

# Accessing Office 365 Using Your Smart Card On MacOS

Follow the steps in this document to install and configure a smartcard reader on MacOS for access to Office 365.

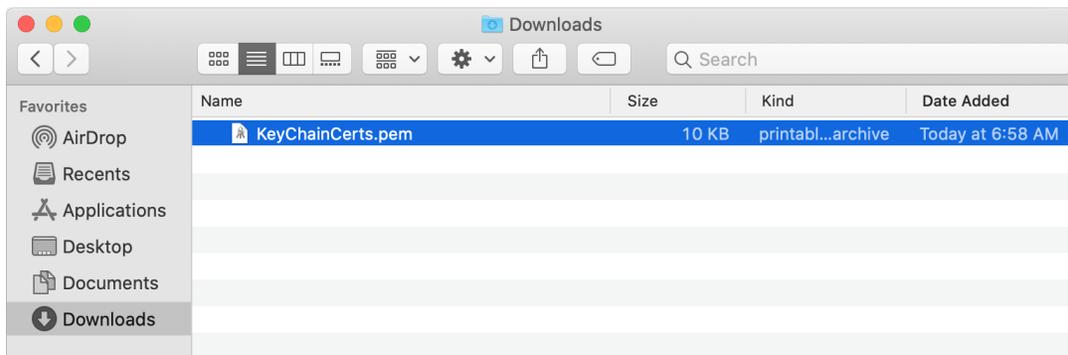
Requirements: MacOS, Chrome browser, HID Omnikey SmartCard Reader

**NOTE:** Make sure to only insert your picture badge.

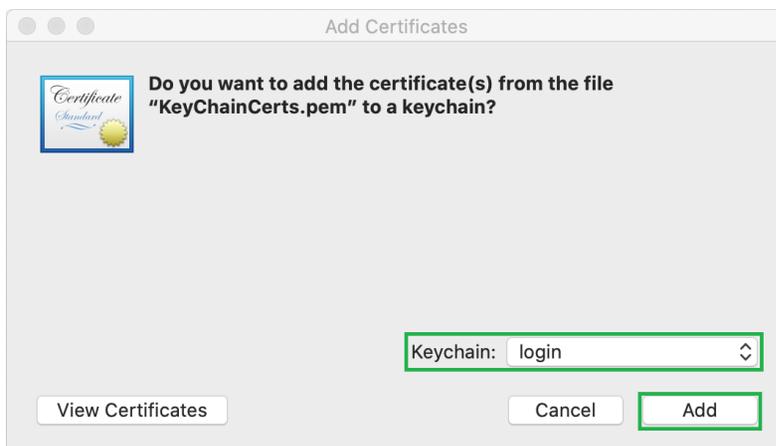
1. Plug the Smart Card Reader into a USB Port on your MacOS device
2. Install Google Chrome from <https://www.google.com/chrome>:
3. Launch Google Chrome and download the following file:

<https://navalnuclearlab.energy.gov/ckfinder/userfiles/files/KeyChainCerts.zip>

4. Open Finder. Select 'Downloads', double-click 'KeyChainCerts.zip' and then double-click 'KeyChainCerts.pem'.



5. On the 'Add Certificates' screen, select 'login' for Keychain and click 'Add':



You may receive a message similar to the one shown below. You can safely dismiss it by selecting 'Ok':

