



Comodo **Two Factor** **Share Point & Outlook Web** **Access**

Software Version 2.4

How To Setup Extra Security for Your Account

Guide Version 2.4.011811

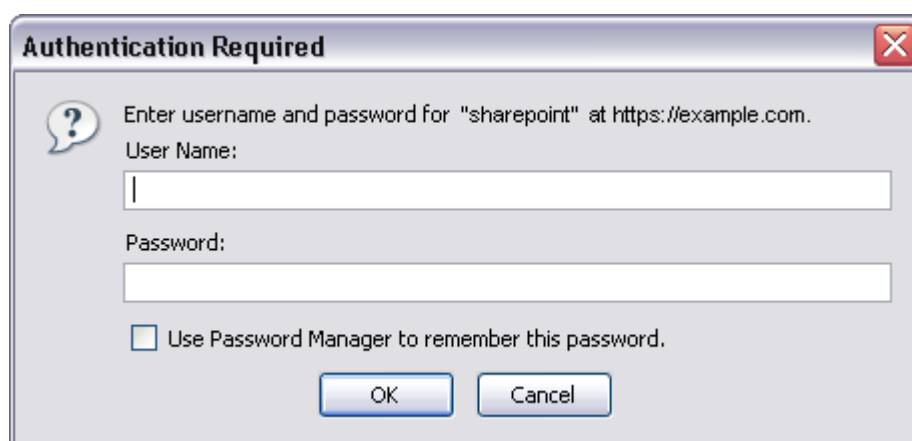
1. How To Set Up Extra Security For Your Sharepoint or / and Outlook Web Access Account

1.1. Overview

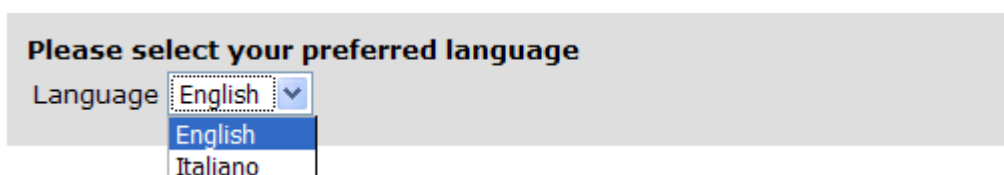
This short tutorial shows you how it's easy to add extra security to your Sharepoint or OWA account - and why we recommend that you add it to protect yourself against identity theft and fraud.

You can add this extra level of security to any computer from which you log - to your office computer, your home computer - in fact you can add this superior level of protection to any computer you want, anywhere in the world.

1. Start by logging in to Sharepoint or Outlook Web Access account as usual with your Username and Password.



2. Next, select your preferred language from the Language drop-down menu. All the user interaction pages will be displayed in the selected language.



3. Next, we need you to supply us with contact phone numbers, which can be used to contact you:

Please enter your contact phone numbers in the fields below. In the future, we will use these numbers to provide you with a one-time activation code whenever you login from a computer that is not registered with us.

Phone Type	Country Code	Phone Number
Home	United States ▼ 1	<input type="text"/> <input type="text"/> <input type="text"/>
Business	United States ▼ 1	<input type="text"/> <input type="text"/> <input type="text"/>
Mobile	United States ▼ 1	<input type="text"/> <input type="text"/> <input type="text"/>
Other	United States ▼ 1	<input type="text"/> <input type="text"/> <input type="text"/>

4. In the form below phone numbers please provide the email address(es), that will be used to contact you in case you decide to reset your security settings.


Please provide the e-mail address that you would like to use to receive an activation code.

E-Mail Address 1

E-Mail Address 2

- Finally, check the box *'Enable my security cookie for future secure and convenient access.'* (see **'How to Enable Cookies'** section).

☒ Enable this computer with my security cookie for future secure and convenient work.


