



# 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

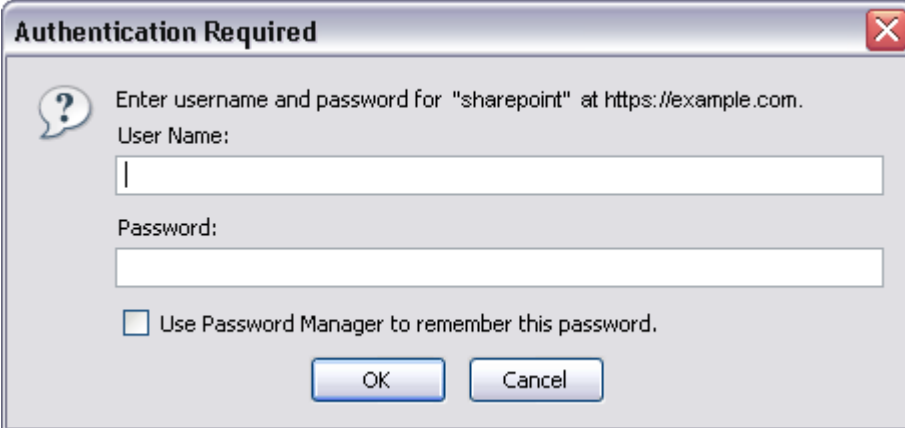
# 1. How To Set Up Extra Security For Your Sharepoint or / and Outlook Web Access Account

## 1.1. Overview

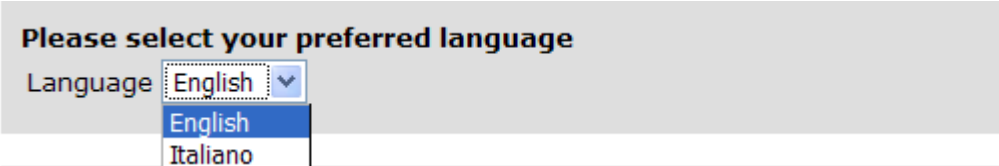
This short tutorial shows you how it's easy to add extra security to your Sharepoint or OWA account - and why we recommend that you add it to protect yourself against identity theft and fraud.

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.

A screenshot of a Windows-style dialog box titled "Authentication Required". It contains a question mark icon and the text "Enter username and password for 'sharepoint' at https://example.com.". Below this are two input fields: "User Name:" and "Password:". There is a checkbox labeled "Use Password Manager to remember this password." which is currently unchecked. At the bottom are "OK" and "Cancel" buttons.

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

A screenshot of a web interface showing a language selection dropdown. The text "Please select your preferred language" is at the top. Below it, the word "Language" is followed by a dropdown menu. The dropdown is open, showing three options: "English" (highlighted in blue), "English", and "Italiano".

3. Next, choose three security questions and answers. Take care to choose personal questions that only you would know the answer to as this makes it nearly impossible for a stranger to randomly guess the answers.

<b>1 Question</b>	What is your mother's maiden name? (min. 10 characters)	
Answer	Answer 1 (min. 6 characters)	
<b>2 Question</b>	What was the first car you drove? (min. 10 characters)	
Answer	Answer 2 (min. 6 characters)	
<b>3 Question</b>	Fill out with your security question (min. 10 characters)	
Answer	Fill out with your security answer (min. 6 characters)	

**Fill out your security question form as shown here**

4. In the form below security questions and answers 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

5. 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

6. Click 'Continue'.

If you are currently using a computer that you plan to normally use for online work, you can enable it for secure and convenient access with a security cookie. This will allow you to identify yourself 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 online work with your account.

**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.

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 answer any one of the security questions you set. If you forgot the answer, you can opt for a activation code (one-time password). We will then supply you with one-time password through your email 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.

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 answered the additional security questions that you specified when first setting up the additional security (see section [1.1. Overview](#)).

You will be presented with the following screen:

### Secure Authentication


We were unable to verify your computer. For your added security, please provide an activation code that you previously received.

