



Please follow the below procedures to setup for ASL new joiner

- 1. AD password reset in 2 questions setup**

- 2. Azure MFA setup (NOT for region MO/TH/TW/ELM)**

- 3. ASL Outlook Mobile app setup**

- 4. FortinetToken SetUp**

- 5. ASL Webmail Login Setup**

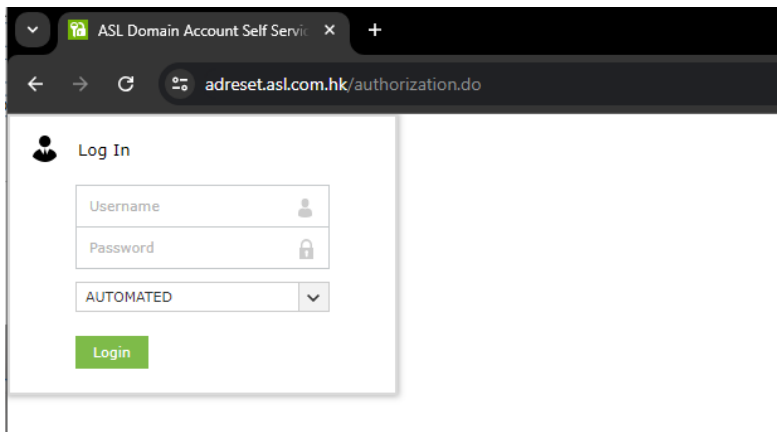
- 6. VPN Setup**



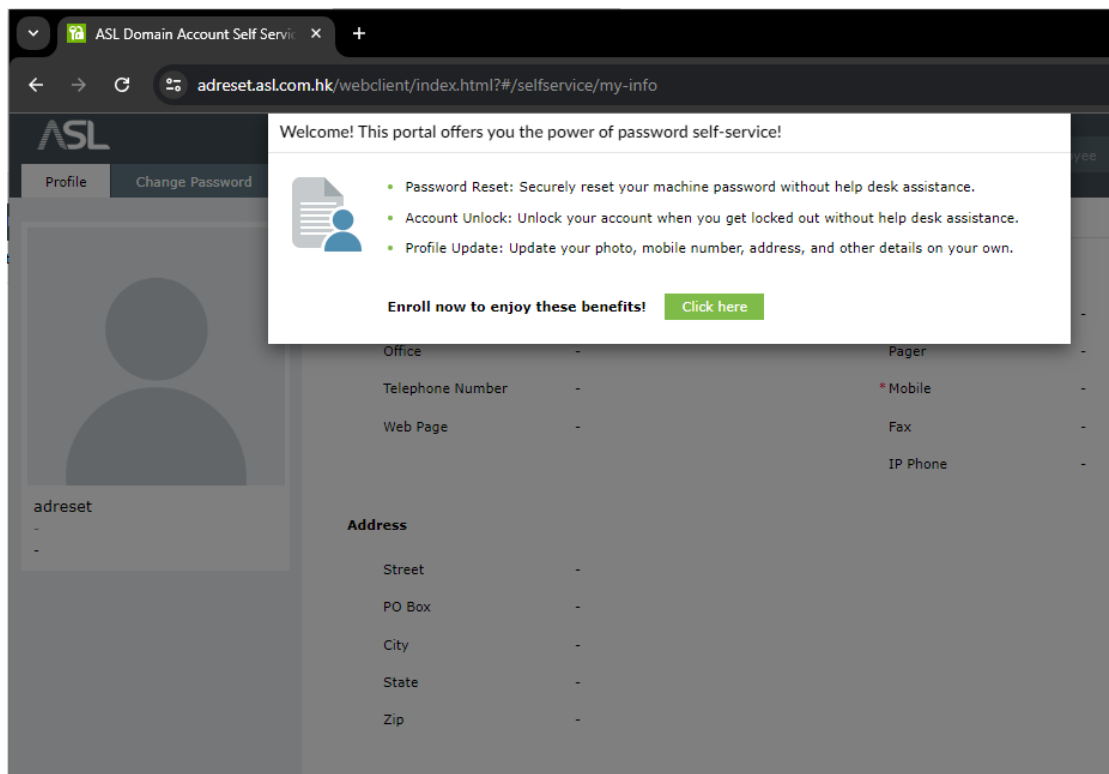
1. AD password reset in 2 questions setup.

