Windows 10 : UNNPP Office 365 from Home

Follow the steps in this document to install and configure a smartcard reader on a Windows 10 computer for access to Office 365.

Requirements: Windows 10 with Google Chrome Installed, HID Omnikey SmartCard Reader.

NOTE: Firefox and Internet Explorer are not supported.

NOTE: Make sure to only insert your picture badge.

1) Plug the Smart Card Reader into a USB Port on your PC.

2) Open Google Chrome

3) Download the O365_FromHome.zip File which contains pre-requisite drivers and certificates.

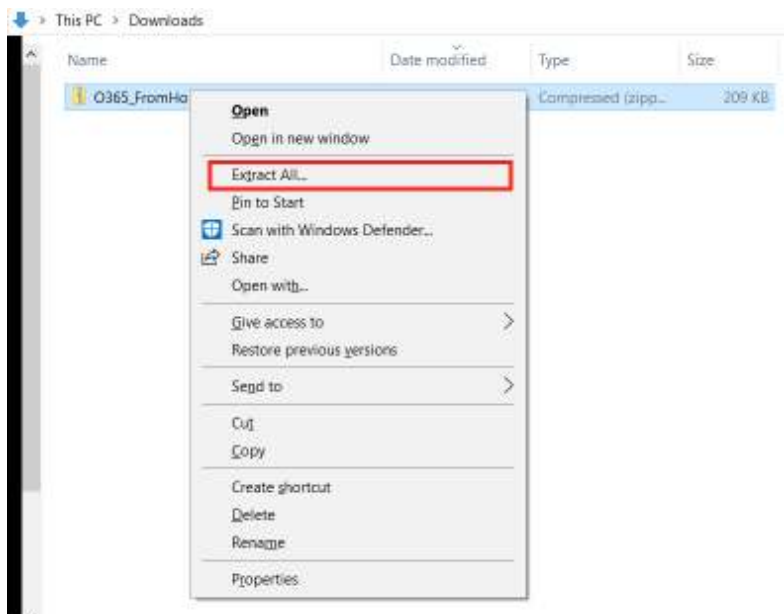Navigate to https://navalnuclearlab.energy.gov/ckfinder/userfiles/files/O365_FromHome.zip