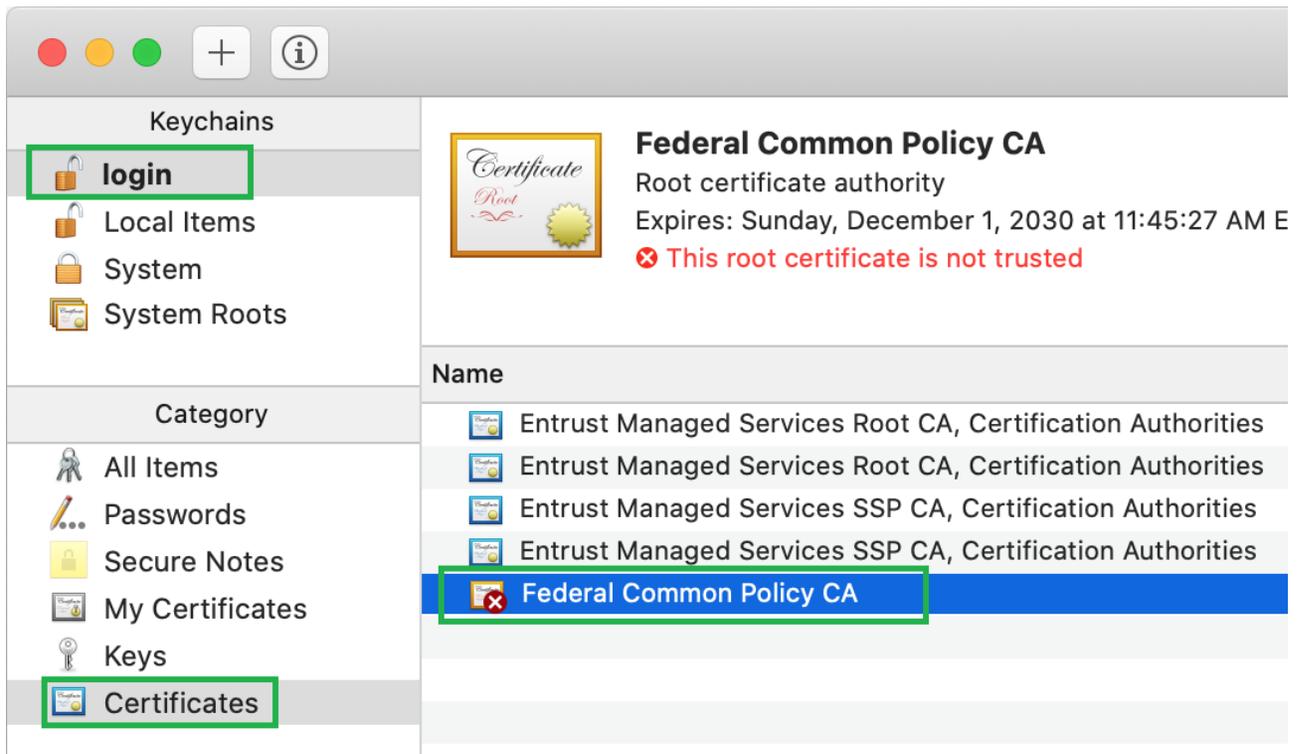


**An error occurred. Unable to import the certificate.**

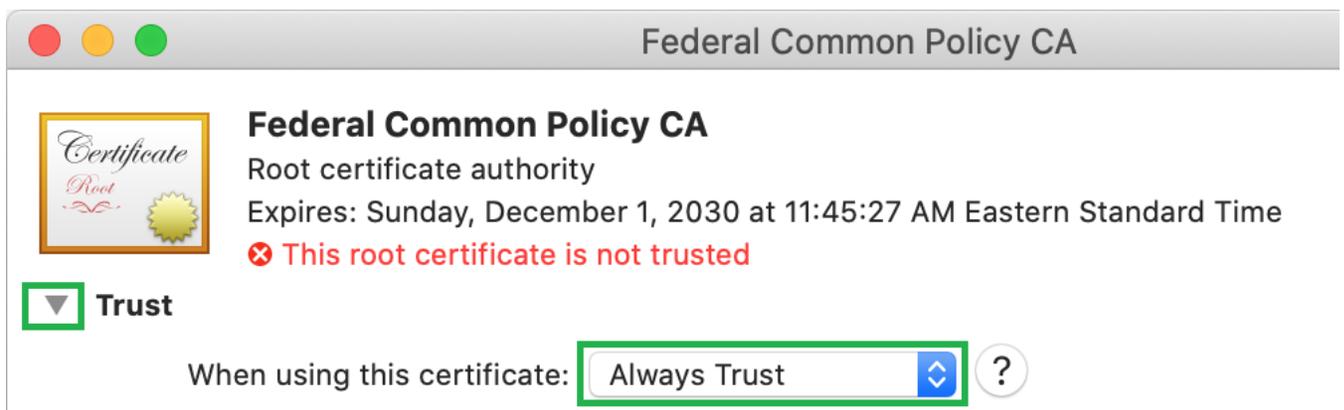
**Error: -26276**

OK

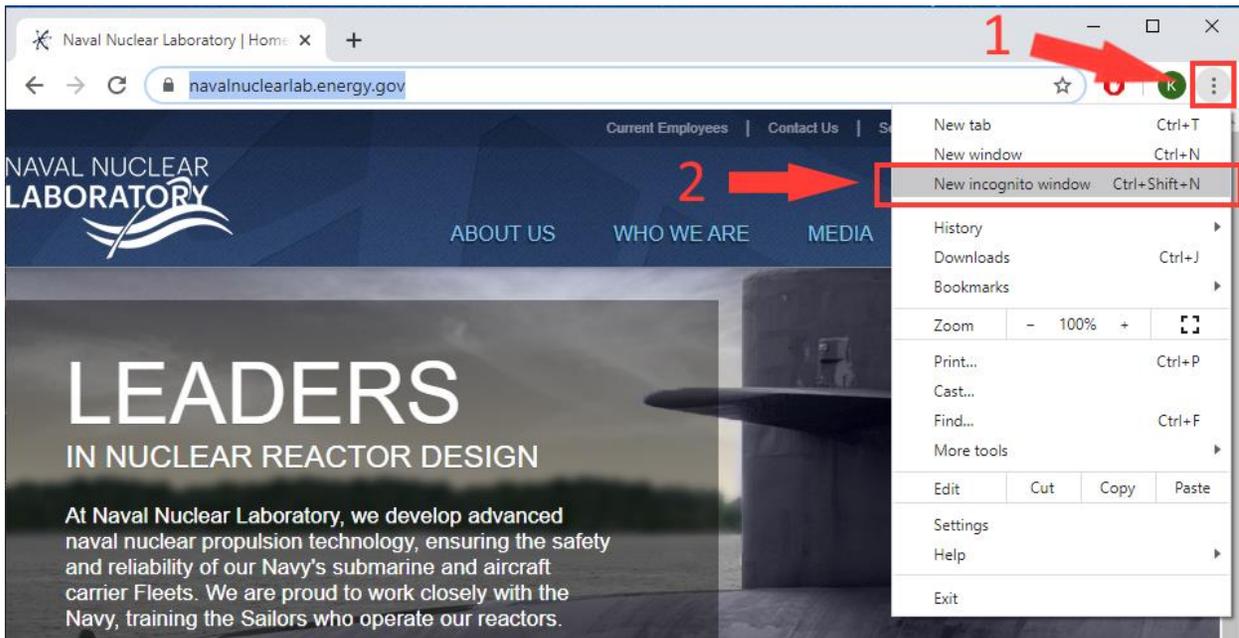
- In the KeyChain Access application, ensure the 'login' is selected for Keychains, 'Certificate' is selected for 'Category', and double-click on 'Federal Common Policy CA':



