

CLASS

Continued Learning And Software Skills

ACCESSING OUTLOOK WEB

STEPS

1. Go to www.bdplaw.net. The following is an illustrations of this:
2. From the above illustration, click on “**OWA**” link located on top or “**Connect to Outlook web access**” link towards the middle of the web page
3. Once you click on the desired link as mentioned in Step 2, the following will appear:

4. Using your Keyfob device or RSA application on your smart phone, you do the following:
 - (a) Type your “**User ID**” which you use at the office (i.e. spremji or JPG)
 - (b) If you are using your **Keyfob Token device**, type your pin followed immediately by your 6 digit code. If you are accessing RSA code from a **Smart Phone**, then simply type your 8 digit code with no spaces
5. Once Step 4 above is achieved, you then follow the regular steps to login as per your operating system (i.e. Windows 7, Windows XP, Mac)