

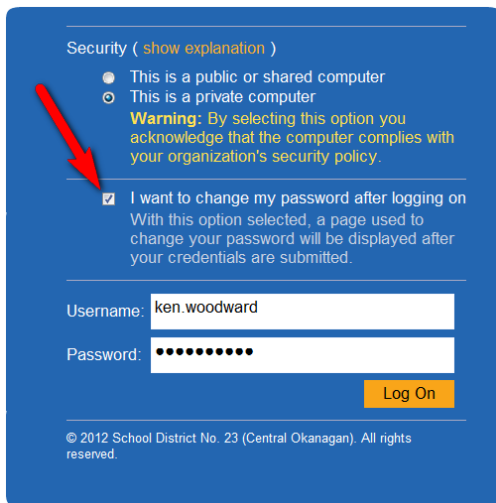
How to change your SD23 Network & Outlook Password

Method 1:

1. Go to any SD23 website and click on *MyMail*:



2. Check beside *I want to change my password after logging on*, and then log on and change your password:



Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

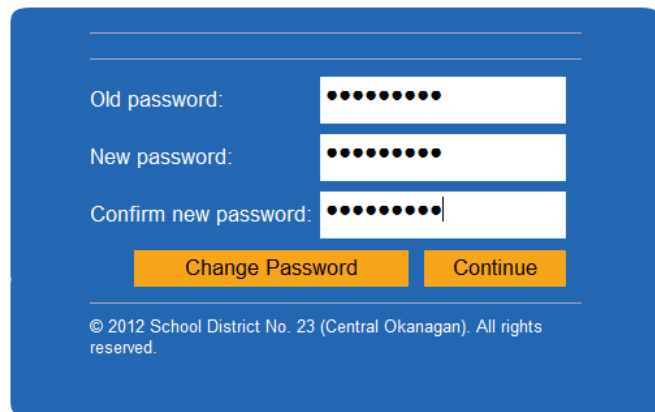
I want to change my password after logging on
With this option selected, a page used to change your password will be displayed after your credentials are submitted.

Username:

Password:

[Log On](#)

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Old password:

New password:

Confirm new password:

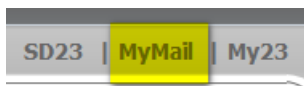
[Change Password](#) [Continue](#)

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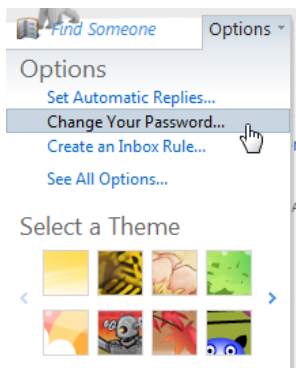
See over for password requirements.

Method 2:

1. Log on to Outlook Web Access (OWA) via *MyMail* (at the top of all SD23 websites), or go to mymail.sd23.bc.ca



2. Select *Options > Change Your Password...* in the top right-hand corner of OWA:



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

Change Password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: SD23\Ken.Woodward
Current password:
New password:
Confirm new password:

  [Save](#)

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*