**Question: Which car you first drove?**

Answer:


If you are currently using a computer that you plan to normally use for accessing your 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 provide an activation code each time you access your account. We strongly recommend that you only enable computers that you plan to normally use for service access

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



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

☒ Change security settings



This option will allow you to change the security questions and emails registered with us.

Continue

Send one-time password

Enter one-time password

- If you know the answer to your security question then enter it in the space provided and click 'Continue' to access your account.
- 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](#)').
- If you have forgotten the answers to your security questions then you can access your account using a one-time password (see '[2.2 Access Your Account Using a One-Time Password](#)').

**Note:** If you can't get reset code using your account option, you should contact support service of your secure website . Administrator will be 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:

- **Specify or modify the additional security questions that you have set up for your account.** Answers to these questions are required if a security certificate or cookie is not detected on your computer. This typically happens if you are attempting to access your account from a computer other than the one you usually use).
- **Set the contact email addresses that are on record for your account.** These are the email addresses to which the one-time passwords will be sent should this be required (for example, if you have forgotten the answers to your security questions. After successfully receiving and entering the one-time password you will be allowed to access your account. (see '[2.2 Access Your Account Using a One-Time Password](#)' for more details).

**Setup new security settings**

Enter new email

**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 **Setup new security questions and answers**

Enter new security questions and answers

**1 Question**  (min. 10 characters)Answer  (min. 6 characters)**2 Question**  (min. 10 characters)Answer  (min. 6 characters)**3 Question**  (min. 10 characters)Answer  (min. 6 characters)

Set your new email addresses and change your security questions and answers as required and click on 'Submit' button.

Otherwise, click 'Go Back' to return to previous menu.

## 2.2. Access Your Account Using a One-Time Password

One-Time passwords provide users with access to their accounts in the event that:

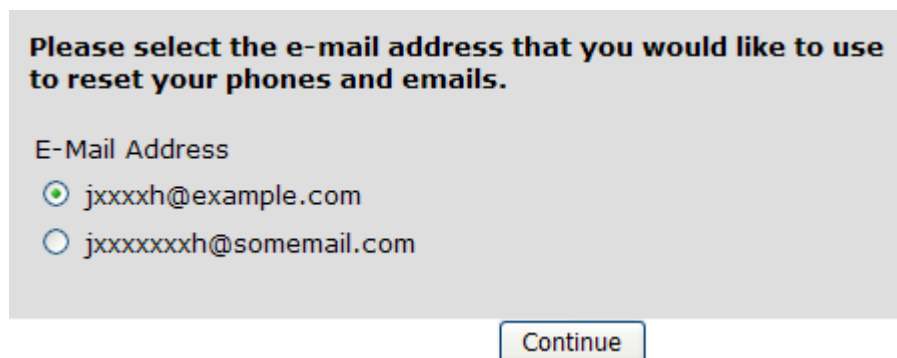
- The user is attempting to log in from a machine that does not have a security certificate or cookie installed.
- The user subsequently cannot remember the answer to the security question that they are presented with.
- One Time passwords are delivered to the email address that the user specified when he or she initially set up the additional security features.

**Note:** If you are unable to answer the security questions and also cannot receive the one-time password you should contact the support department of the service that you are trying to log into (for example, your bank). After verifying you as the account holder, the support administrator will be able to manually reset your security questions and/or contact email addresses.

## 2.2.1. Send one-time password

To get one-time password (reset code)

- Click on 'Send one-time password' button.



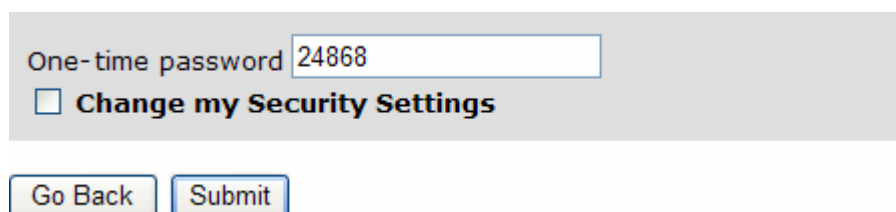
- Select the email address (from those you have set in **security settings**) to which the reset code has to be sent and click 'Continue' button.