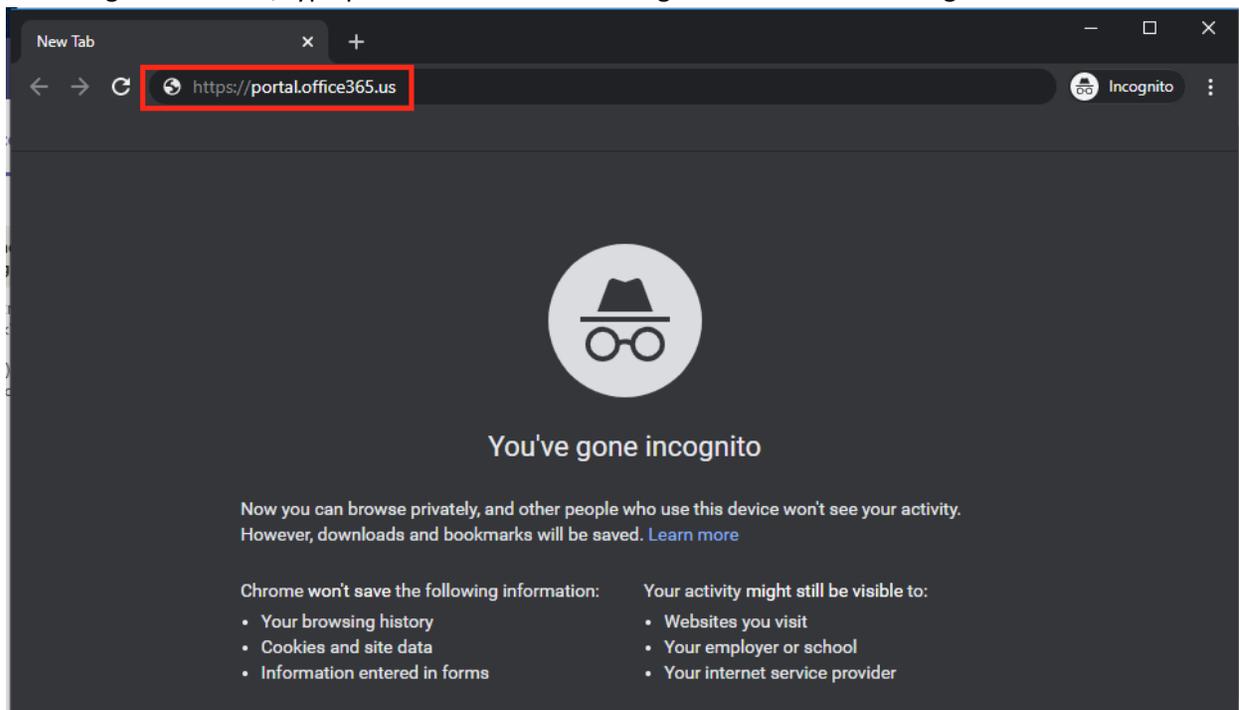
- Click the arrow button next to the 'Trust' area and select 'Always Trust'. Close the dialog using the red button in the upper-left corner of the screen. Enter your MacOS account password or use "Touch ID" if prompted to confirm the changes.



