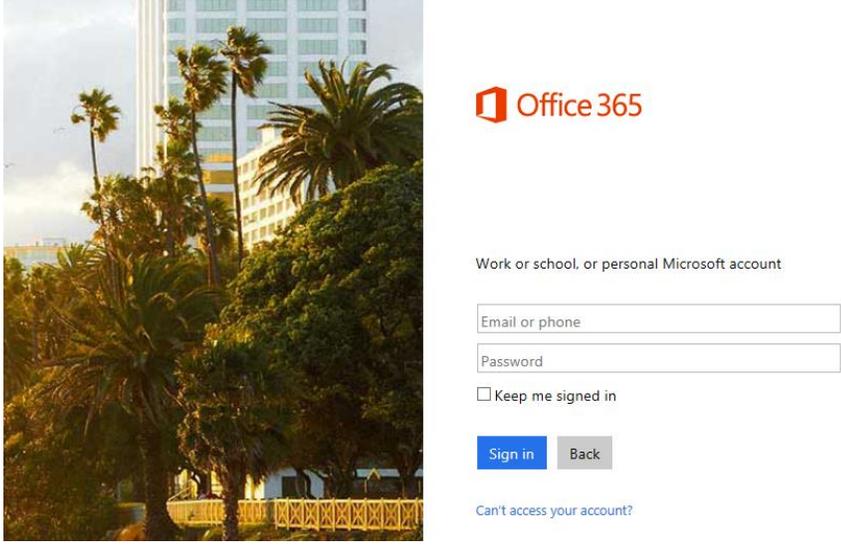
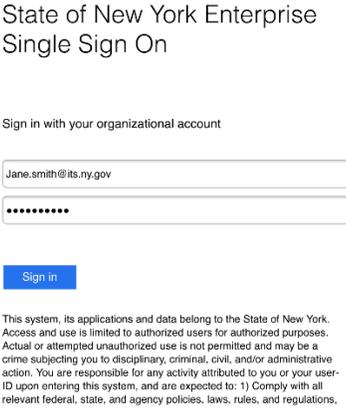


Quick Start Guide

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.

<p>Step 1: Enter https://login.microsoftonline.com/ in the address field of your Internet browser to sign into Microsoft O365.</p> <p>Enter your work email address. You will automatically be directed to the State of New York Single Sign On page</p>	
<p>Step 2: 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>	

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Step 3: Enter your Token Code when Prompted.

To obtain your token code, open the RSA SecurID App on your mobile device and enter your Personal Identification Number (PIN) when prompted. Your PIN is the secret number associated with your Token.

You now have access to your email.

Note: If you enter an incorrect PIN number, a token code will still be generated, however the code will be incorrect. Three Incorrect attempts will lock users out of OWA.



State of New York Enterprise Single Sign On

Welcome NYS\pmeyer
For security reasons, we require additional information to verify your account.

Enter your RSA SecurID passcode.

Submit

Secured by RSA

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.