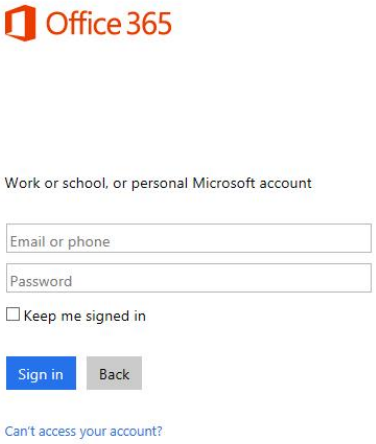
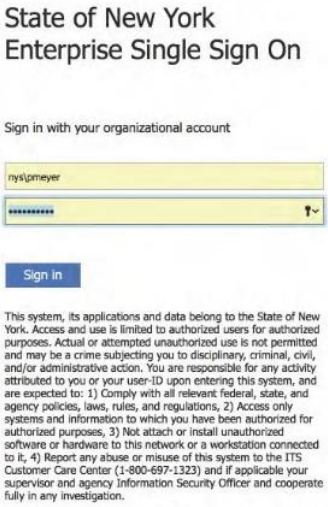
# Quick Start Guide

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

## Software Tokens

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

| | |
|---|---|
| **Step 1:** Enter https://login.microsoftonline.com/ in the address field of your Internet browser to sign into Microsoft O365.<br><br>Enter your work email address.<br><br>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". |  |

| | |
|---|---|
| **Step 3**: Enter your Token Code when Prompted.<br><br>To obtain your token code, open the RSA SecurID App on your mobile device and enter your Personal Identification Number (PIN) when prompted.<br><br>You now have access to your email. | |
| **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.