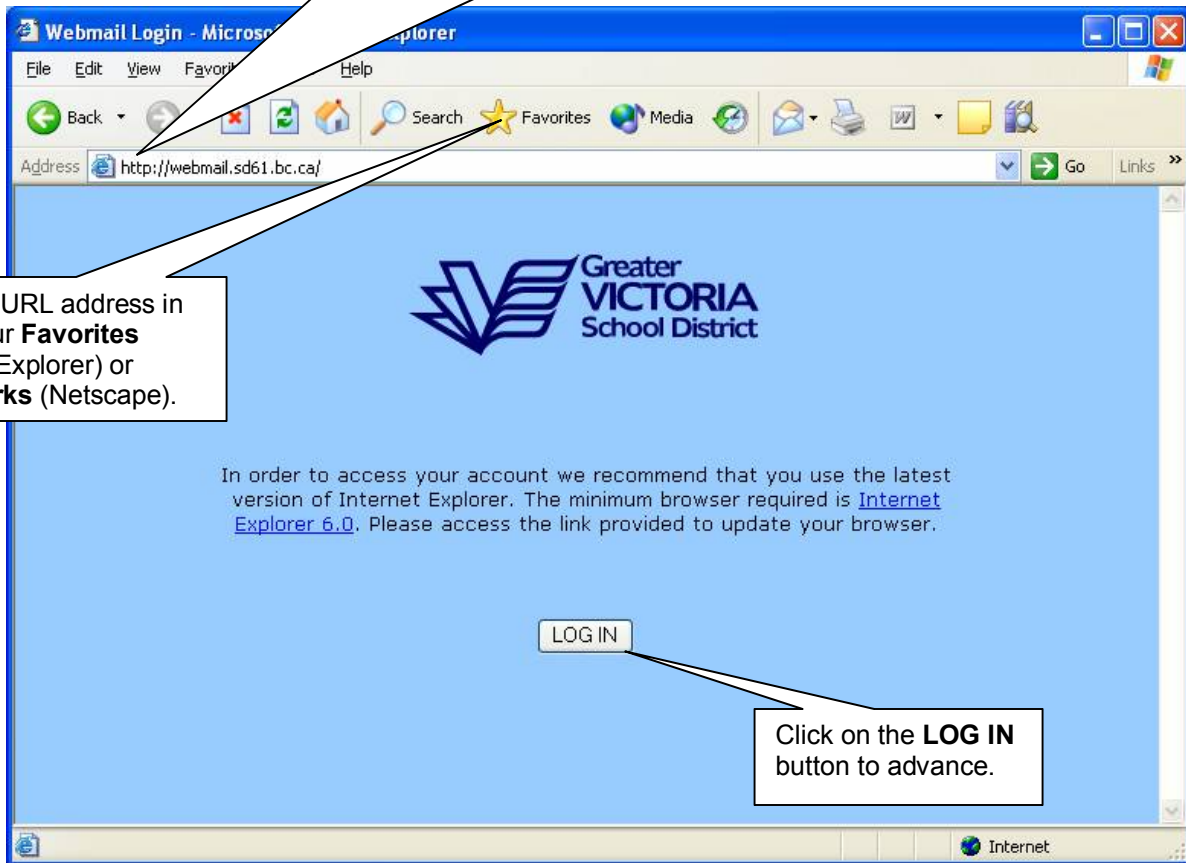


Accessing Outlook via the Web

Access to Outlook is available through a Web browser. Although Web access does not have all the features available through the Outlook client, it does provide access to your Outlook account when connecting from outside the district network.

In the Address Bar, enter the following URL
webmail.sd61.bc.ca - the URL will resolve to the current server address similar to the one shown in the diagram below.

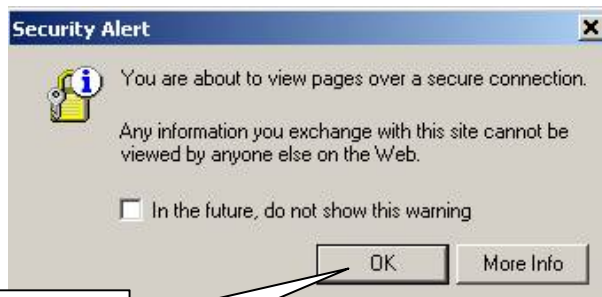
Save the URL address in either your **Favorites** (Internet Explorer) or **Bookmarks** (Netscape).



