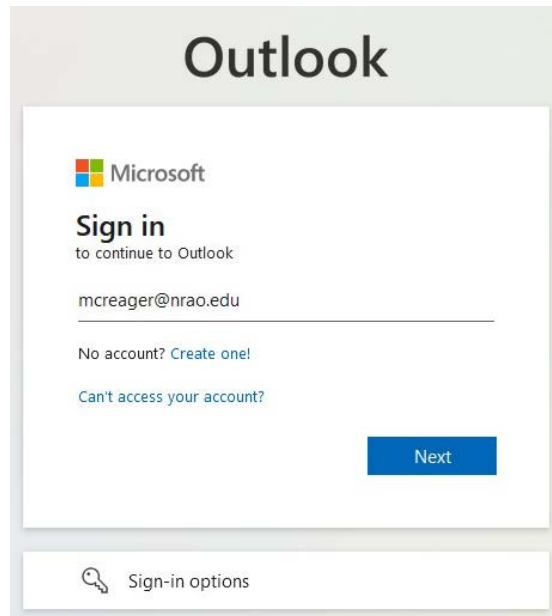


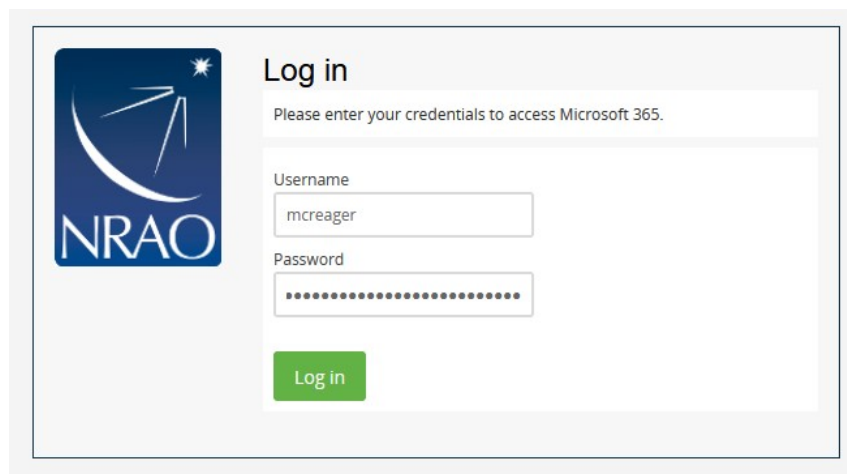
How to Log in to Outlook Web Access

Step 1: Enter mail.office365.com into your browser (Chrome, Firefox, etc)

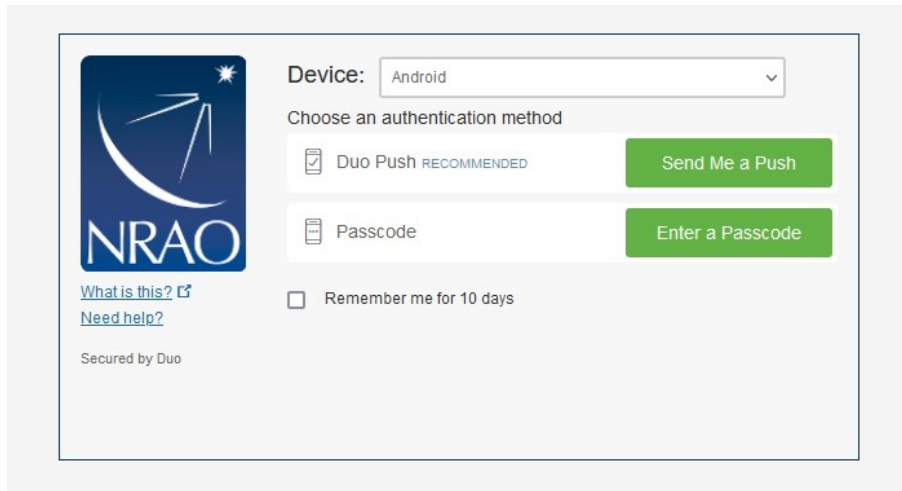
Step 2: Enter your NRAO email address in the box underneath “Sign in to continue to Outlook.” Then, click “Next.”



Step 3: You will be redirected to an NRAO login screen. Enter your username and password as normal, and hit “Log in.”

