

## VISION

^ Christ-centered school community  
growing in the love and friendship  
of Jesus Christ in His Church  
and striving for peace  
in the social and ecological order.



## MISSION

*We, in Basic Education, commit ourselves –  
to Transformative Education  
as a Christ-centered school community  
dedicated to the integral formation of persons  
empowered to promote justice, peace,  
care for creation and solidarity.*

*Serve joyfully with boundless love.  
School Thrust 2019-2020*

August 7, 2019

Dear Parents and Guardians,

Assumption Antipolo is excited to announce its partnership with Microsoft to provide transformative technology and platform to our 21<sup>st</sup> century learners. All our K-12 students, including faculty and staff, now have access to **Microsoft Office 365 ProPlus**. Office 365 is a user-based service that offers cloud storage, productivity tools, and an email account. Along with its applications such as Word, Excel, and PowerPoint, the Office 365 suite offers more integrated services and application to provide students with current and up-to-date digital tools for learning and production using any Internet connected device both at school and at home. With Office 365, learning and production possibilities are boundless!

Students have access to:

**1. License**

- Installation of Microsoft Office 365 software in up to 5 desktop PCs or laptops
- Installation of Microsoft Office 365 app in up to 5 tablet devices and 5 smartphones

**2. Cloud Storage**

- 1 TB of space in OneDrive
- File sharing and collaboration

**3. Productivity Tools**

- Word, Excel, PowerPoint, OneNote
- Other services like Teams, Forms, Sway, Delve, SharePoint

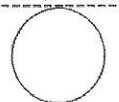
**4. Email**

- Outlook, Contacts, Calendar, Task through [fmlastname@assumptionantipolo.edu.ph](mailto:fmlastname@assumptionantipolo.edu.ph)
- Receive and send email to other Outlook accounts in the community like teachers and peers
- Send email to other mail servers such as Gmail (Receiving email from outside servers is deactivated.)

Please see next page.

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### REPLY SLIP



Class Number

- We have received and read the circular with regards to Microsoft Office 365 along with the login credentials of our daughter.

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Student's Name

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Level & Section

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Parent's Signature

**Before installing Microsoft 365 on your device, please take note of the following:**

- Office 365 is best installed in a device which has an unlicensed or trial MS Office suite
- Office 365 installation is optional for devices which have licensed MS Office suite
- Installation over an existing licensed Office suite will update the application but will also change your current license with a new one based on this account
- To avoid installation and application error, it is highly recommended to uninstall first the old and licensed Office suite application before installation of a new Office 365
- Hardware requirement:
  - Operating System of the device should be licensed
  - Hard drive should have enough space of at least 4GB for Windows and 7GB for MAC
  - RAM/Memory should be 2GB for Windows and 4GB for MAC
- Your password should be treated as sensitive and confidential information and keep from unauthorized users
- Always be cautious and prudent in using and managing your email account especially when Outlook is installed in different devices

**Attached with this letter is the LOGIN credential of your daughter's account that includes the username and its default password.** For security purposes, we recommend changing the default password once you receive the credentials. Students should follow the steps below to initially access their Office 365 account and change their default password.

1. Open a web browser. Go to <http://portal.office.com>
2. Login using this format:  
Username: `fmlastname@assumptionantipolo.edu.ph`  
Password: `*****` (default password assigned)
3. Follow procedure on how to change password.
4. Follow procedure for account verification using an alternate email and mobile phone number.
5. The Office 365 home page will open. This will show all the apps that are available to students. There will be instructions on the home page for how to install Office 365. Please note that there is an icon for the program Yammer, a social media app, but students should not be able to access it because it is disabled for students account.

The subscription to Microsoft Office 365 ProPlus will remain active during the student's stay in Assumption Antipolo. The subscription will be terminated for those who graduate in Grade 12 or transfer to another school.

If you have questions or concerns, please send them via email: [edtech@assumptionantipolo.edu.ph](mailto:edtech@assumptionantipolo.edu.ph)

Sincerely,

  
MR. ANDREO AYURO  
Educational Technology Coordinator

Noted by:

  
MS. MARIE GRACE MAGTAAS  
School Director