4) Locate and Unpack the Installed File

In the bottom-left hand corner of your Chrome window, your download should appear. Click the Arrow
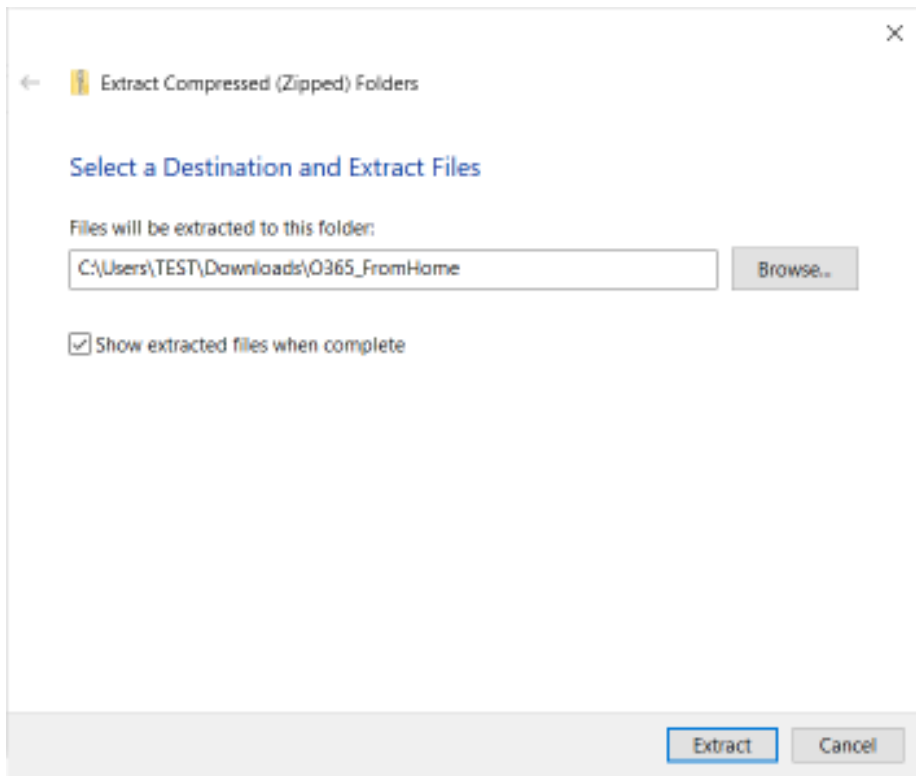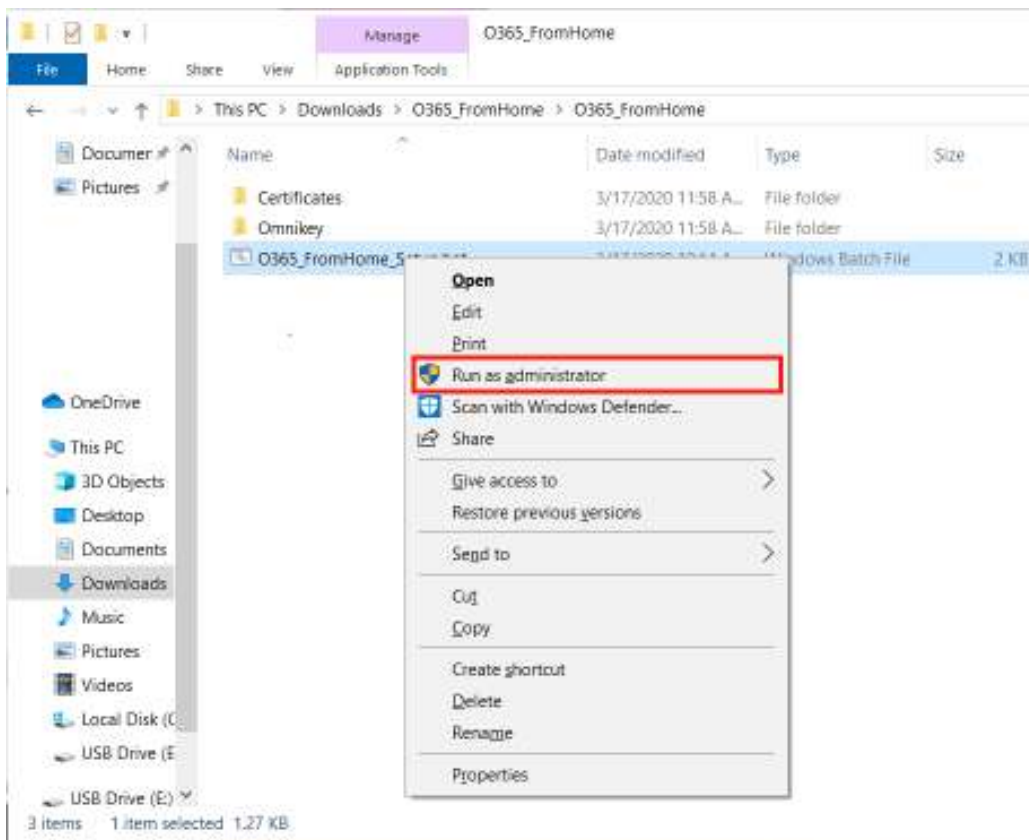
 symbol and select "Show in Folder"