Important Note!
 You must have cookies enabled in your browser to use this feature

Continue

Note: This stage is very important. If you do not check this option, you will not install the extra security measures and will need to answer one of your security questions the next time you log into your account.

Click 'Continue'.

When logging in from an unregistered computer (such as a public or infrequently used computer) or when you login from a computer that you have not yet registered, you will be asked to select from your list of phone numbers and email addresses. We will then contact you and supply you with one-time password (activation code) that will allow you to log into your account. You will also be given the opportunity to install a security cookie or a client certificate on the particular computer you are using so that you do not need to go through a similar activation procedure next time.

If you have not installed a security cookie on your computer you will be prompted to choose one of you contact phone numbers or email address the next time you log in. (see below)

Phone	SMS
<input type="radio"/> xxx-xxx-1234	<input type="checkbox"/>
<input type="radio"/> xxx-xxx-4321	<input type="checkbox"/>
E-Mail Address	
<input checked="" type="radio"/> johnsmith@example.com	
<input type="radio"/> jsmith@somemail.com	

We will then contact you and supply you with an account access activation code.

That's it! The next time you log into your account, our servers will automatically detect this security cookie on your computer - meaning we identify you as the true owner of your account by recognizing not only your User ID and Password, but your computer as well.

This security works in background mode and is 100% transparent you log straight in as you've always done without entering any extra activation codes.

If you need to login from a different computer than the one you have added, you will be asked to answer one of the security questions that you set up earlier.

2. Accessing Your Account From A Different Computer

If you have entered your regular username and password BUT our systems did not detect a cookie on your computer then we will be unable to fully verify you as the account holder. This situation typically occurs if you are attempting to access your account from a computer other than the one you usually use.

This means you will not be able to access your account until you have entered an activation code. This activation code will be sent to the contact phone number or email address of your choice. You should have specified these contact phone numbers and email addresses when first setting up the additional security (see section **1.1. Overview**).

After entering your regular username and password, you will be presented with a screen similar to the following:

Manage Your Financial Accounts Online

We were unable to verify your computer. For your added security, please choose where we should send your one-time activation code

Phone	SMS
<input type="radio"/> xxx-xxx-1234	<input type="checkbox"/>
<input type="radio"/> xxx-xxx-4321	<input type="checkbox"/>
E-Mail Address	
<input checked="" type="radio"/> johnsmith@example.com	
<input type="radio"/> jsmith@somemail.com	

Send one-time password

Enter one-time password

- If you wish to receive a phone message, simply select the radio button next to the phone number of your choice.
- If you wish to receive it via text message then check the 'SMS' box.
- If you wish to receive an email with the activation code then choose an email address instead.

Click 'Send one-time password' once you are satisfied with your choice.

After receiving the one-time code, click 'Enter one-time password' to be taken to the following screen:

Secure Authentication

Please type your activation code into the space provided. If you plan to regularly use this computer to access your account in future, we recommend you register it with us. This will mean you won't need an activation code the next time you want to login. To register this computer, you should check the box 'Enable this computer with my security cookie for future secure and convenient service access.'

Please, enter activation code to login

Activation Code

If you are currently using a computer that you plan to normally use for accessing the service, you can enable it for secure and convenient service access with a security cookie. Your security cookie will authenticate you and eliminate the need to answer a security question each time you access your account. We strongly recommend that you only enable computers that you plan to normally use for accessing the service.

☒ Enable this computer with my security cookie for future secure and convenient service access.



Important Note!

You have to have cookies enabled in your browser to use this feature

☒ Change security settings



This option will allow you to change phone numbers and email addresses registered with us. We will use this information to send you activation code in cases where we cannot verify your computer.

[Go Back](#)

[Continue](#)

- if you have received your activation code, please enter it in the field provided and click 'Continue' to log into your account. If you wish to have the code re-sent or sent to a different address then click 'Go Back' and reselect your contact address.
- If you plan to regularly access your account for this computer then leave 'Enable this computer for secure and convenient banking' enabled. This will install a cookie or security certificate on the machine you are using.

