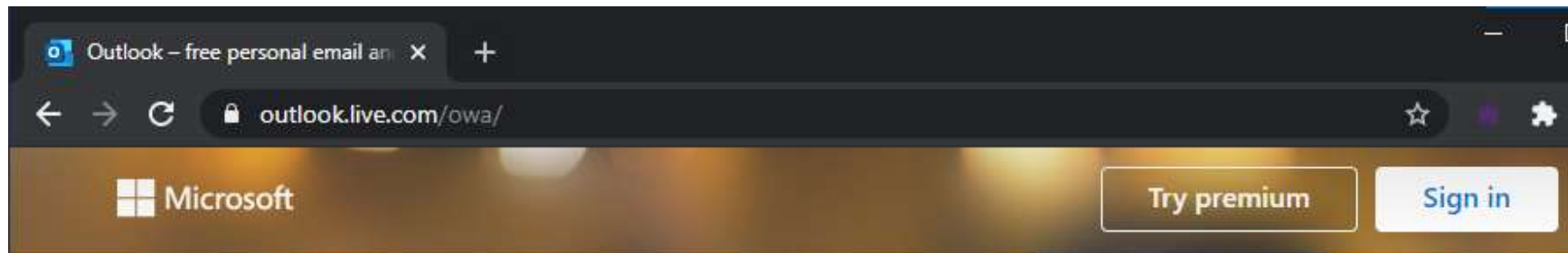
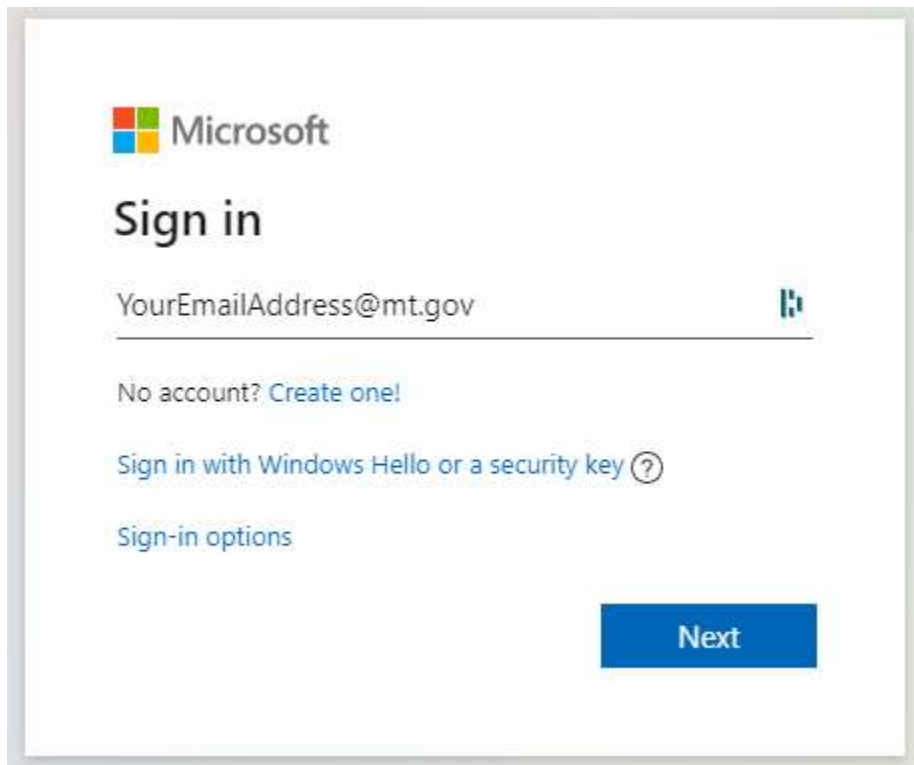


DMA Outlook/Exchange Online Webmail Login Instructions

1. Navigate to the new Webmail portal by opening a web browser (preferably Google Chrome or Edge) and going to Outlook.com. *You will be redirected to outlook.live.com/owa*
2. Click the “Sign in” button in the top right corner.



3. Enter your State of Montana email address (i.e. [YourEmailAddress@mt.gov](#)) and click Next.



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains "YourEmailAddress@mt.gov" and has a small icon to its right. Below the input field is a horizontal line. Underneath the line are three links: "No account? Create one!", "Sign in with Windows Hello or a security key ?" (with a question mark icon), and "Sign-in options". At the bottom right is a blue button labeled "Next".

4. Enter your CW# and Email/SABHRS password, then click “Sign in”.
Delete everything except your CW#, including @mt.gov if pre-populated.