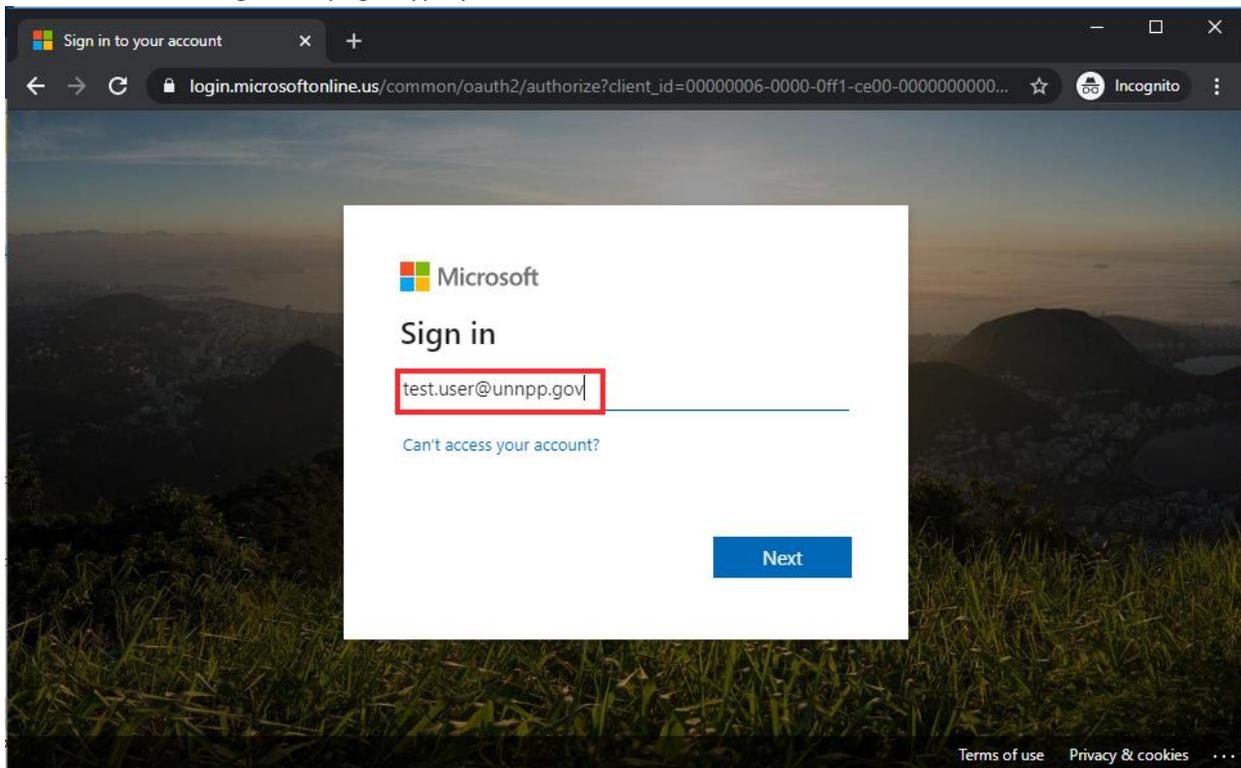
- Restart your system.
- Open Google Chrome
- Click the 3 dots in the top right corner of the Chrome window. A menu will appear. Click on "New Incognito Window"



