

# Steps to Login to Office 365



Getting Started Guide for SD23 Student Email


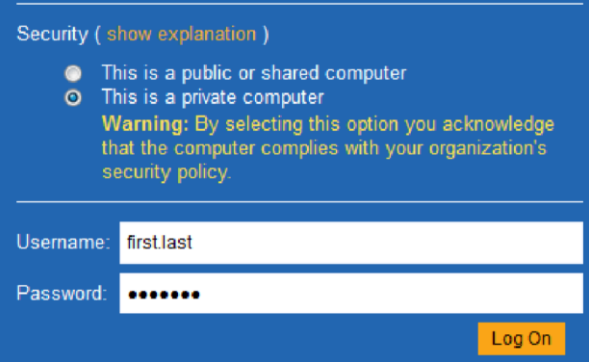
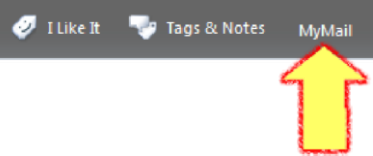
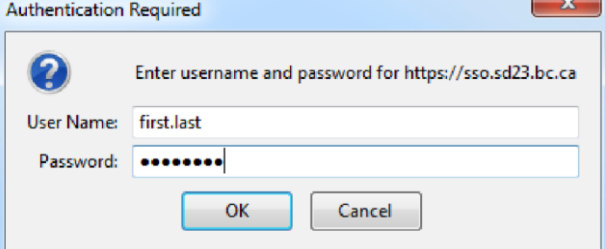
Supported Browsers		1 SD23 Network (SD23-Secure/Guest Wireless)	2 SD23 Domain (Student/Office)	3 Home Network
	Internet Explorer	✓	✓	✓
	Mozilla Firefox	✓	✓	✓
	Apple Safari	✗	✗	✓
	Google Chrome	✗	✗	✓

## SD23 Network (Teacher/SD23-Secure/Guest Wireless) Experience

1	Open your web browser and navigate to <a href="http://my.sd23.bc.ca">http://my.sd23.bc.ca</a>	
1a	<ul style="list-style-type: none"> <li>• Enter district username (firstname.lastname)</li> <li>• Enter district password</li> <li>• Select This is a private computer</li> <li>• Press Log On button</li> </ul>	
1b	Click the "MyMail" link in top right corner	
1c	Re-authenticate when prompted with firstname.lastname and password, then proceed to section 5. <b>Important!</b> If using Internet Explorer, you must enter the domain before the username as follows: <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">sd23\firstname.lastname</div>	


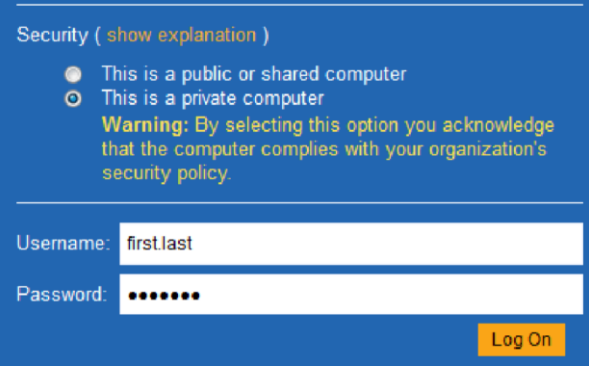
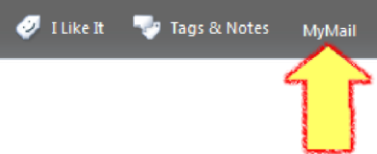


