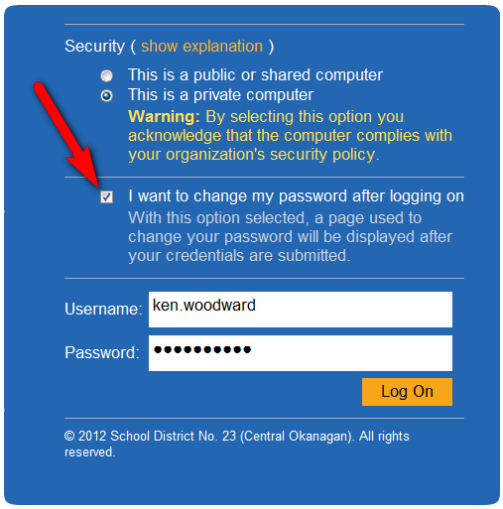
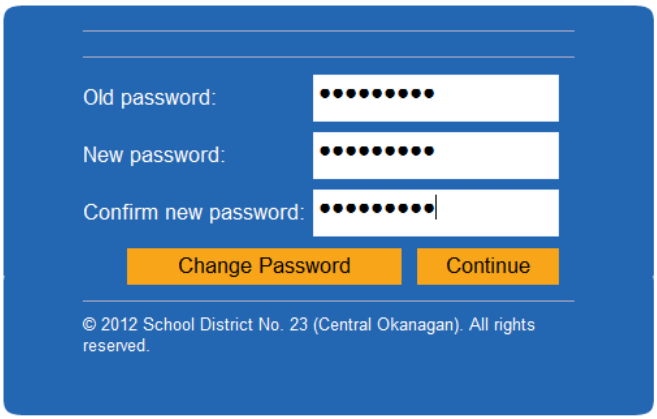
How to change your SD23 Network & Outlook Password

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:



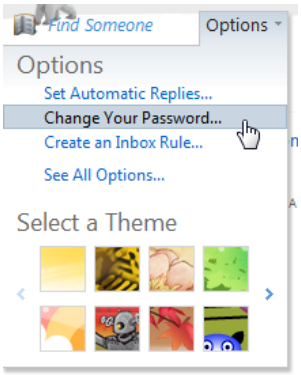


See over for password requirements.

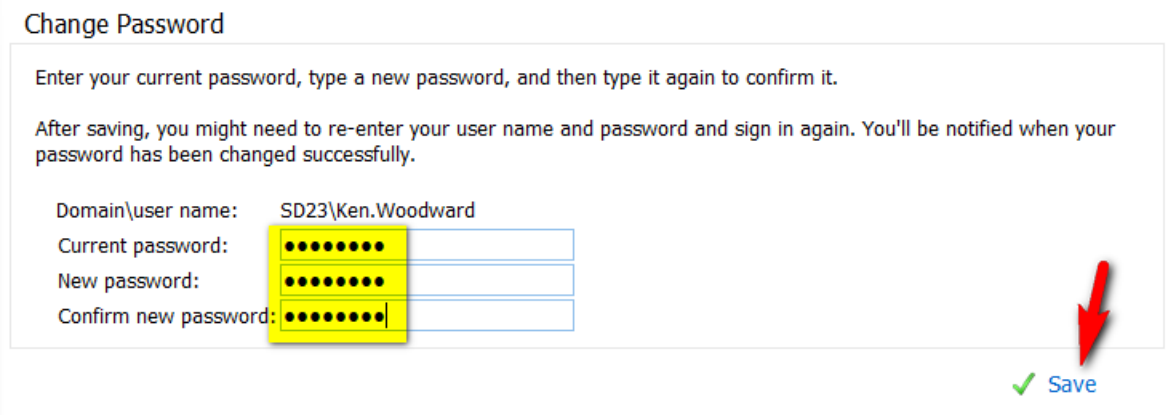
Method 2:

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*.



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*