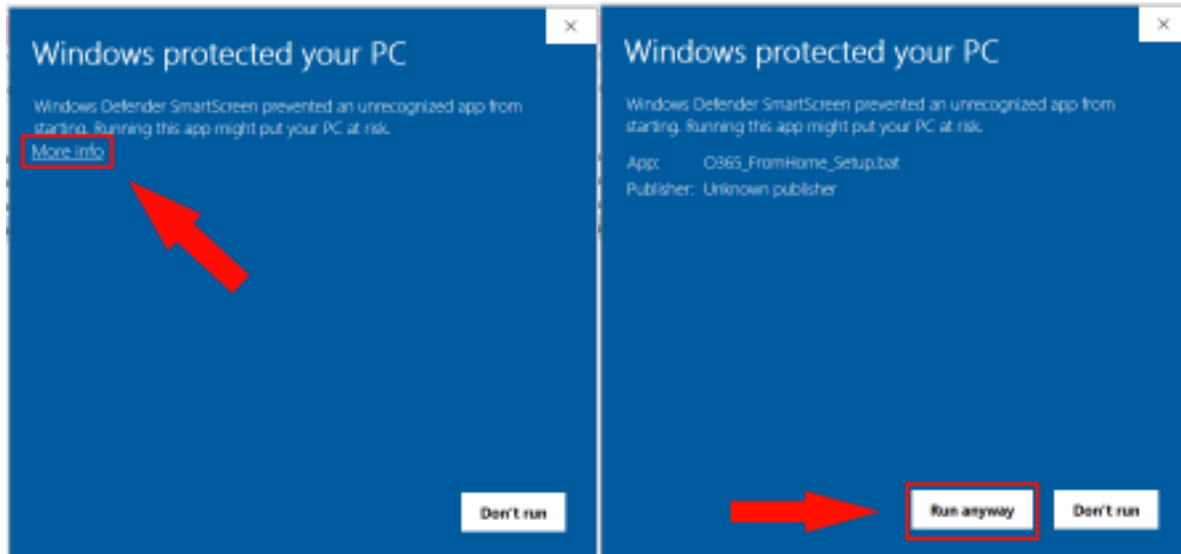Right Click the .zip file and select "Extract All..."

Extract to the Default Location and Select the Checkbox for "Show Extracted files when complete"

Within the Extracted folder, Right click O365_FromHome_Setup.bat and Choose "Run as Administrator"

If you receive the following pop-up messages from Windows SmartScreen, select "More Info" and then "Run Anyways"
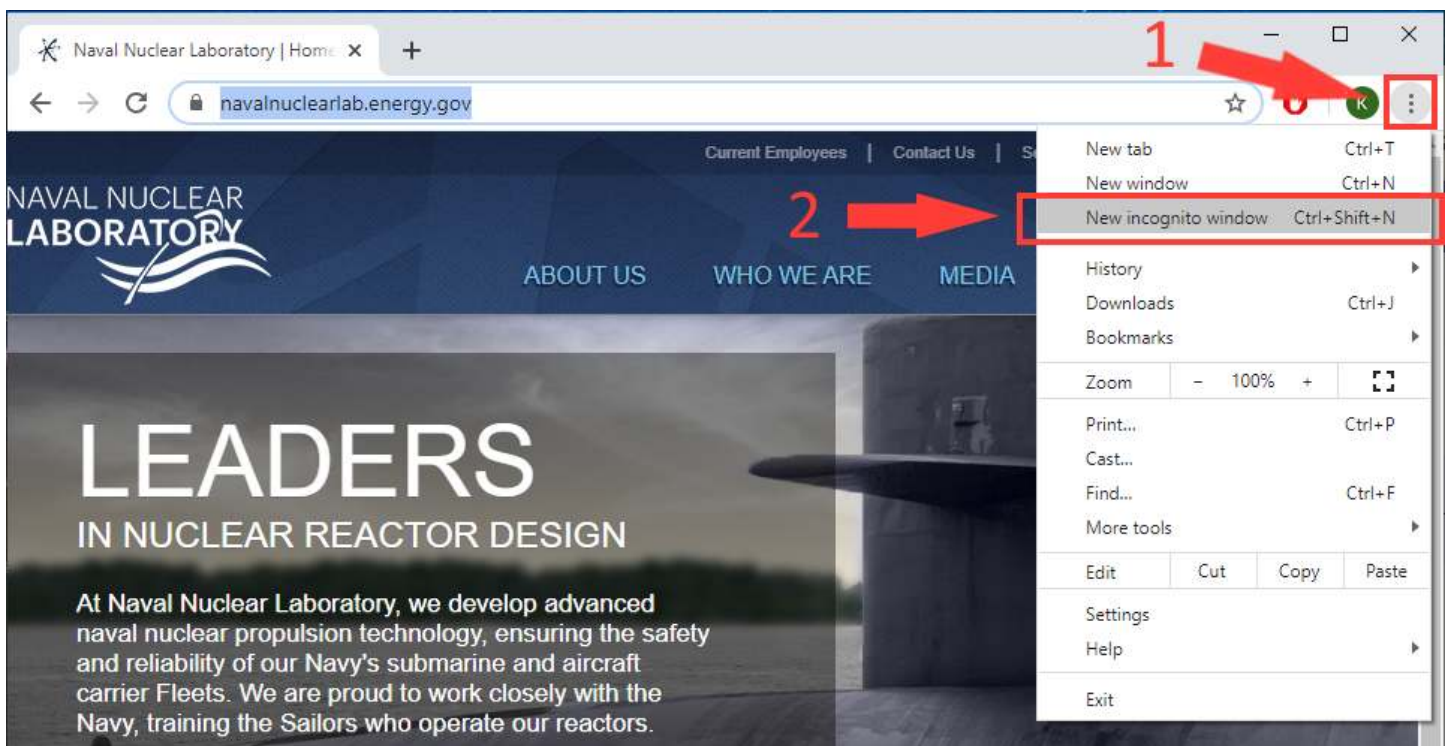