The reset code will be sent to your email.

Once you received reset code, click on **Enter one-time password** button.

## 2.2.2. Enter one-time password

Access this option by clicking 'Enter one-time password' button.



- Fill out the form with reset code you have received by email. Check the box if you need to change your security settings.
- Otherwise, click 'Go Back' to return to previous menu.

# 3. How to Enable Cookies

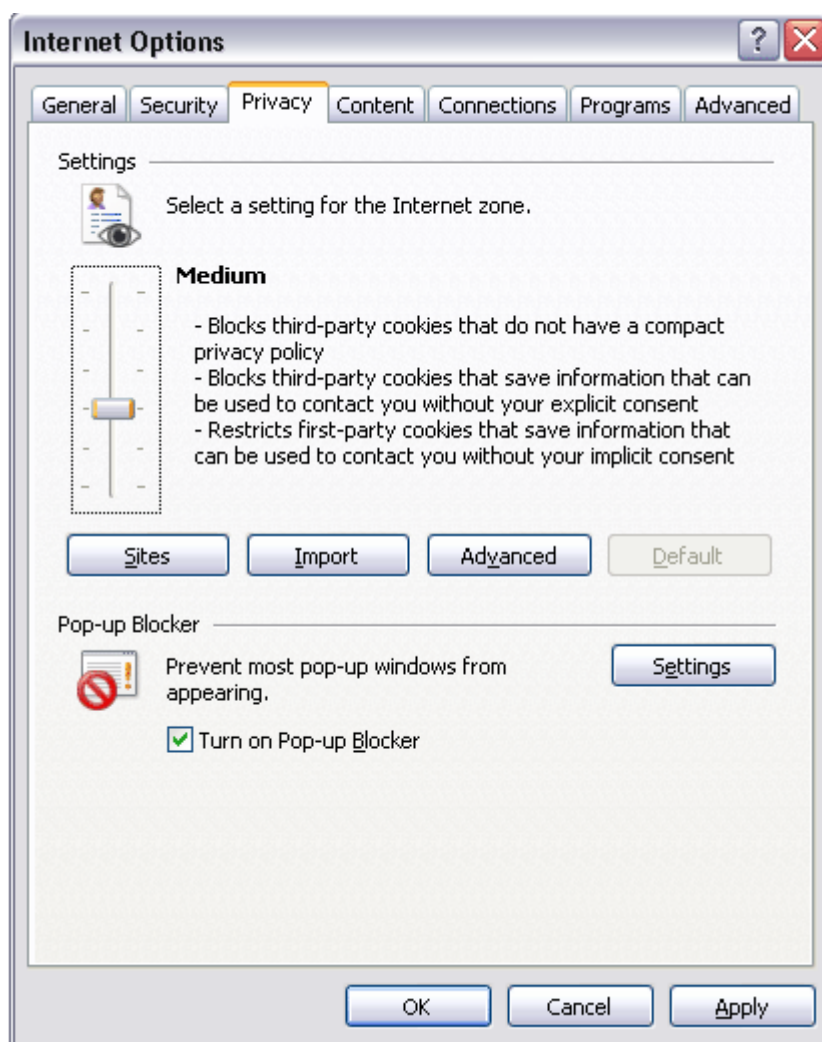
Comodo TF 'secure cookie mode' requires cookies to be enabled in your browser. In order to view step-by-step tutorial on enabling cookie, select your type of browser from the list below:

- [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:

- 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;