## SD23 Domain (Student/Office) Experience

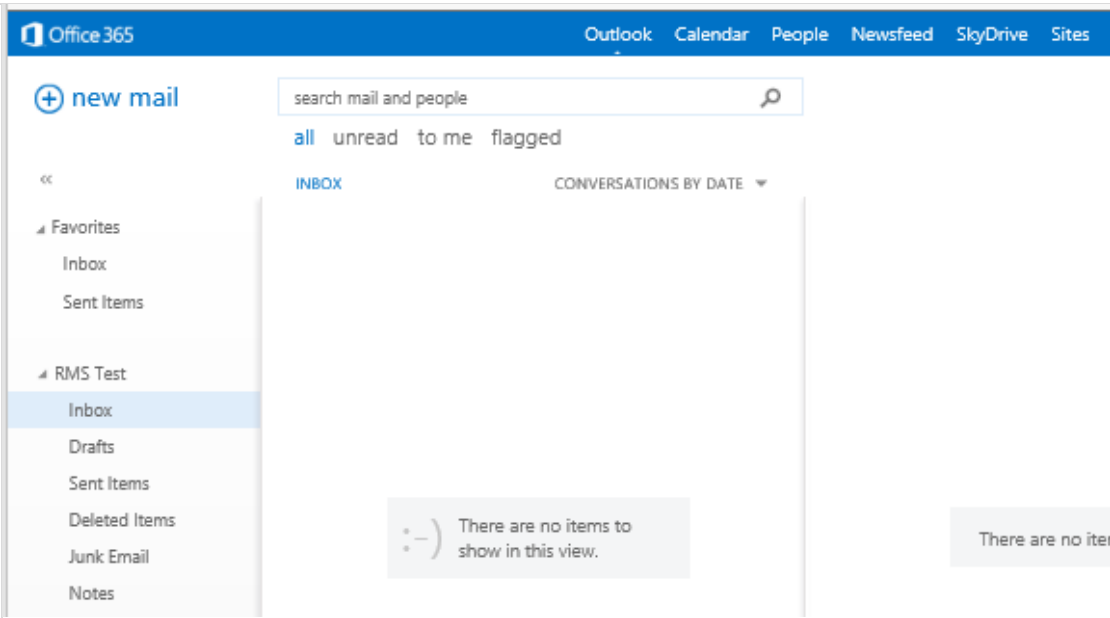
<b>2</b>	Open your web browser and navigate to <a href="http://my.sd23.bc.ca">http://my.sd23.bc.ca</a>	
<b>2a</b>	<ul style="list-style-type: none"><li>• Enter district username (firstname.lastname)</li><li>• Enter district password</li><li>• Select This is a private computer</li><li>• Press Log On button</li></ul>	
<b>2b</b>	Click the "MyMail" link in top right corner. Proceed to section 5.	
<b>2c</b>	<b>Important!</b> If using <b>FireFox</b> , you must re-authenticate when prompted with <b>firstname.lastname</b> and password.	



## SD23 Home Network Experience

<b>3</b>	Open your web browser and navigate to <a href="http://my.sd23.bc.ca">http://my.sd23.bc.ca</a>	
<b>3a</b>	<ul style="list-style-type: none"><li>• Enter district username (firstname.lastname)</li><li>• Enter district password</li><li>• Select This is a private computer</li><li>• Press Log On button</li></ul>	
<b>3b</b>	Click the “MyMail” link in top right corner. Proceed to section <b>5</b>	

## Office 365 Outlook Web App

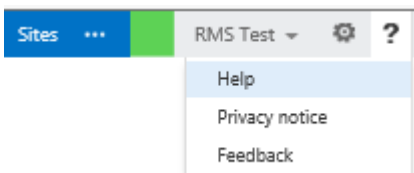
<p>5 Welcome to Office 365</p> <p>Your email address is <a href="mailto:first.last@mail.sd23.bc.ca">first.last@mail.sd23.bc.ca</a></p>	
<p>6 When Finished, don't forget to Sign Out (top right corner)</p>	<p>sign out</p>

### Changing Password

At this time, your password can only be changed on a district computer by pressing CTRL-ALT-DELETE and then pressing the Change Password button.

### Learning More

A great place to start is by using the online help as illustrated below. There are details on how to get started, create a message, searching, etc.



### Requesting Technical Assistance

If you require technical assistance, please contact your classroom teacher or school-based technology leader.