Note: This is not advised if you are accessing from a public computer.

- If, having successfully answered the security question, you wish to modify your security questions and/or contact email addresses then leave 'Change Security Settings' box enabled (See '[2.1 Modifying Your Security Settings](#)')

Note: If you can't get Activation code using your account option, you should contact support service of your MS sharepoint or OWA. Administrator is able to reset your security setting manually according your wish!

2.1. Modifying Your Security Settings

If you left 'Change Security Settings' enabled then you will be taken to a page that allows you to:

- Set the contact phone numbers and addresses that are on record for your account.
These are the numbers and addresses to which the activation codes will be sent should this be required (for example, if our security systems cannot fully verify you as the account holder because you are attempting to access your account from a different computer). After successfully receiving and entering the one-time password you will be able to access your account. (see '[2. Accessing Your Account From A Different Computer](#)' for more details).
- Change language settings for this interface

Why do activation

We were compute you logg protect e we ask y code the received

I haven't code


Your act been se within five back but option w activation

How long activation





You sho withing f request

Should I

You sho compute access! another

Please select your preferred languageLanguage 

Please enter your contact phone numbers in the fields below. In the future, we will use these numbers to provide you with a one-time activation code whenever you login from a computer that is not registered with us.

Phone Type	Country Code	Phone Number
Home	<input type="text" value="United States"/>  <input type="text" value="1"/>	<input type="text" value="111"/> <input type="text" value="111"/> <input type="text" value="1111"/>
Business	<input type="text" value="United States"/>  <input type="text" value="1"/>	<input type="text" value="222"/> <input type="text" value="222"/> <input type="text" value="2222"/>
Mobile	<input type="text" value="United States"/>  <input type="text" value="1"/>	<input type="text" value="333"/> <input type="text" value="333"/> <input type="text" value="3333"/>
Other	<input type="text" value="United States"/>  <input type="text" value="1"/>	<input type="text" value="444"/> <input type="text" value="444"/> <input type="text" value="4444"/>

Please provide the e-mail address that you would like to use to receive an activation code.

E-Mail Address 1

E-Mail Address 2

- Specify or modify the phone numbers (+ country and dialing code) and email addresses by typing in the fields provided. The next time you want to log in from a computer that does not have a security cookie/certificate, you will be presented with these numbers/addresses and asked to select the one to which we should send your activation code.
- Modify the drop down box to change the language in which this interface is displayed.
- Click 'Continue' to apply your changes and return to your main account.