You may also receive a notice from User Account Control Asking to allow this app to make changes to your device. Select Yes.
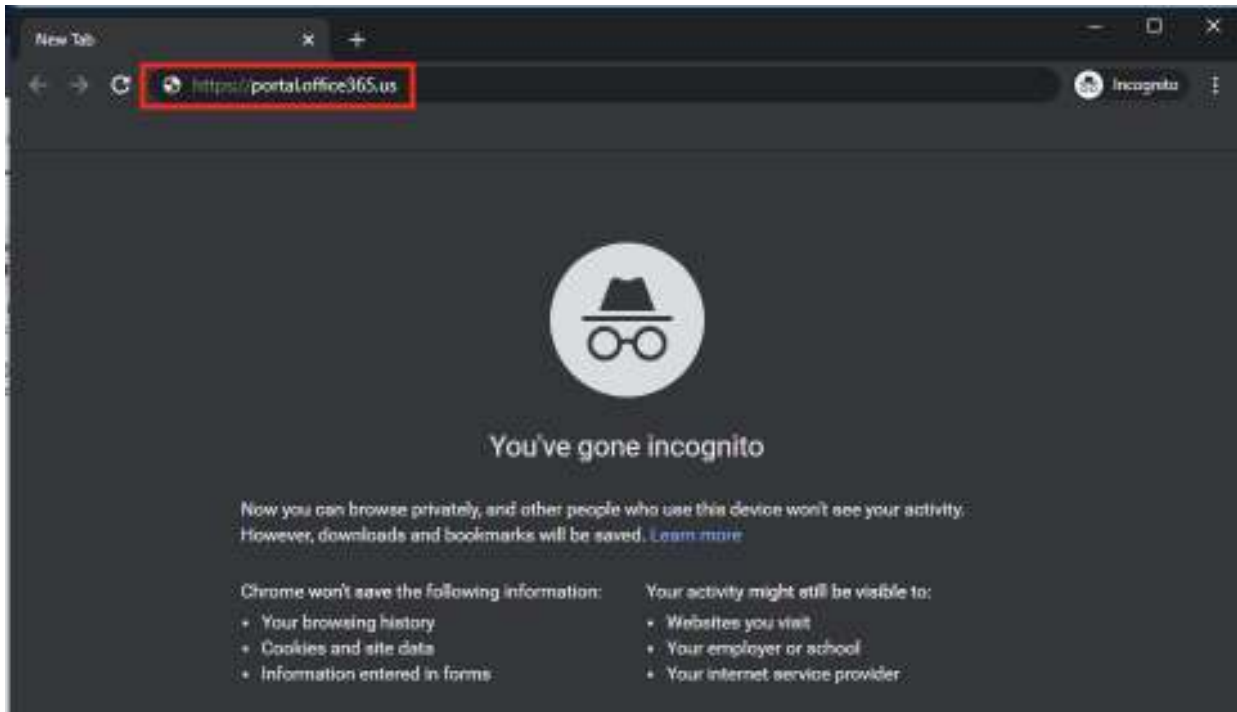
A black box should open momentarily and then close.