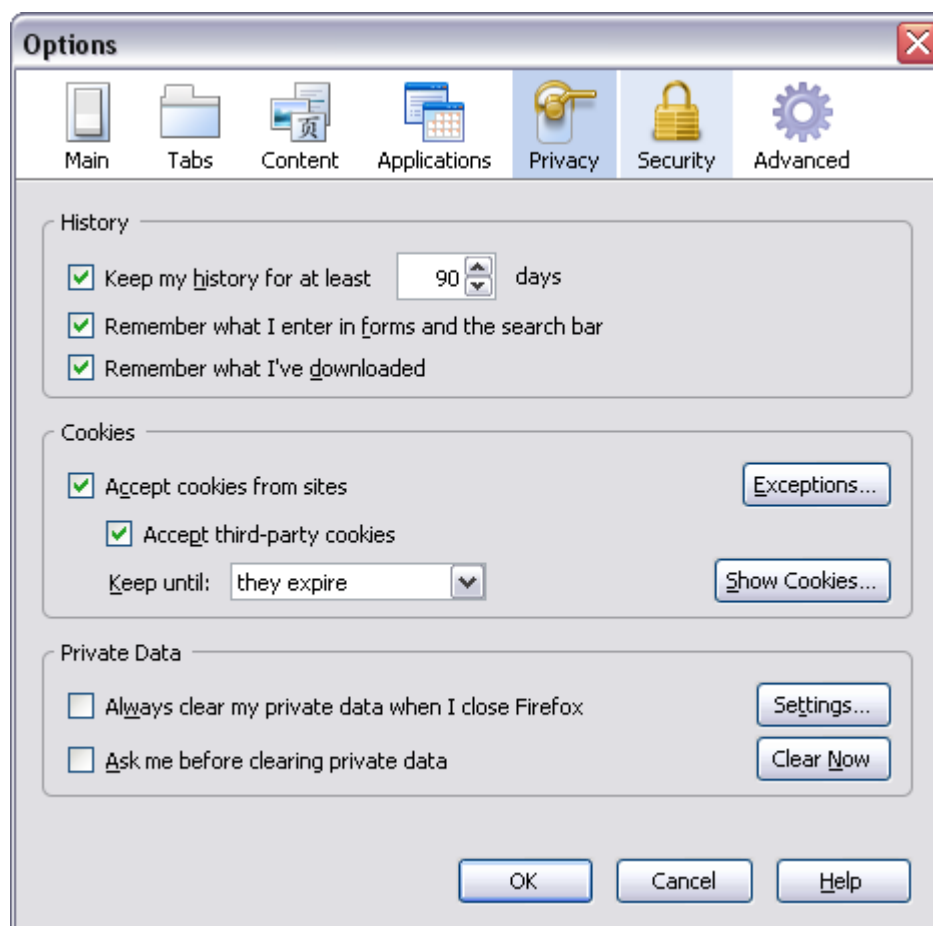
- click 'OK' to preserve changes.

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

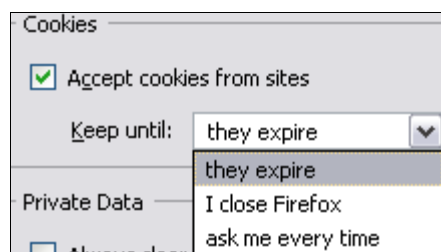
## 3.2. Enable Cookies on FireFox

To enable cookies in Firefox, follow these steps:

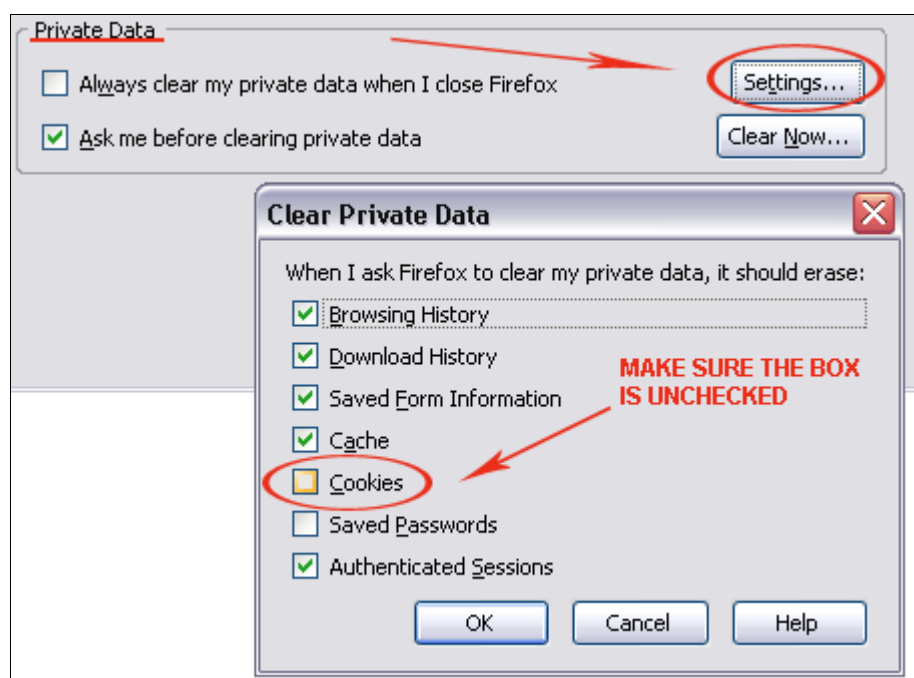
1. From the main toolbar, select 'Tools - Options - Privacy:'



