

Quick Start Guide

Accessing Secure Email via Outlook Web Access (OWA) Hardware Tokens

Instructions for Using Secure Email via Outlook Web Access with a Hardware RSA SecurID Token.

Step 1: Enter

<https://login.microsoftonline.com/> in the address field of your Internet browser to sign into Microsoft O365.

Enter your work email address.

You will automatically be directed to the State of New York Single Sign On page.



Step 2: Enter your work email address and password (*This is the same email you use to log onto your work computer*). Then click "Sign In".



State of New York Enterprise Single Sign On

Sign in with your organizational account

Sign in

This system, its applications and data belong to the State of New York. Access and use is limited to authorized users for authorized purposes. Actual or attempted unauthorized use is not permitted and may be a crime subjecting you to disciplinary, criminal, civil, and/or administrative action. You are responsible for any activity attributed to you or your user-ID upon entering this system, and are expected to: 1) Comply with all relevant federal, state, and agency policies, laws, rules, and regulations, 2) Access only systems and information to which you have been authorized for authorized purposes, 3) Not attach or install unauthorized software or hardware to this network or a workstation connected to it, 4) Report any abuse or misuse of this system to the ITS Customer Care Center (1-800-697-1323) and if applicable your supervisor and agency Information Security Officer and cooperate fully in any investigation.

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Step 3: Enter your RSA SecurID passcode. This number is your personal identification number (PIN) followed by the dynamic token code found on your hardware token.

Note: Do not put any spaces or dashes between your PIN number and the token code.



Step 5: You are now connected to your Outlook Web Mail.



Need additional information on RSA SecurID Tokens, including instructions on how to reset your RSA PIN Code?

For additional information refer to the RSA SecurID Token Request User Guide
<http://www.its.ny.gov/document/rsa-securid-token-requests>.

Need Help?

Contact your local Service Desk or email fixit@its.ny.gov.