5) Close and re-open Google Chrome to ensure the settings are applied properly.

Click the 3 dots in the top right corner of the Chrome window. A menu will appear. Click on "New Incognito Window"

6) In the Incognito Window, type portal.office365.us to navigate to the Office 365 login.

7) At the Office 365 login webpage, type your unclassified Office 365 email address in and click "Next"
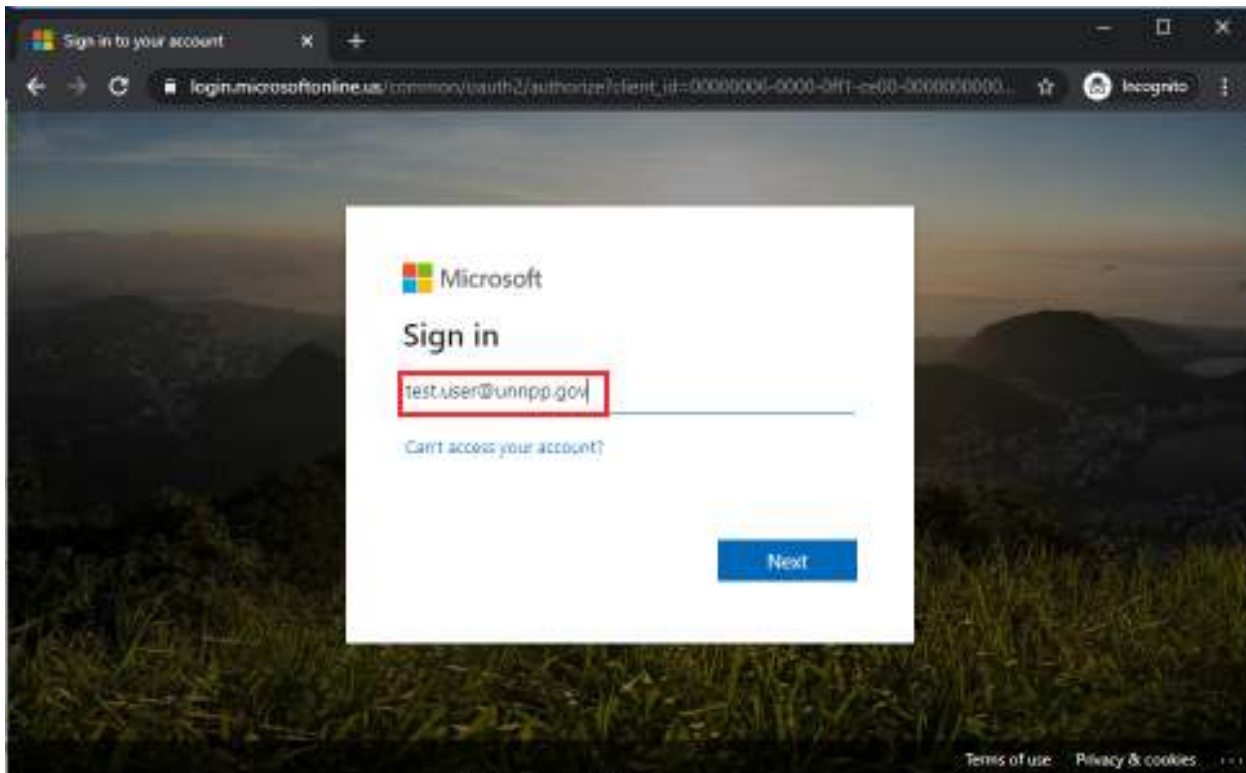