3. How to Enable Cookies

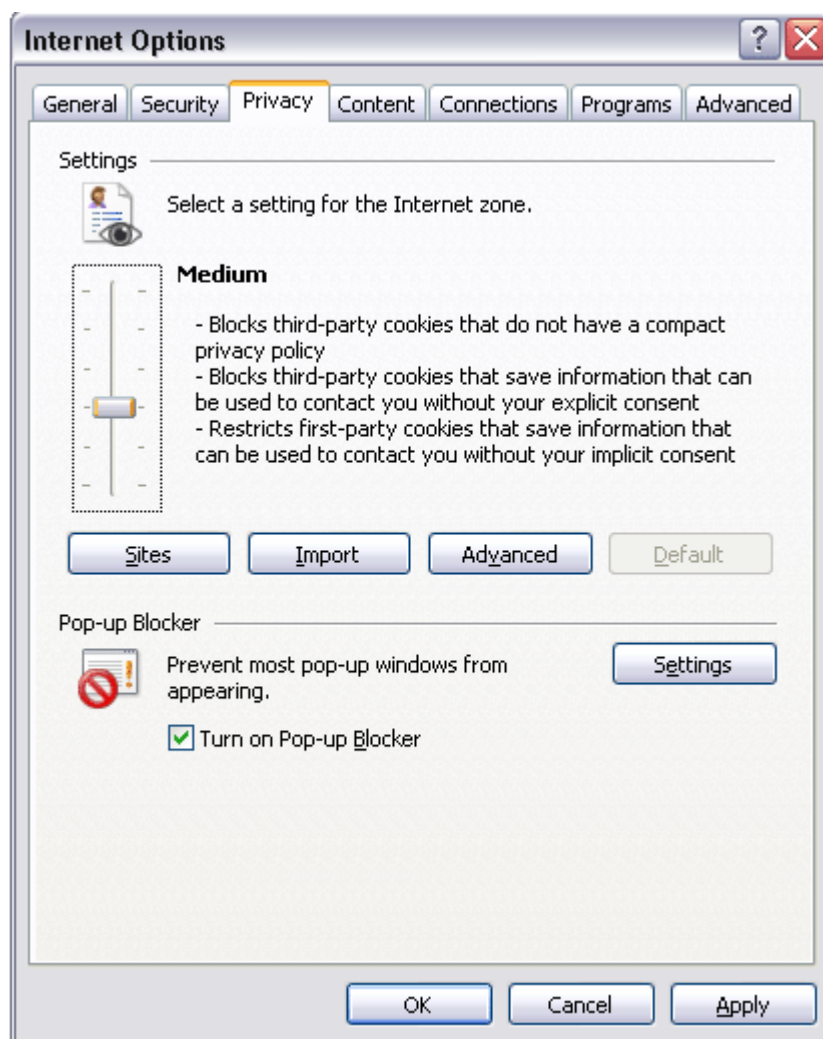
Comodo TF 'secure cookie mode' requires cookies to be enabled in your browser. In order to view step-by-step tutorial on enabling cookie, select your type of browser from the list below:

- [Enable Cookies on Internet Explorer](#)
- [Enable Cookies on FireFox](#)
- [Enable Cookies on Opera](#)
- [Enable Cookies on Safari](#)
- [Enable Cookies on Google Chrome](#)
- [Enable Cookies on MS IE Mobile 6.0](#)

3.1. Enable Cookies on Internet Explorer

To enable cookies in Internet Explorer, follow these steps:

1. From the main toolbar, select 'Tools - Internet Options - Privacy':



You need adjust the slider to the Medium-High or Lower level.

2. If you adjust the slider to the High level or higher, you need to configure Advanced Privacy Settings.
 - check the box against Override automatic cookie handling;
 - check the box against Always allow session cookies;