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.



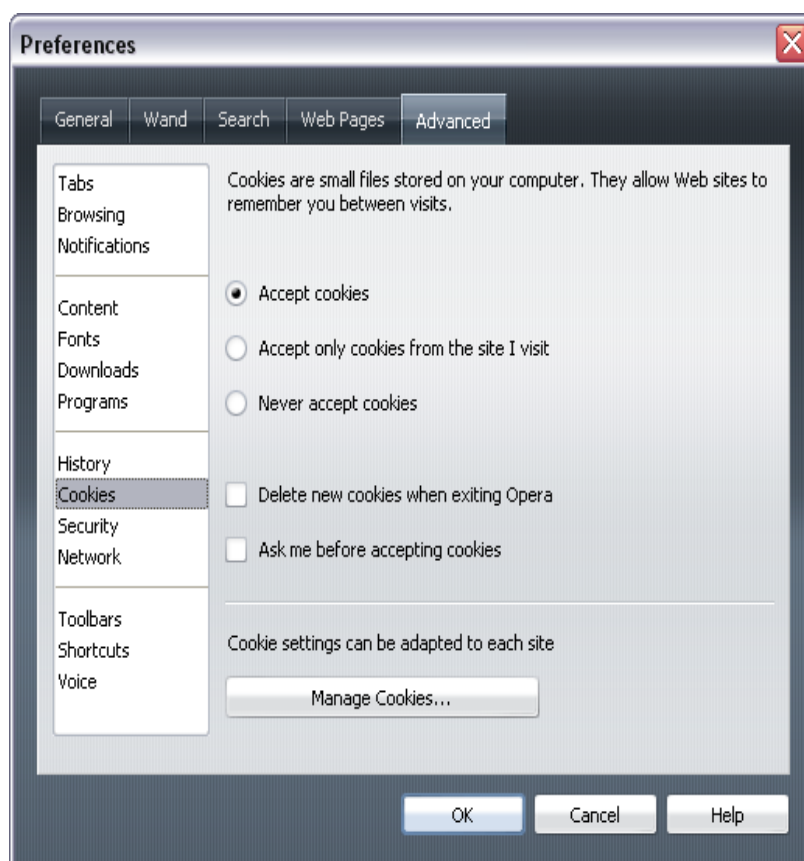
**Note:** This although prevents only from automatic clear, not manual.

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:'