Please follow the instruction to enroll AD password reset self service.

1. Go to <https://adreset.asl.com.hk/authorization.do> and login with domain account.



2. Press "Click here" and go to "Enrollment" interface





3. Security Questions – select the “Questions” and “Answers” for password reset use.

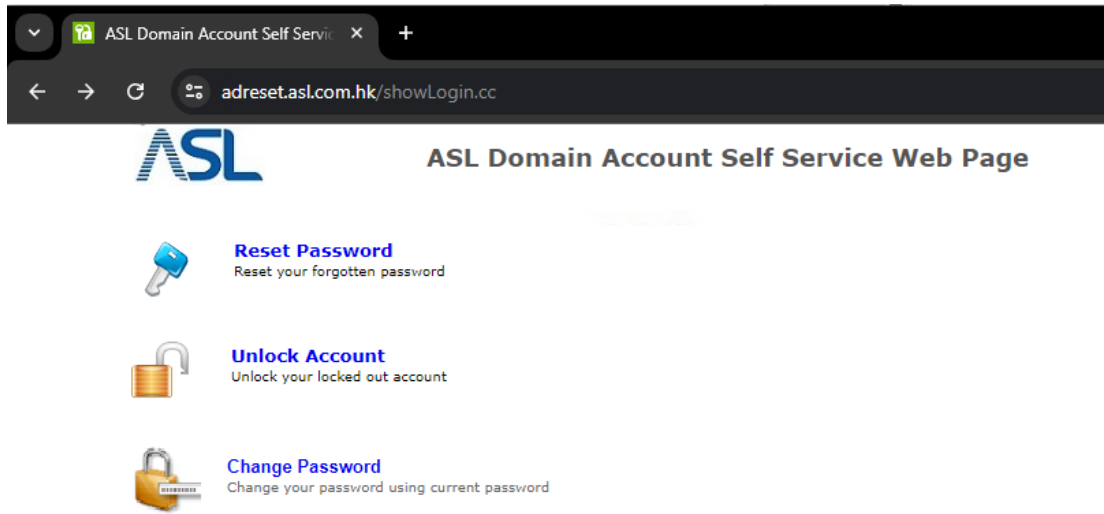
The screenshot shows a web browser window with the URL `adreset.asl.com.hk/webclient/index.html?#/selfservice/enrollment`. The page title is 'MFA Enrollment'. The navigation bar includes 'Profile', 'Change Password', and 'Enrollment' (which is active). A search bar for 'Search Employee' is visible. The main content area is titled 'MFA Enrollment' and contains the following text: 'Please enroll for the forced verification methods enabled for your account.' Below this, there is a section for 'Security Questions' with a question mark icon. Two questions are listed: 'What is your favourite colour?' and 'What was your favourite cartoon character during your childhood?'. Both have the answer 'ashongkong' entered in the text boxes. There is a checkbox for 'Hide Answer(s)' which is unchecked. A note states: 'The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters'. At the bottom right, it says 'Step 1 of 1' and a green 'Next' button.

