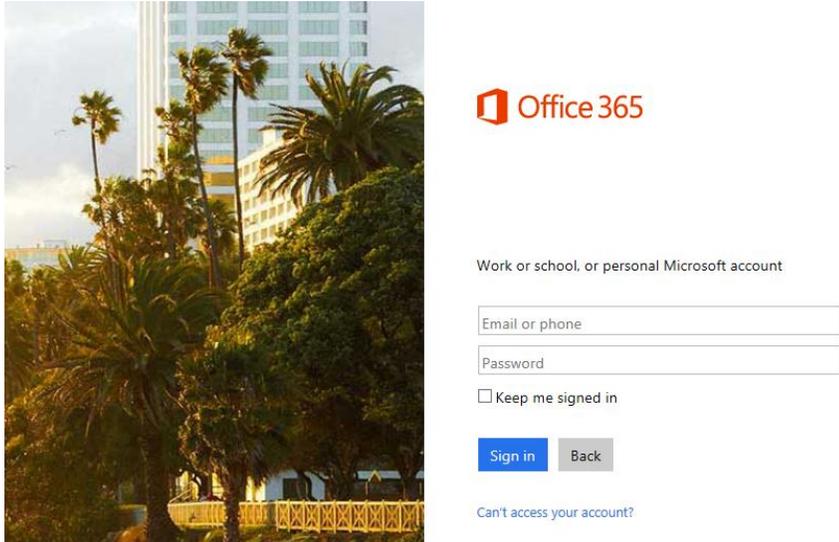
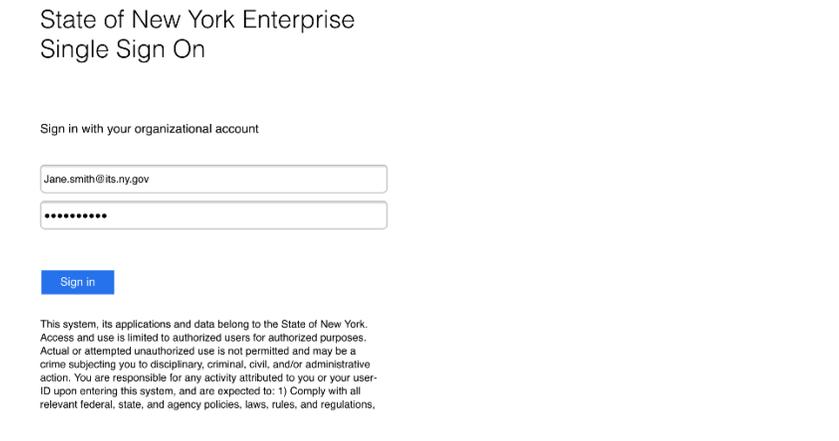


# Quick Start Guide

## 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.

<p><b>Step 1:</b> Enter <a href="https://login.microsoftonline.com/">https://login.microsoftonline.com/</a> in the address field of your Internet browser to sign into Microsoft O365.</p> <p>Enter your work email address.</p> <p>You will automatically be directed to the State of New York Single Sign On page.</p>	
<p><b>Step 2:</b> Enter your work email address and password (<i>This is the same email you use to log onto your work computer</i>). Then click "Sign In".</p>	

# Quick Start Guide

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

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

*Note: Your PIN is the secret number associated with your Token.*



**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](mailto:fixit@its.ny.gov).