8) You should arrive at the NNL Sign in Portal. Insert your Unclassified Picture badge into the HID card reader. Click "Sign in with Badge and Pin"
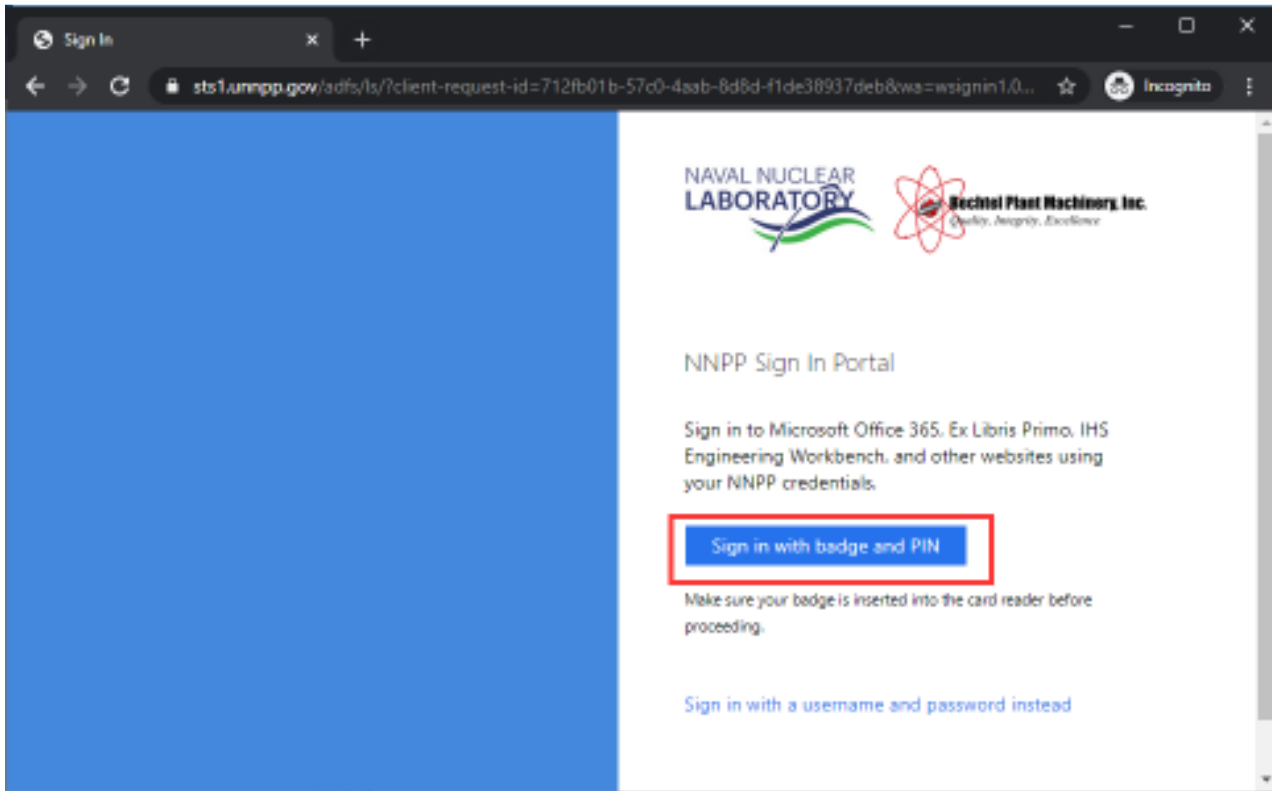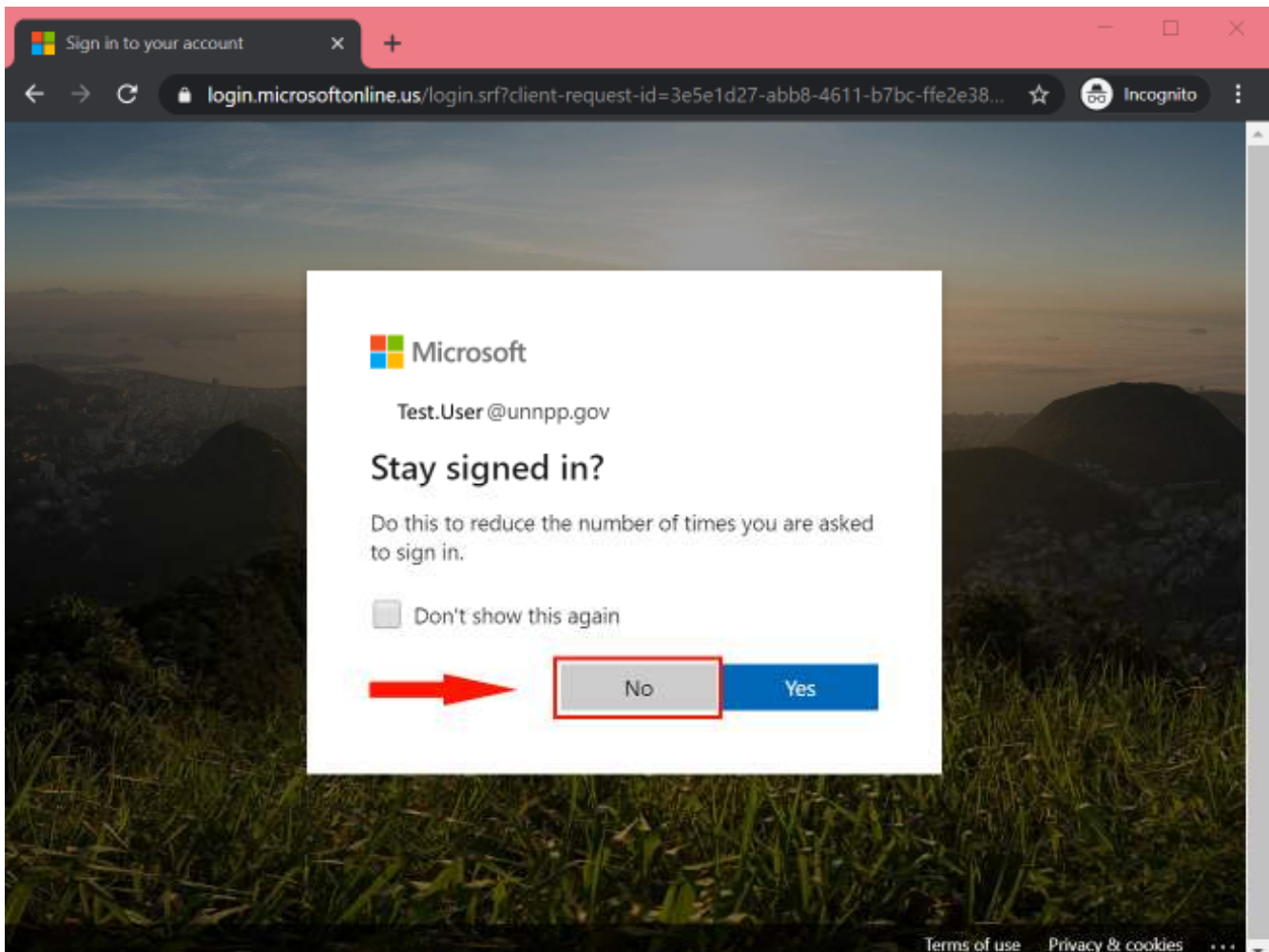

