 annfrancis.deonila@r3-1.deped.gov.ph	Ann Francis Deonila		SignalR (la	2/16/2022 5:25	Joined	Attendee
21	8bfbe17d-7e40-	4 mavictoria.cervantes@deped.gov.ph	Maria Victoria Cervantes		Mozilla/5.0	2/16/2022 5:50	Joined	Attendee
22	c003b1cd-f067-4	celedonio.balderasjr@deped.gov.ph	Celedonio Jr. Balderas		Mozilla/5.0	2/16/2022 5:59	Joined	Attendee
23	8a84018e-7de2-	4 jennet.salamanca@r3-1.deped.gov.ph	Jennet Salamanca		SignalR (la	2/16/2022 6:01	Joined	Attendee
24	b3896163-379c-4	ijoel.rioflorido@ncr2.deped.gov.ph	Joel Rioflorido		Mozilla/5.0	2/16/2022 6:38	Joined	Attendee



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.



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.