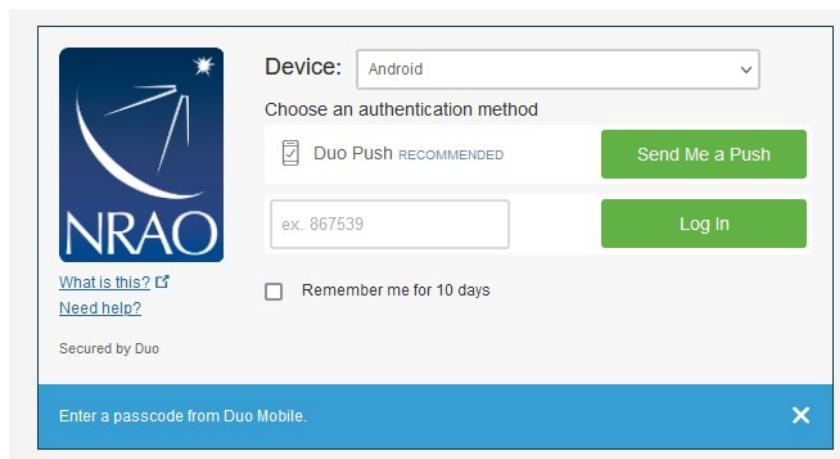


Step 4: You will then be redirected to another NRAO login screen. This is where you enter your Multi-factor Authentication device or passcode.



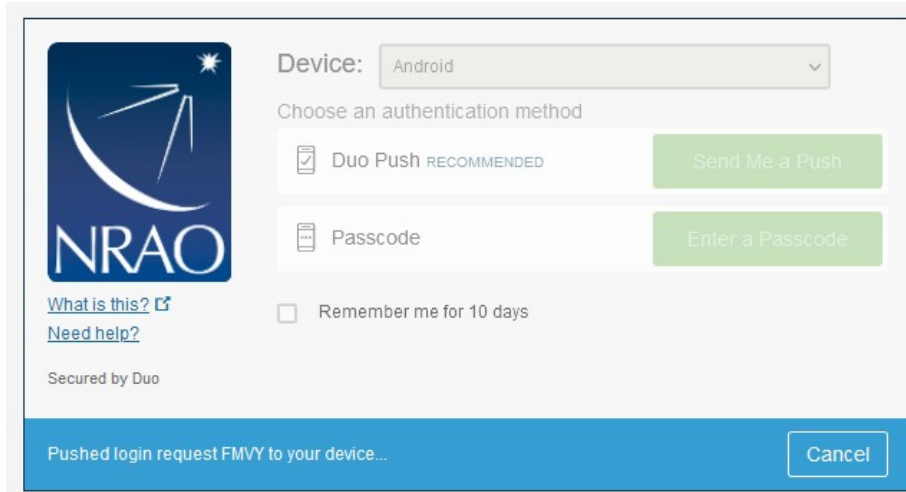
Important note: If you only have a YubiKey and do not have an app, you will only have the “Enter a Passcode” option on this screen.

For a YubiKey (Black USB token): Click on “Enter a Passcode.” Plug in your YubiKey, and then do a short press (less than 2 seconds) on the gold circle with a “Y” in it. This will spit out a string of numbers into the passcode field, and the page will automatically log you in.

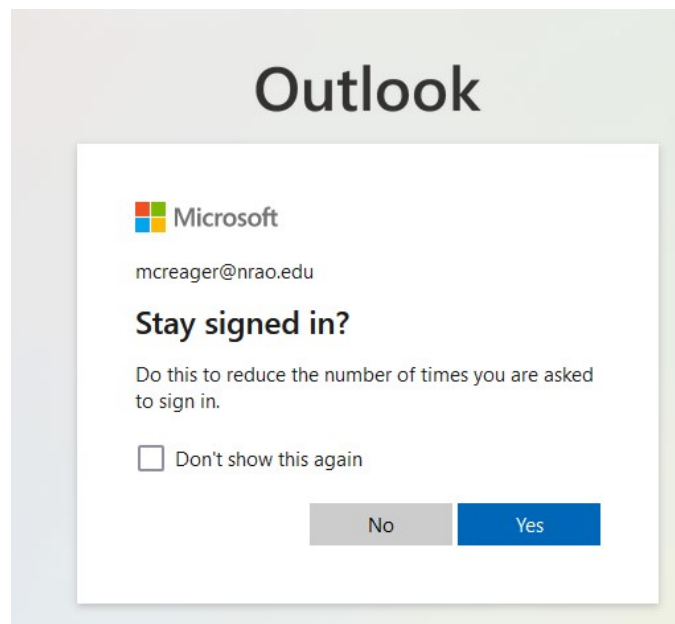


For the passcode on the Duo App: Click on “Enter a Passcode” like shown in the YubiKey section above. Open the Duo Mobile app, and locate your NRAO entry on the app. Click on “Show” next to the Passcode field (you will see 6 dots). Type the shown passcode into the passcode field shown below. Click “Log In.”

For the push notification on the Duo App: Click “Send Me a Push.” When the push notification appears on your phone, check the request number (the 4 characters shown in the blue banner below) and then click “Accept” if the requests match. The client will automatically log you in once you respond on your phone or tablet.



Step 5: Outlook will then ask you if you want to stay signed in. Once you make a selection, you can proceed.



Step 6: Celebrate! Welcome to your new email. If you encounter any issues receiving email after your move, please contact the helpdesk at helpdesk@nrao.edu.