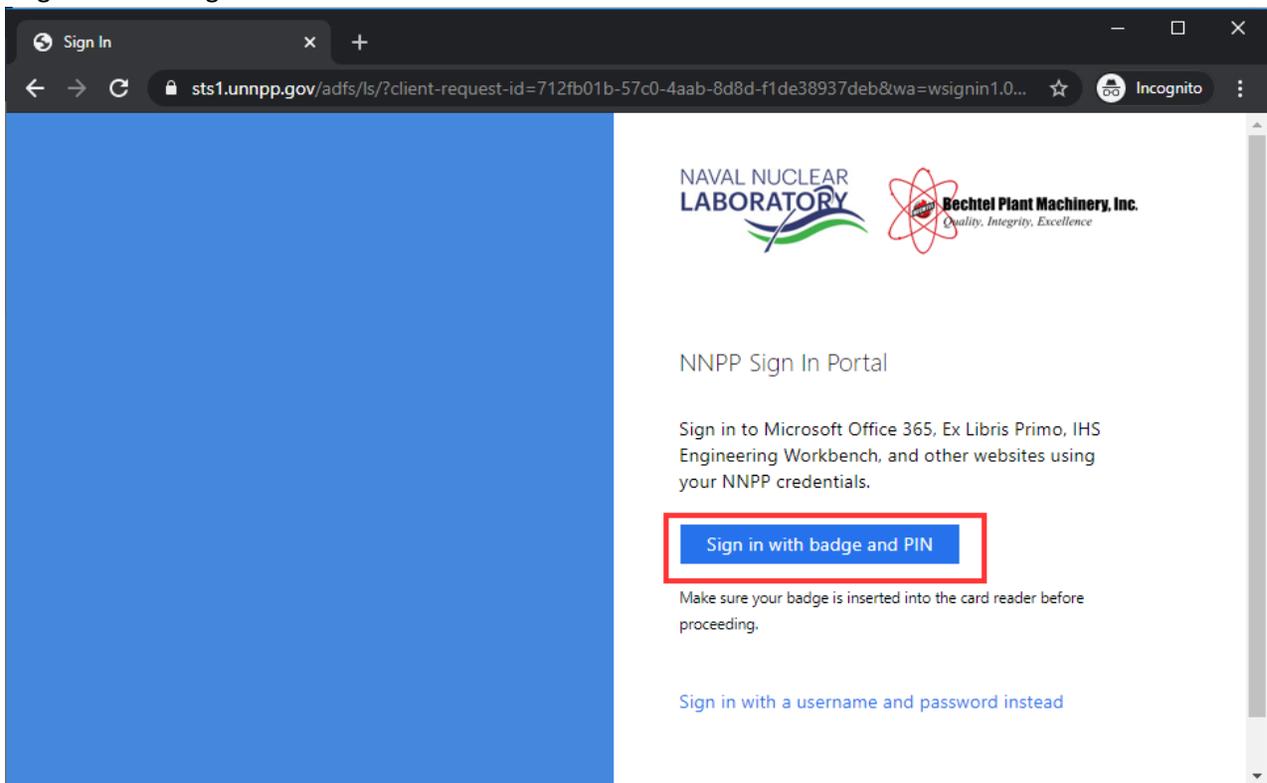
11. In the Incognito Window, type `portal.office365.us` to navigate to the Office 365 login.