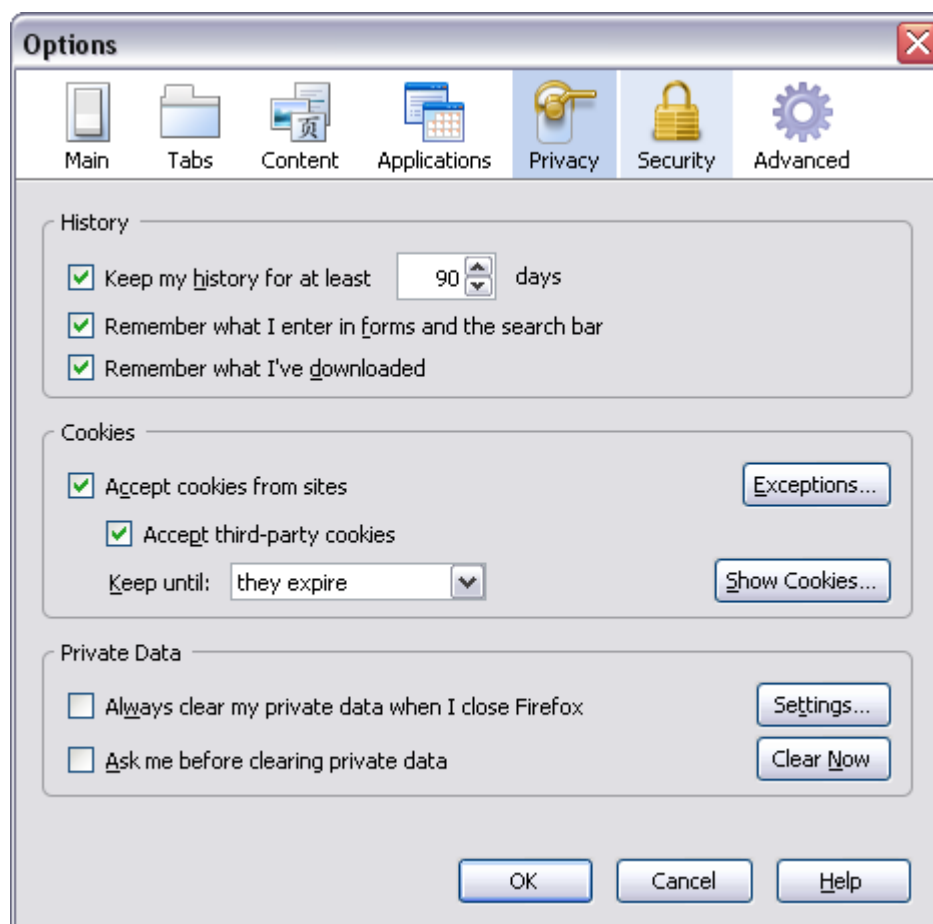
- click 'OK' to preserve changes.

But in this case you will not be able to use Cookie Authentication Mode.

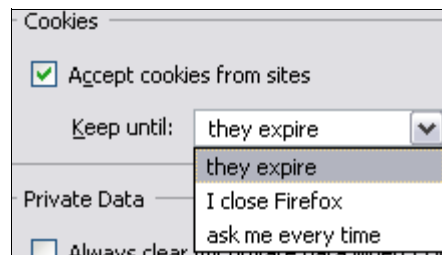
3.2. Enable Cookies on FireFox

To enable cookies in Firefox, follow these steps:

1. From the main toolbar, select 'Tools - Options - Privacy:'



2. Check the box next to 'Accept cookies from sites'. Choose 'Keep until they expire (see below)'



3. To prevent Firefox from deleting cookies during an automatic 'Clear Private Data' operation:
 - i. Click the 'Settings' button in the 'Private Data' section.
 - ii. Make sure the 'Cookies' checkbox is not selected.

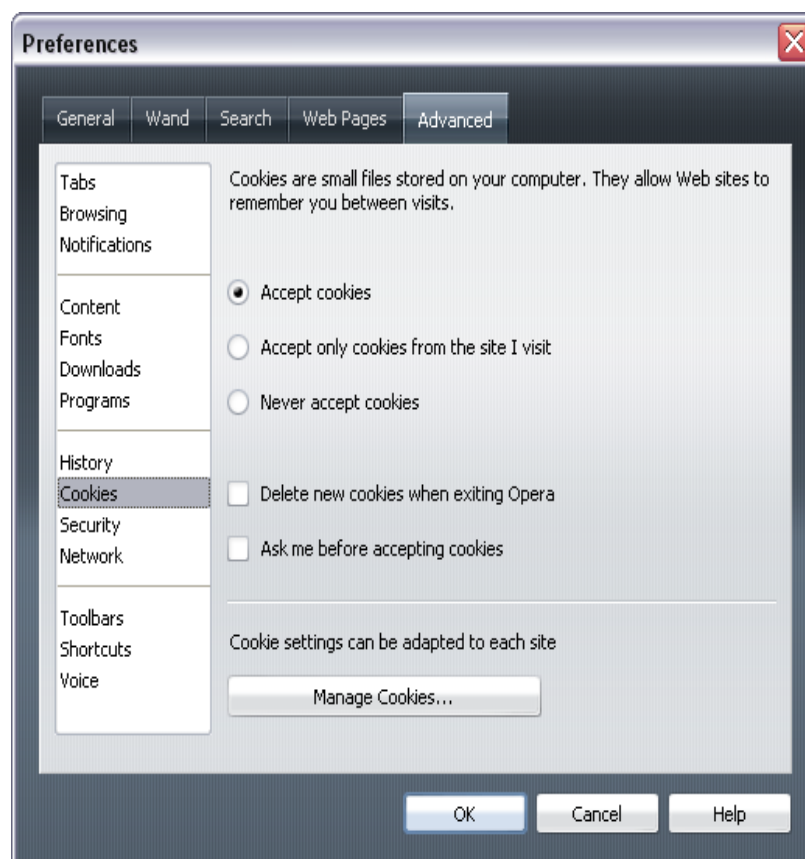
Note: This although prevents only from automatic clear, not manual.