4. Press “Next” to completed setup.

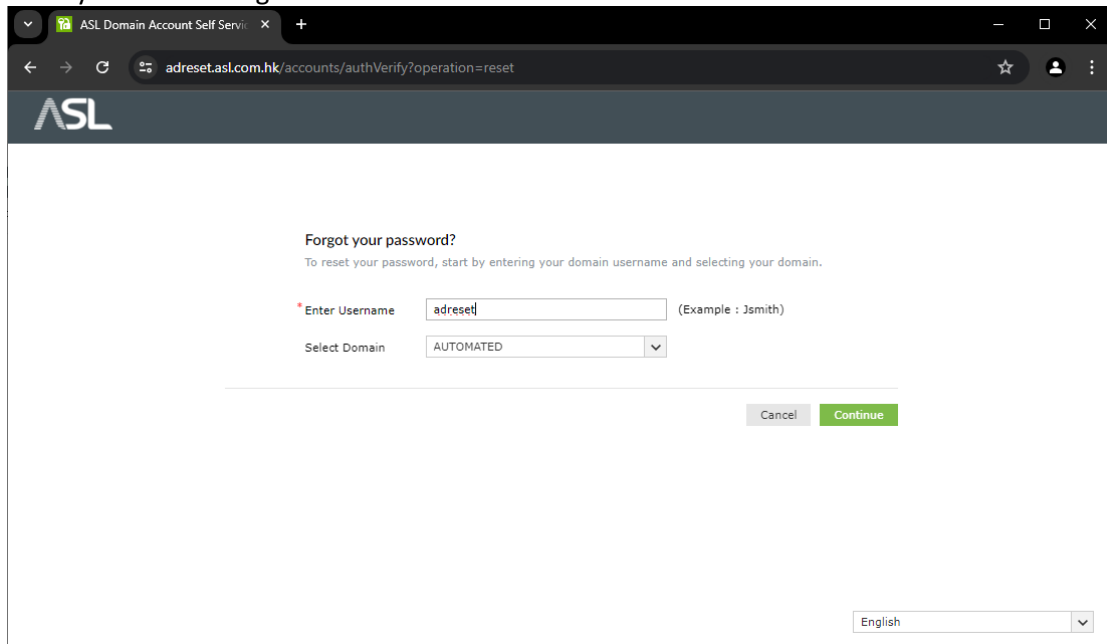
The screenshot shows the same web browser window as the previous one, but now the 'Next' button has been pressed. A green success message box is displayed: 'You have successfully enrolled! The information you provided will help us verify your identity when you login or during the password reset/account unlock process.' Below this, the text reads: 'Enrolled Verification methods. You'll be asked to verify your identity using any of the methods listed below. [Learn more](#)'. A new section titled 'Security Questions & Answer' is shown, with a question mark icon. It includes a link 'View my security questions' with a pencil icon and the timestamp 'Today 03:46 PM'.



- 5. Go to <https://adreset.asl.com.hk/showLogin.cc> and test with reset password.

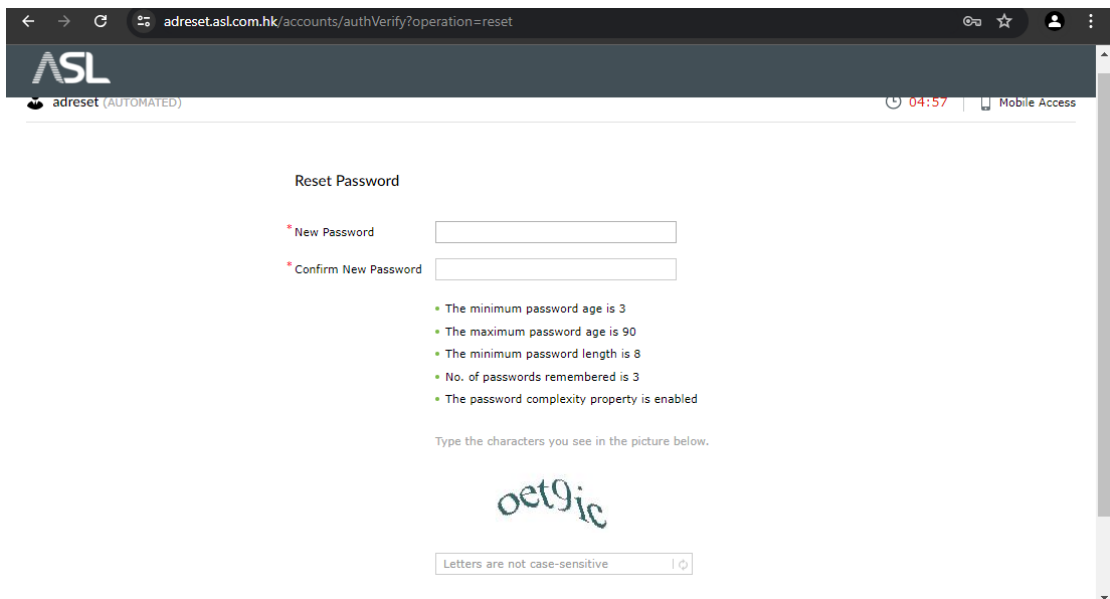
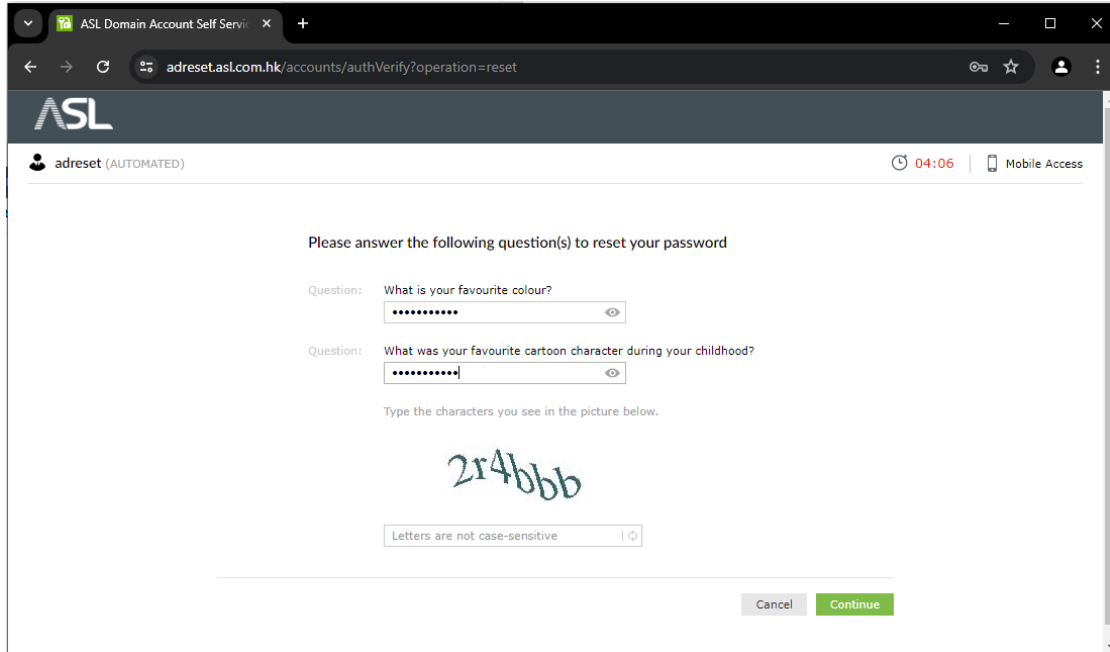