9) A window asking you to "Select a certificate" will pop up. Your name will appear in the subject category. Use the first certificate in the list, and click the "OK" button.
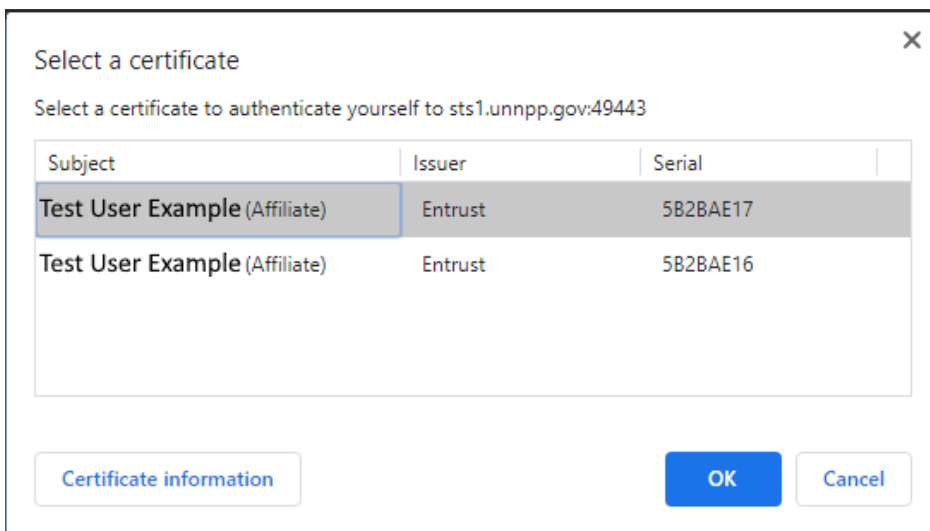
10) Windows Security will pop up in a new window asking for your pin. Enter the pin that you use to login to Office 365 and click "OK".
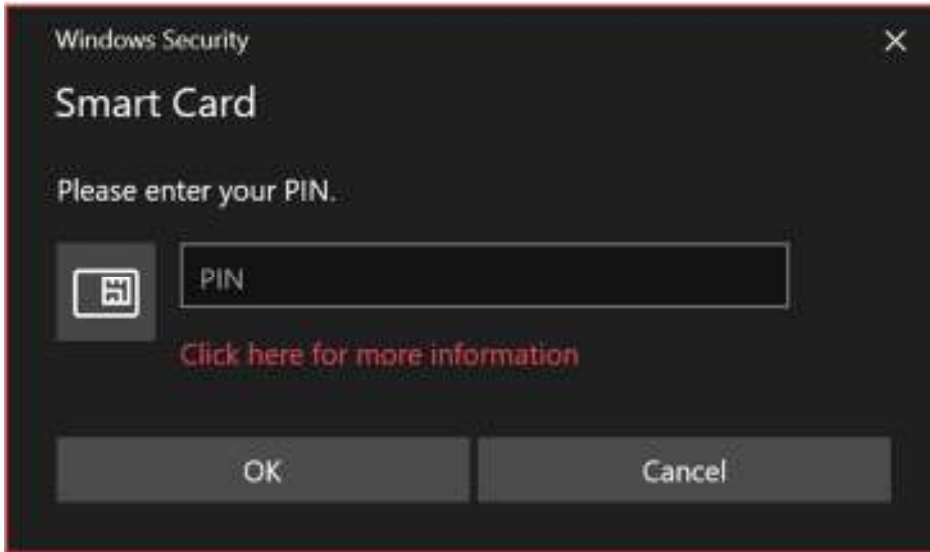
11) A window will appear asking if you want to stay signed in. Click "No".

12) You are now logged into Office 365.

13) **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.