Activating with Hardware Tokens

Wednesday, October 2, 2024   4:36 PM

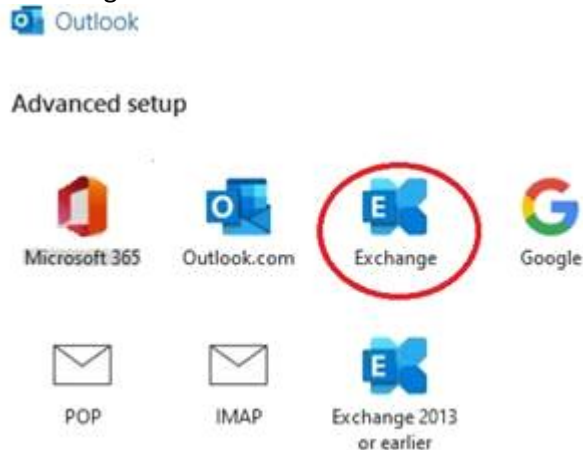# Logging into office 365 with hardware fob

This is the procedure for logging into office 365 with a Deepnet Security hardware token.

1. Open Outlook from the desktop or application menu
      Outlook will open and start searching for your account
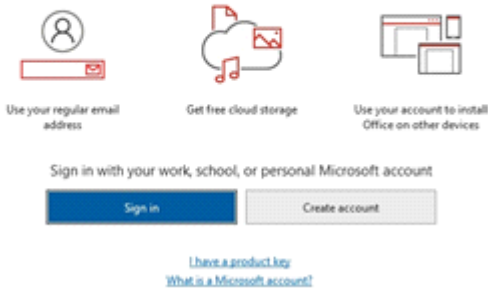

2. Select "Exchange"

3. Select "Done"
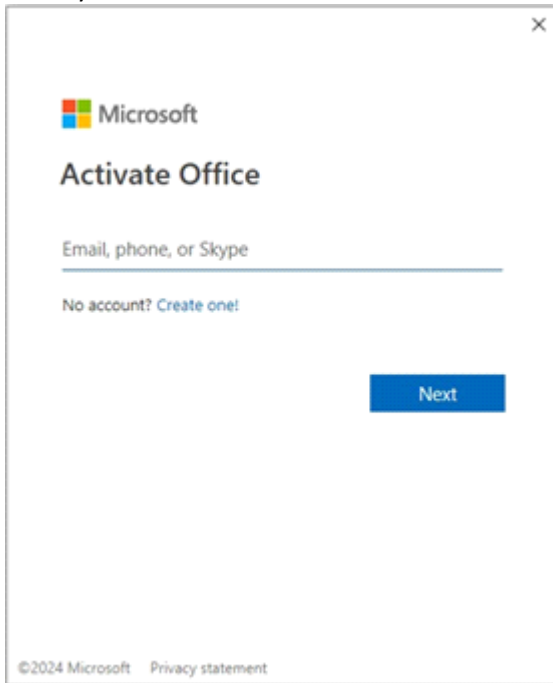4. On the next screen, select "Sign in"
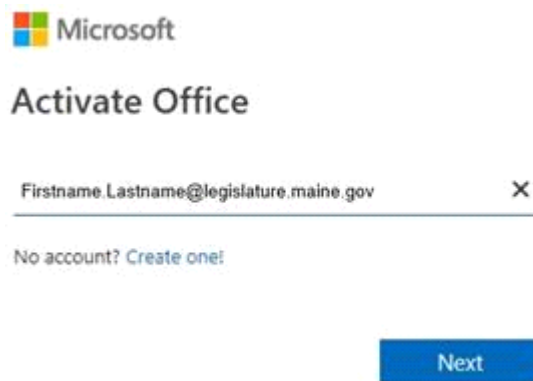
5.

Sign in to set up Office

Use your regular email address

Get free cloud storage

Use your account to install Office on other devices

Sign in with your work, school, or personal Microsoft account

Sign in   Create account

I have a product key
What is a Microsoft account?

6. Enter your Email Address

7.

Microsoft

Activate Office

Email, phone, or Skype

No account? Create one!

Next

©2024 Microsoft   Privacy statement

Microsoft

Activate Office

8.

Firstname.Lastname@legislature.maine.gov   ×

No account? Create one!

Next

9. Select "next"
10. On the next screen, enter your password.

Microsoft

Henry.Solo @legislature.maine.gov

Enter password

11.   Password

Forgot my password

Sign in with another account

Sign in

12.   Click "sign in"
13.   Another screen will pop up that will prompt for a code.

14.
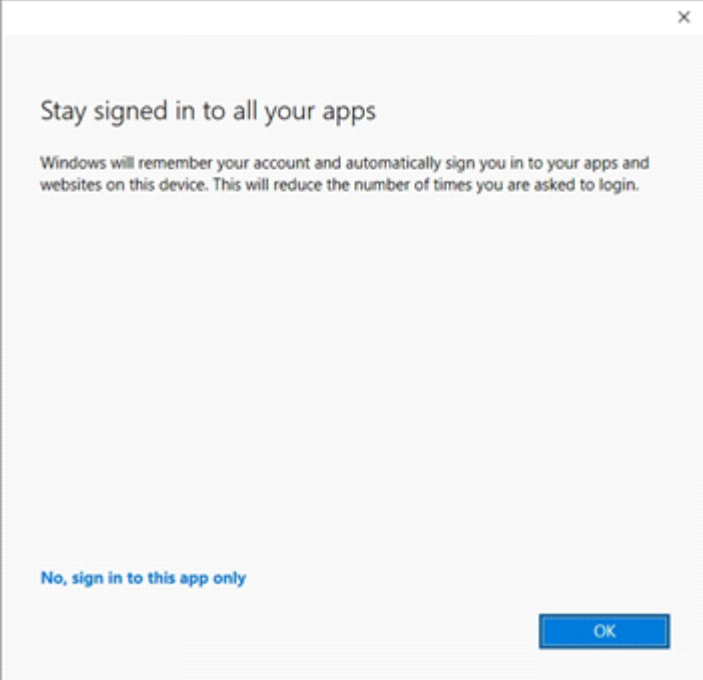
Microsoft

Henry.Solo @legislature.maine.gov

Enter code

Enter the code displayed on your authentication token

Code

Cancel   Verify

15.   Enter the code from the Hardware Token, and click "verify"
16.   On the next screen, press "OK"

17.

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

No, sign in to this app only

OK

18.   Click "Done"

You're all set!

If you have any questions or concerns, please contact LIT