



## Configuring Outlook for Mac 2016

1. Log into <https://mail.sd46.bc.ca/> with your District Username and Password

You will be automatically prompted to change your password, do so and complete the form. The password must conform with the following rules;

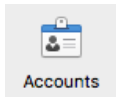
1. Must be at least 7 characters
2. Must contain 3 of the following 4 character types;
  - a. A lowercase letter (a,b,c)
  - b. An uppercase letter (A,B,C)
  - c. A number (1,2,3)
  - d. A symbol (!,@,#)
3. The Password cannot contain any part of;
  - a. Your Name
  - b. Your Username
  - c. Or, a password you have used on the system in the last 90 days (this of course does not count on your first time logging in)

2. Next, Open Outlook for Mac 2016 via your Dock, or via the Applications Folder.

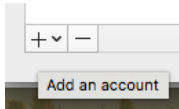


3. Open Outlook Preferences (Command + ,)

4. Click 'Accounts'



5. Click the '+' Button in the lower left hand pane of the Accounts window, and select, 'Exchange...'



6. Fill in the form as follows with your information and new password from Step 2.

7. Where the E-mail address is your School District email address – [jsmith@sd46.bc.ca](mailto:jsmith@sd46.bc.ca) and your User name is: sd46\[initial of first name and last name] eg, sd46\msummers, sd46\djones and the password that you change in step 2.

8. Ensure you leave the 'Configure Automatically' checked.

9. Click 'Add Account'

You will now be able to access the new email system. Complete the Migration of FirstClass email to Outlook for Mac 2016 document, if you wish to carry your email over to the new system.