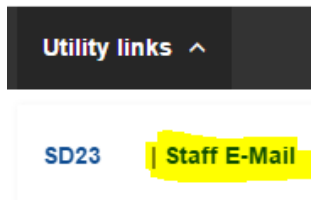

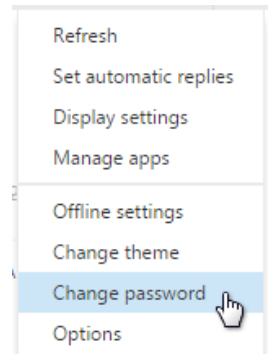


## How to change your SD23 Network & Outlook Password

1. Go to any SD23 website and click on *Utility link > Staff E-Mail*:



2. Log in with your SD23 username and password.
3. Click on the *Settings* cog  in the top right-hand corner of Outlook Web Access and then choose *Change password*:



4. Enter your current password, your new password and confirm your new password, and then click *Save*.

Current password:

New password:

Confirm new password:

Your password must meet the following requirements;

- Cannot use previous password
- Be at least six characters in length
- Contain characters from three of the following four categories:
  - Uppercase characters (A through Z)
  - Lowercase characters (a through z)
  - Number (0 through 9)
  - Non-alphabetic characters (for example, !,\$,#,%)

### Password forgotten:

1. If you have forgotten your password, the only way to have it reset is to call the Help Desk: 250-860-9729 ext. 3016.

'Hope this helps! *Ken Woodward*