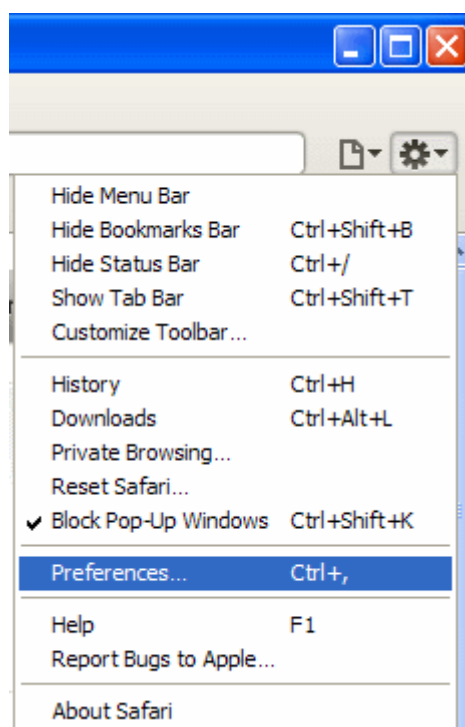


2. Select 'Accept Cookies'.
3. Click 'OK' to confirm and save your changes.

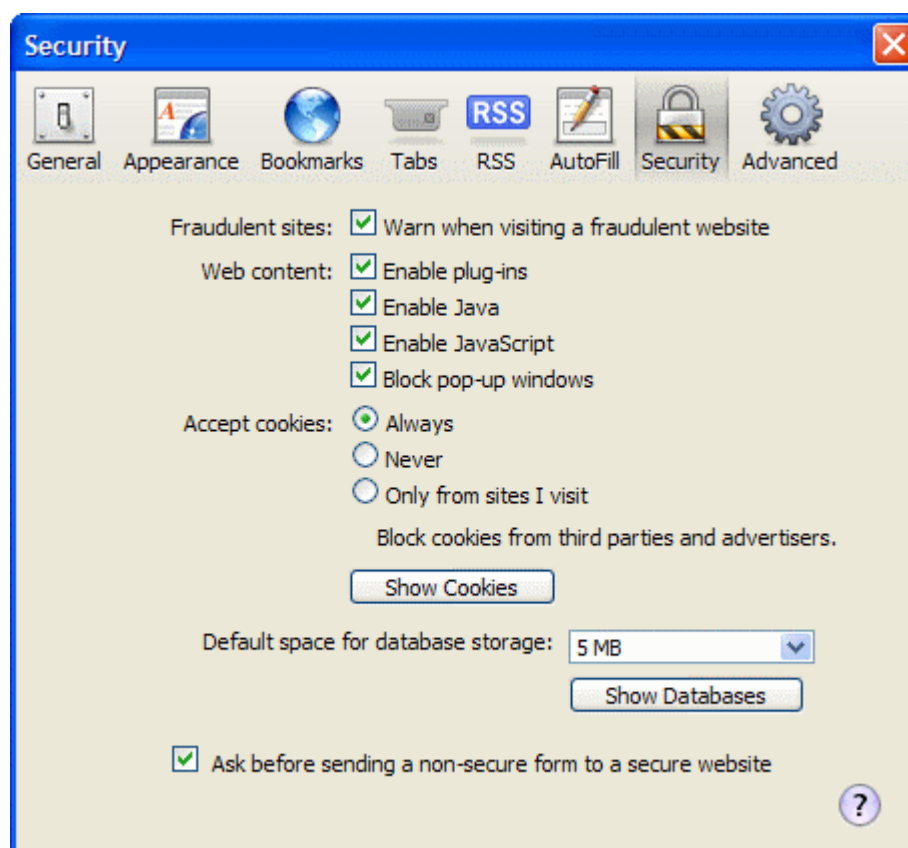
## 3.4. Enable Cookies on Safari

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'.