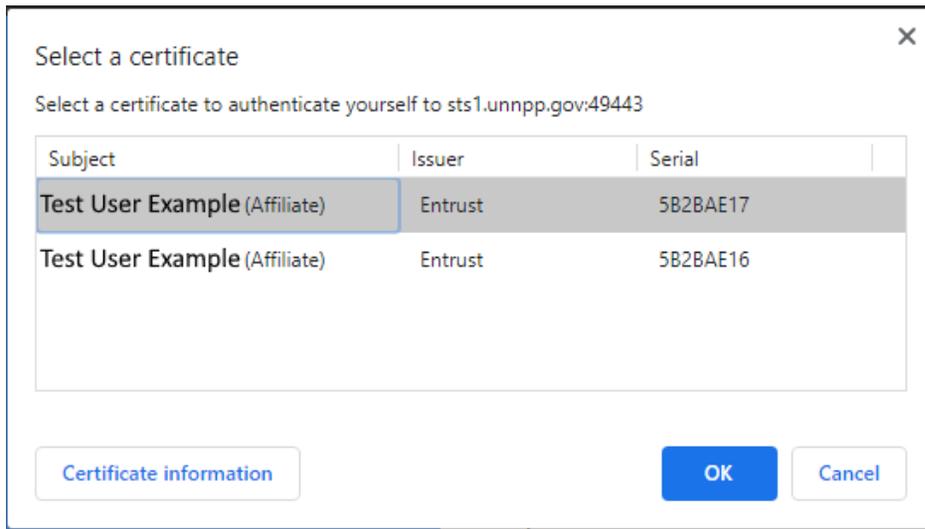
12. At the Office 365 login webpage, type your unclassified Office 365 email address in and click “Next”



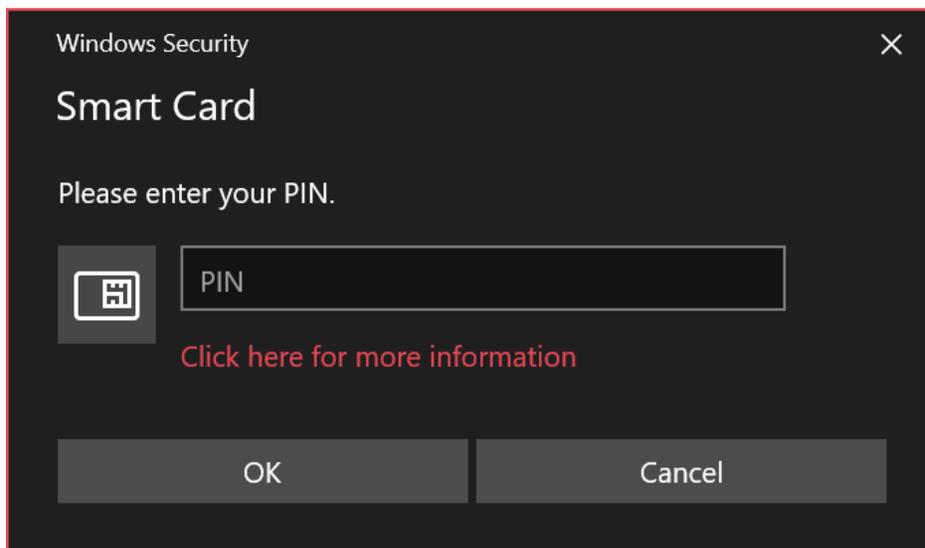
13. You should arrive at the NNL Sign in Portal. Insert your Unclassified Picture badge into the HID card reader. Click “Sign in with Badge and Pin”



14. A window asking you to “Select a certificate” will pop up. Your name will appear in the subject category. Use the first certificate in the list, and click the “OK” button.