Sign in with your Active Directory loginID (e.g. CX1234)

Sign in

5. Enter the passcode from your RSA Token, then click “Submit”.



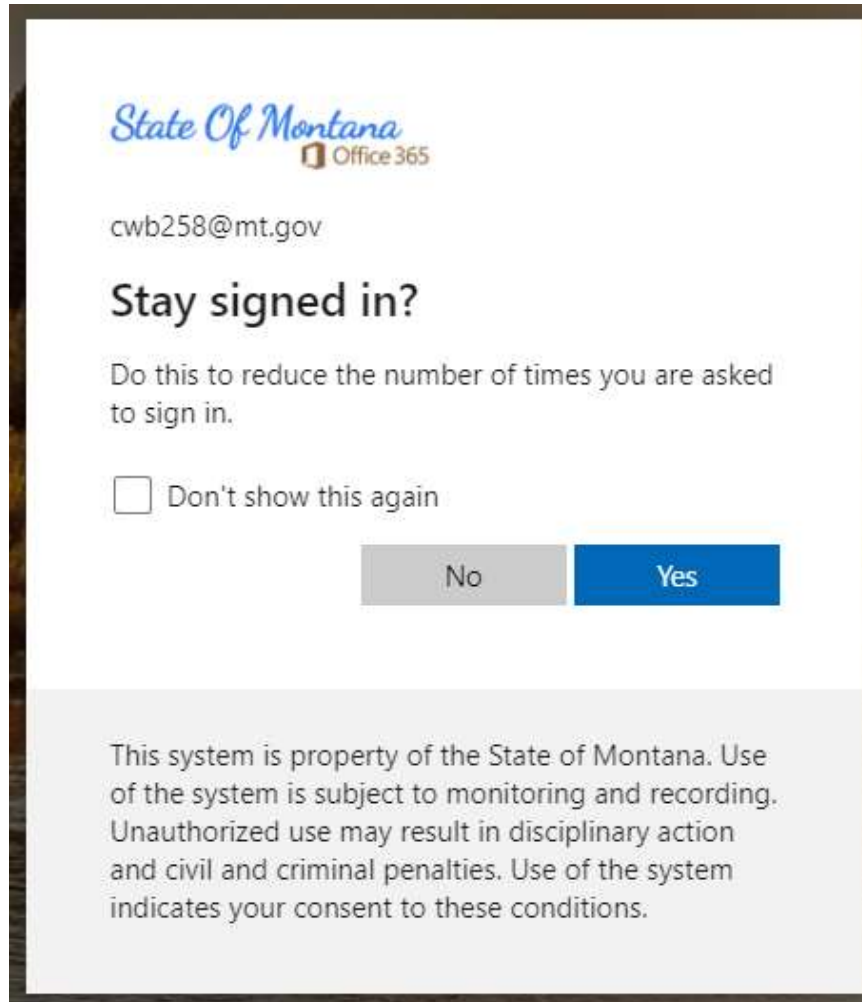
For security reasons, we require additional information to verify your account (cwb258@mt.gov)

Enter your RSA SecurID passcode.

Submit

Secured by RSA

6. If this page is displayed, you are allowed to click “Yes” to stay signed in. This will reduce the number of times you are asked to enter your password. *If you are not using your issued computer, you MUST sign out after each session or you will stay signed in!*



The screenshot shows a web interface for the State of Montana Office 365. At the top left is the logo for the State of Montana and Office 365. Below the logo, the email address 'cwb258@mt.gov' is displayed. The main heading is 'Stay signed in?'. Below this heading is a sub-heading: 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox labeled 'Don't show this again' which is currently unchecked. Below the checkbox are two buttons: a grey 'No' button and a blue 'Yes' button. At the bottom of the page, there is a grey footer box containing a disclaimer: 'This system is property of the State of Montana. Use of the system is subject to monitoring and recording. Unauthorized use may result in disciplinary action and civil and criminal penalties. Use of the system indicates your consent to these conditions.'

State Of Montana
Office 365

cwb258@mt.gov

Stay signed in?

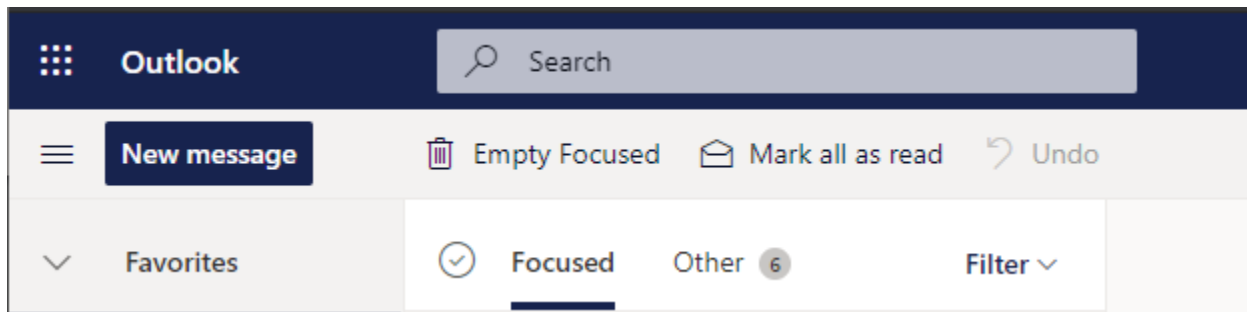
Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

This system is property of the State of Montana. Use of the system is subject to monitoring and recording. Unauthorized use may result in disciplinary action and civil and criminal penalties. Use of the system indicates your consent to these conditions.

7. Success! You are now logged into the Outlook/Exchange Online webmail portal.



8. BONUS: The new mailbox features both a “Focused” and “Other” tab inside your inbox. If you do not want to use the Focused Inbox feature, you can disable it by clicking on the gear icon on the top right of the page, and toggle off the switch next to Focused Inbox.