In order to access your account we recommend that you use the latest version of Internet Explorer. The minimum browser required is [Internet Explorer 6.0](#). Please access the link provided to update your browser.

LOG IN

Click on the **LOG IN** button to advance.

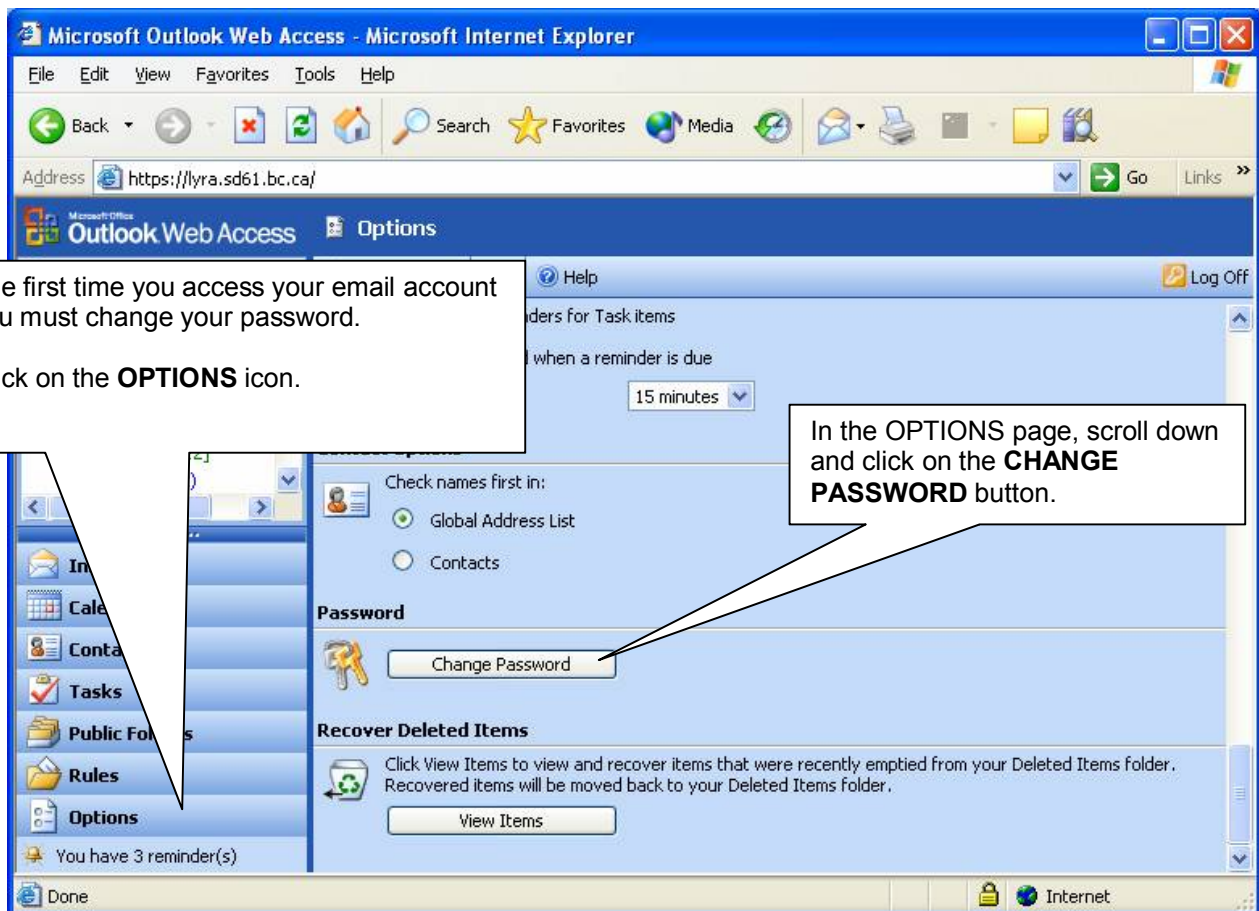
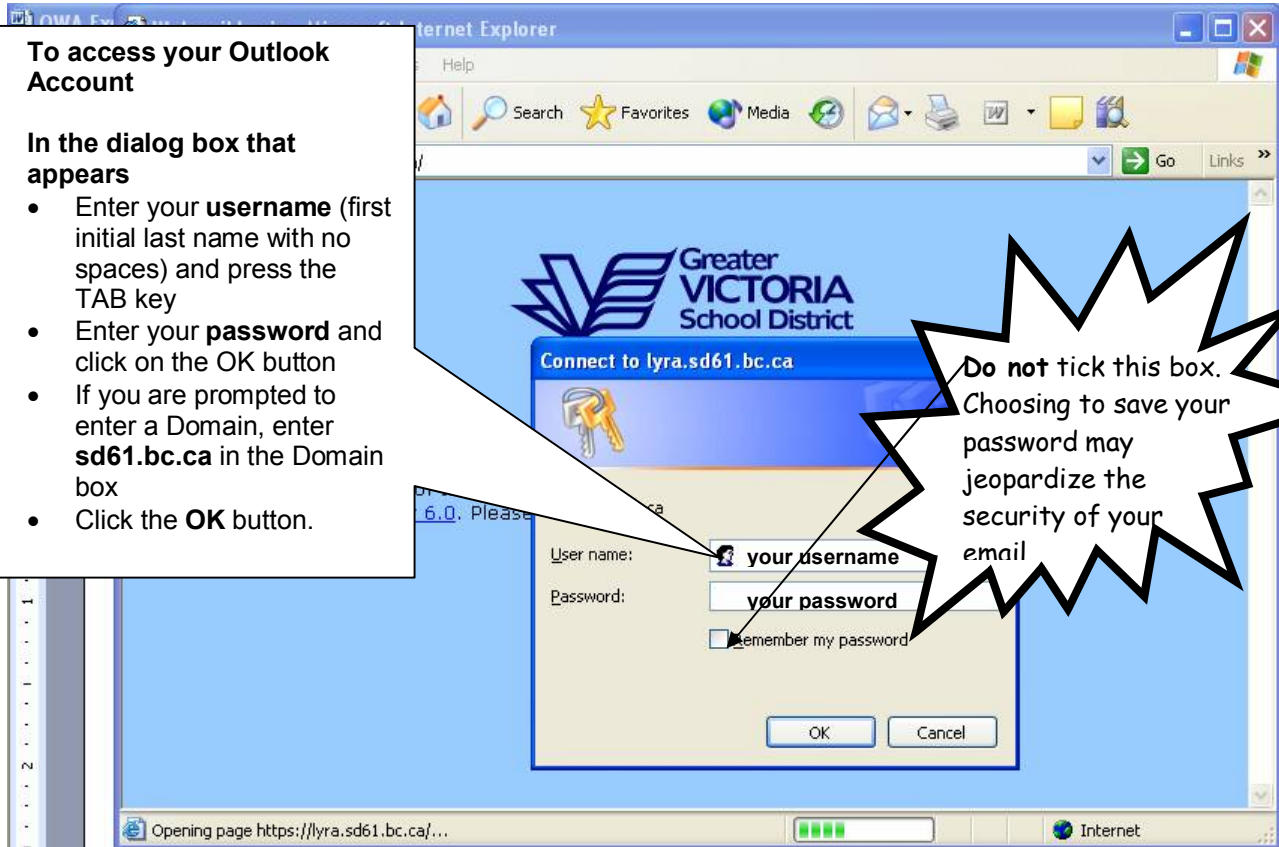


If you are prompted when logging in or out of your email account, regarding viewing pages over a secure connection or leaving a secure area, click on the **OK** button.

3. To access your Outlook Account

In the dialog box that appears

- Enter your **username** (first initial last name with no spaces) and press the TAB key
- Enter your **password** and click on the OK button
- If you are prompted to enter a Domain, enter **sd61.bc.ca** in the Domain box
- Click the **OK** button.



IIS - Authentication Manager - Microsoft ...

Greater VICTORIA School District

User name

Old password

New password

Confirm new password

OK Cancel Reset

In the dialog box that appears:
Enter your **email address**.

Enter the password you just accessed your account with.
Enter a **new password (MUST be 6 or more characters)**.
Enter again to confirm.

Click on the **OK** button.

You will be notified that your password was changed successfully. Click on the link to close the window