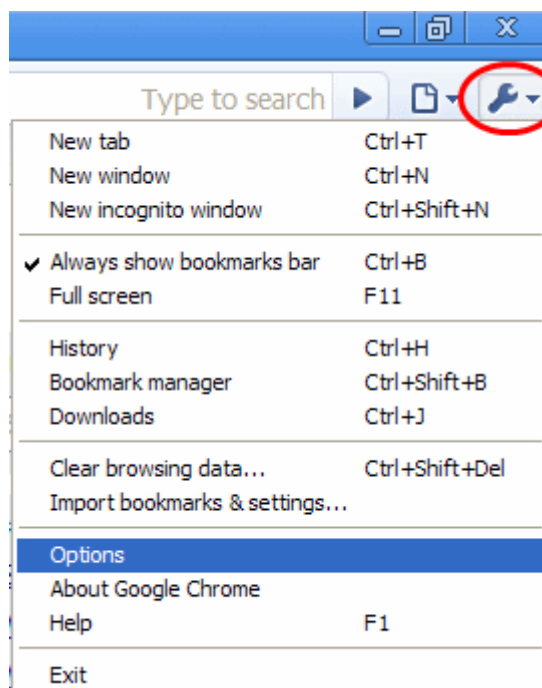


4. Close the dialog to confirm and save your changes.

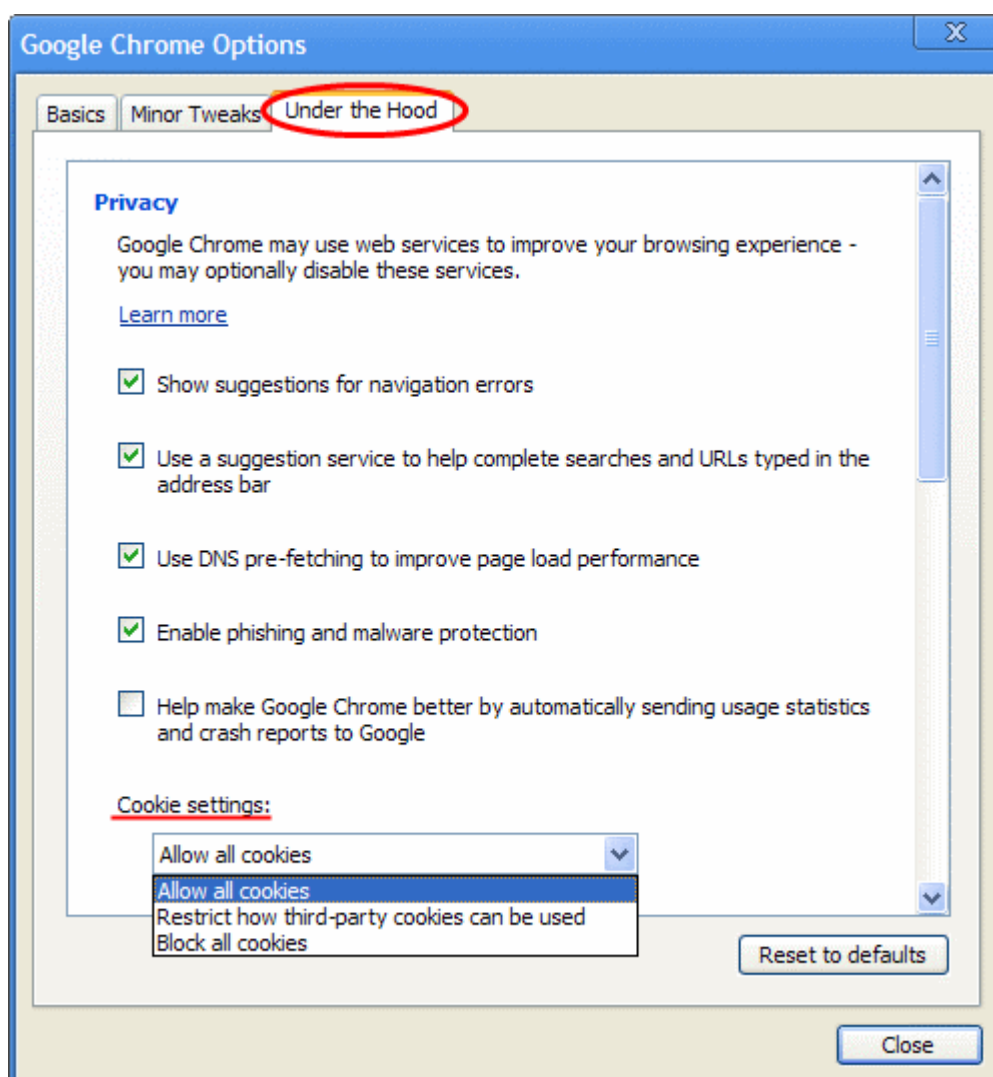
## 3.5. Enable Cookies on Google Chrome

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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