4. Click 'OK' to confirm and save your changes.

3.3. Enable Cookies on Opera

By default, cookies are enabled in Opera. To check this setting and enable them if necessary, follow these steps:

1. From the main toolbar, select 'Tools - Preferences - Advanced - Cookies:'

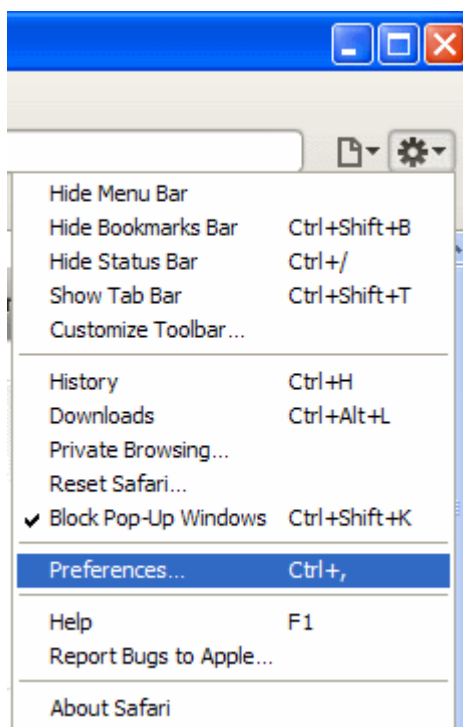


2. Select 'Accept Cookies'.
3. Click 'OK' to confirm and save your changes.

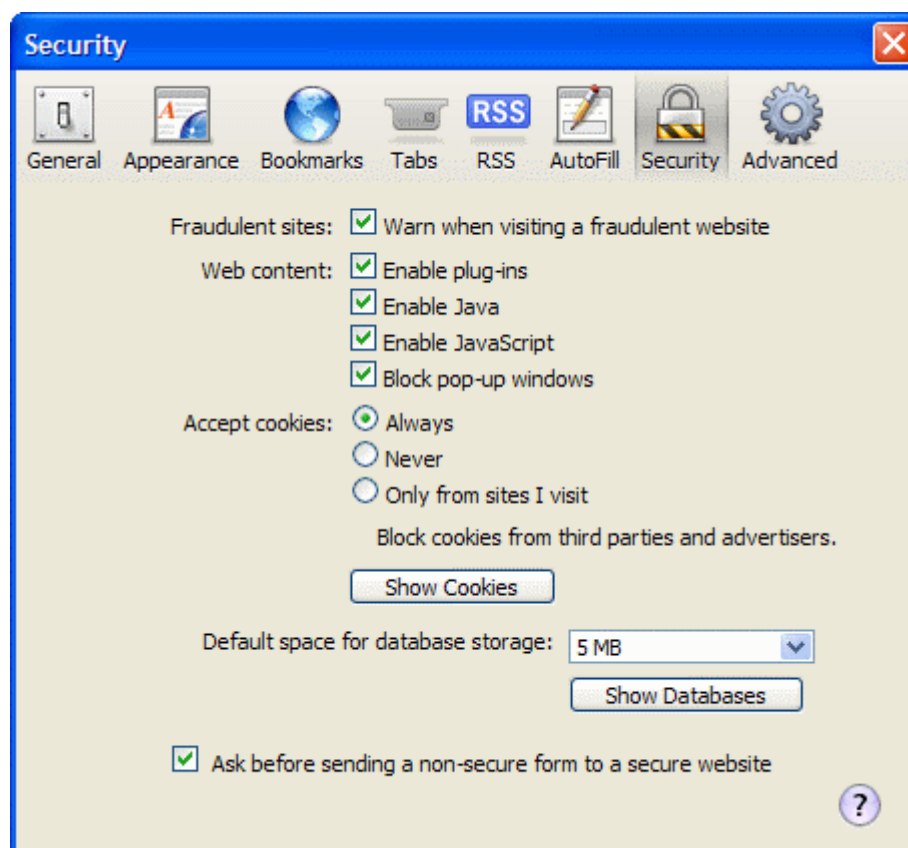
3.4. Enable Cookies on Safari

By default, cookies are enabled on Safari. To check this setting and enable them if necessary, follow these steps:

1. Click the 'Tools' button (the gear icon) at the top right corner of the Safari interface



2. Select 'Preferences' from the drop down list.
3. Select the 'Security' tab then select 'Accept cookies - always'

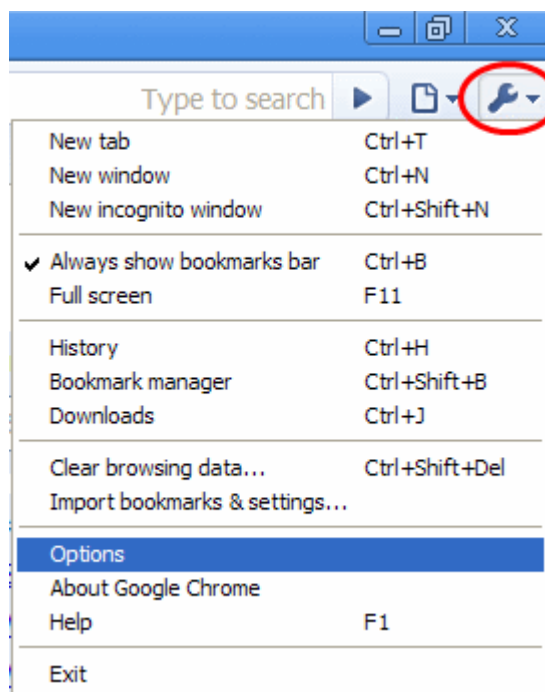


4. Close the dialog to confirm and save your changes.

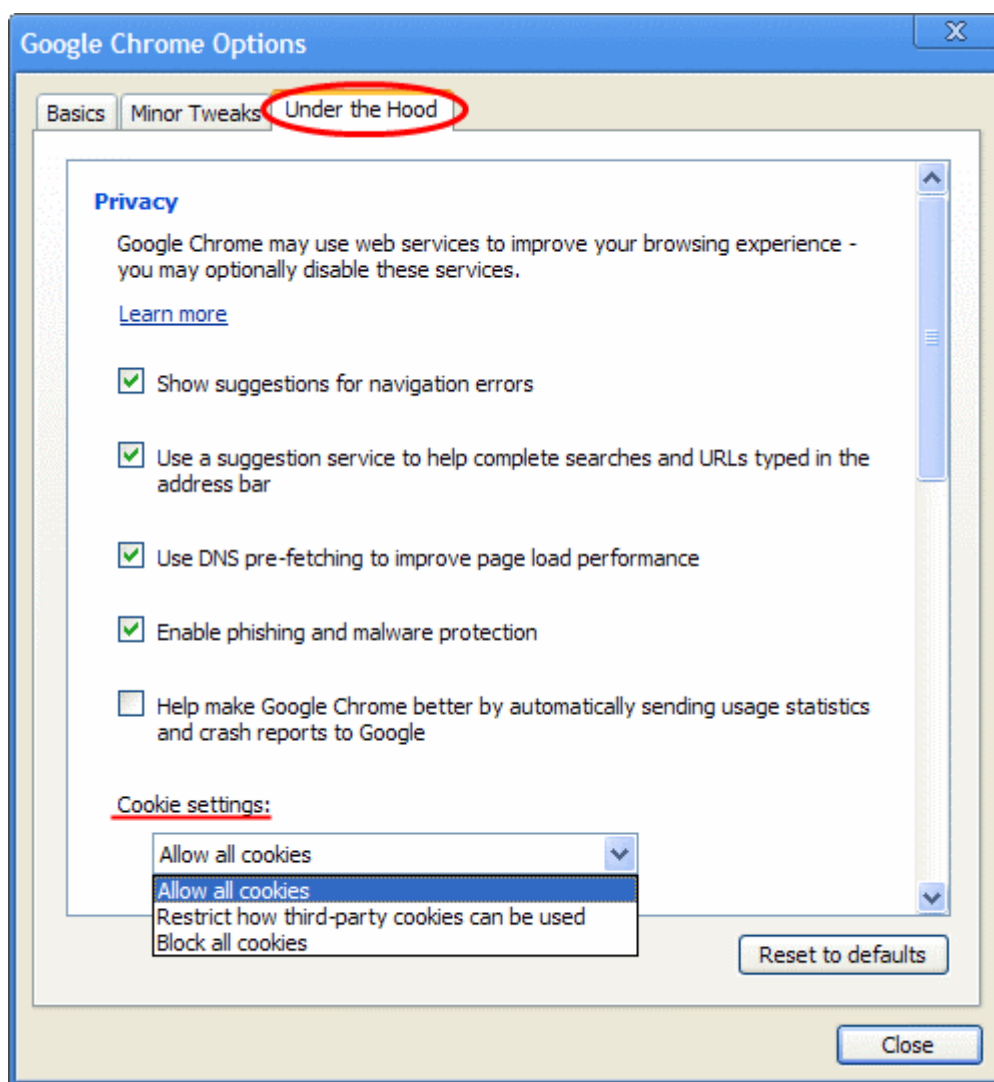
3.5. Enable Cookies on Google Chrome

By default, cookies are enabled in Google Chrome. To check this setting and enable them if necessary, follow these steps:

1. Click Tools button (the wrench icon) at the top right corner of the Safari interface:



2. Select 'Options' from the drop-down list.
3. Select the 'Under the Hood' tab and select the 'Allow all cookies' option in the 'Cookie settings:' drop-down menu.



4. Click 'Close' to confirm and save your changes.

3.6. Enable Cookies on MS IE Mobile 6.0

1. Go to Menu - Tools - Options and select the 'Security' tab
2. Select 'Allow Cookies'
3. Select 'OK' to confirm and save your changes.

About Comodo

The Comodo companies are leading global providers of Security, Identity and Trust Assurance services on the Internet. Comodo CA offers a comprehensive array of PKI Digital Certificates and Management Services, Identity and Content Authentication (Two-Factor - Multi-Factor) software, and Network Vulnerability Scanning and PCI compliance solutions. In addition, with over 10,000,000 installations of its threat prevention products, Comodo Security Solutions maintains an extensive suite of endpoint security software and services for businesses and consumers.

Continual innovation, a core competence in PKI and a commitment to reversing the growth of Internet-crime distinguish the Comodo companies as vital players in the Internet's ongoing development. Comodo, with offices in the US, UK, China, India, Romania and the Ukraine, secures and authenticates the online transactions and communications for over 200,000 business customers and millions of consumers, providing the intelligent security, authentication and assurance services necessary for trust in on-line transactions.

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