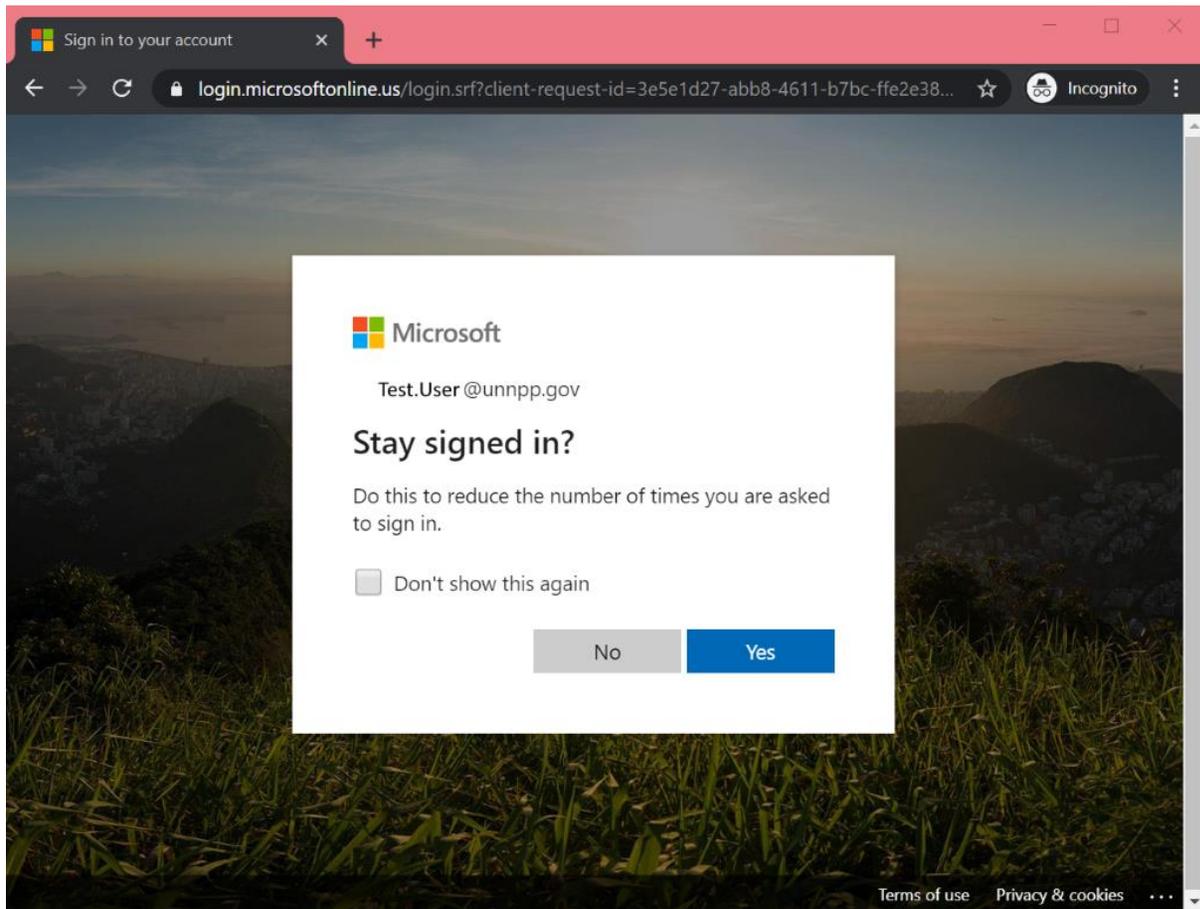


15. Security will pop up in a new window asking for your pin. Enter the pin that you use to login to Office 365 and click "OK".



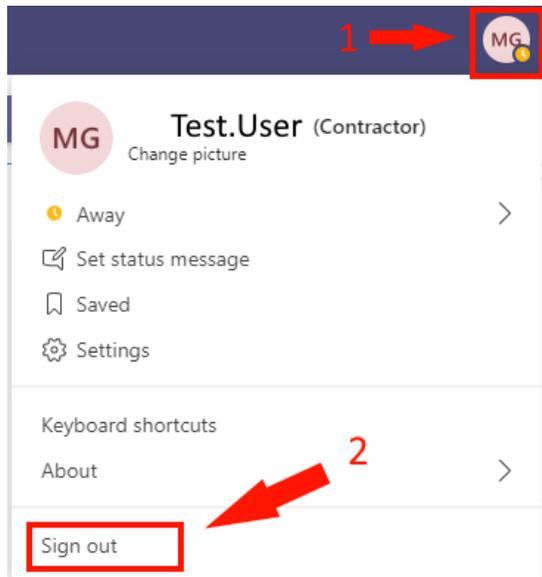
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16. A window will appear asking if you want to stay signed in. Click "No".



17. You are now logged into Office 365.

18. When you are finished, sign out by clicking your profile picture in the top right, and selecting sign out. Afterward, close the browser and remove your Picture badge.



Document Location:

[https://navalnuclearlab.energy.gov/ckfinder/userfiles/files/MacOS\\_cardreader\\_install.pdf](https://navalnuclearlab.energy.gov/ckfinder/userfiles/files/MacOS_cardreader_install.pdf)