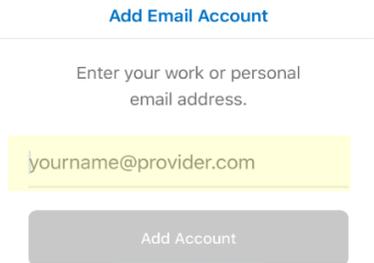
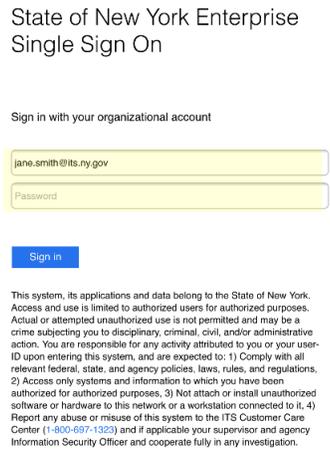


Quick Start Guide

Accessing Secure Email via the Microsoft Outlook App Hardware Tokens

Instructions for Using Secure Email via the Microsoft Outlook Application (App) with a **Hardware** RSA Secure ID token.

First time users are required to install the Microsoft Outlook App on mobile devices and add your Email Account (refer to Steps 1 and 2 for instructions). Users who have already installed the Microsoft Outlook App should proceed to Step 3 for directions on using the App with your RSA token.

<p>Step 1: First time users only: From the App Store on your mobile device, install the Microsoft Outlook App.</p> <p><i>Note: Android device users may be prompted to create an 8-digit PIN when installing the App.</i></p>	 <p>The screenshot shows the Microsoft Outlook app available on the App Store, Google Play, and Windows Phone. The app is titled "Microsoft Outlook - email and calendar" by Microsoft Corporation, with a 5-star rating and 51 reviews.</p>
<p>Step 2: Enter your work email address and click Add Account.</p>	 <p>The screenshot shows the "Add Email Account" screen. It prompts the user to "Enter your work or personal email address." A text input field contains "yourname@provider.com" and an "Add Account" button is visible below.</p>
<p>Step 3: 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>	 <p>The screenshot shows the "State of New York Enterprise Single Sign On" screen. It prompts the user to "Sign in with your organizational account." The input fields show "jane.smith@its.ny.gov" and "Password". A "Sign in" button is present. Below the form is a disclaimer: "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."</p>

Step 4: 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

State of New York Enterprise Single Sign On

Welcome

For security reasons, we require additional information to verify your account

Enter your RSA SecurID passcode.

Submit

Secured by **RSA**

Note: Once the App is installed and your email account has been added, you will occasionally be prompted to re-enter your credentials and RSA SecurID Passcode to access email via the App. **Refer to Steps 3 and 4.**

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.