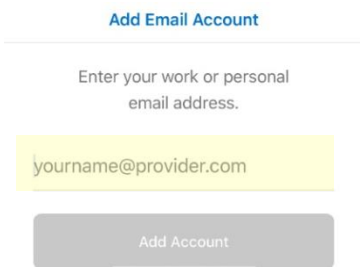
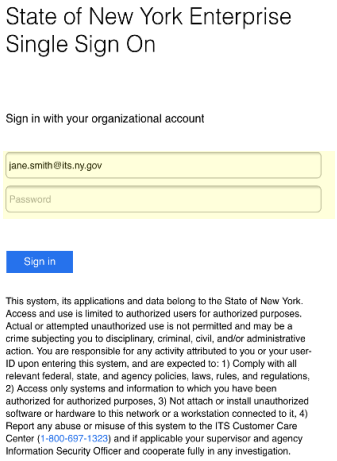
Quick Start Guide

Accessing Secure Email via the Microsoft Outlook App

Software Tokens

Instructions for Using Secure Email via the Microsoft Outlook Application (App) with your **Software** 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.

Step 1: <u>First time users only:</u> From the App Store on your mobile device, install the Microsoft Outlook App. Note: *Android device users may be prompted to create an 8-digit PIN when installing the App.*	
Step 2: Enter your work email address and click Add Account.	
Step 3: 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 4: Enter your Token Code. 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. Note: *If you enter an incorrect PIN number, a token code will still be generated, however the code will be incorrect.*	
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 token code 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.