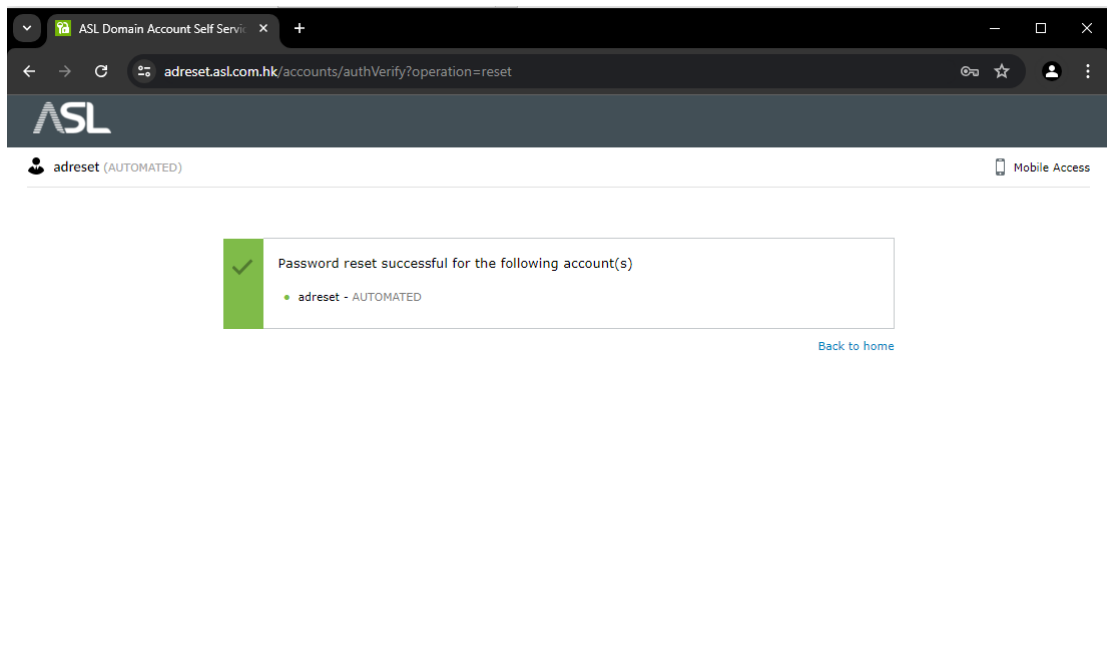
- 6. Enter your domain login name.





7. If the “Security Questions” appear, your reset method has been changed.







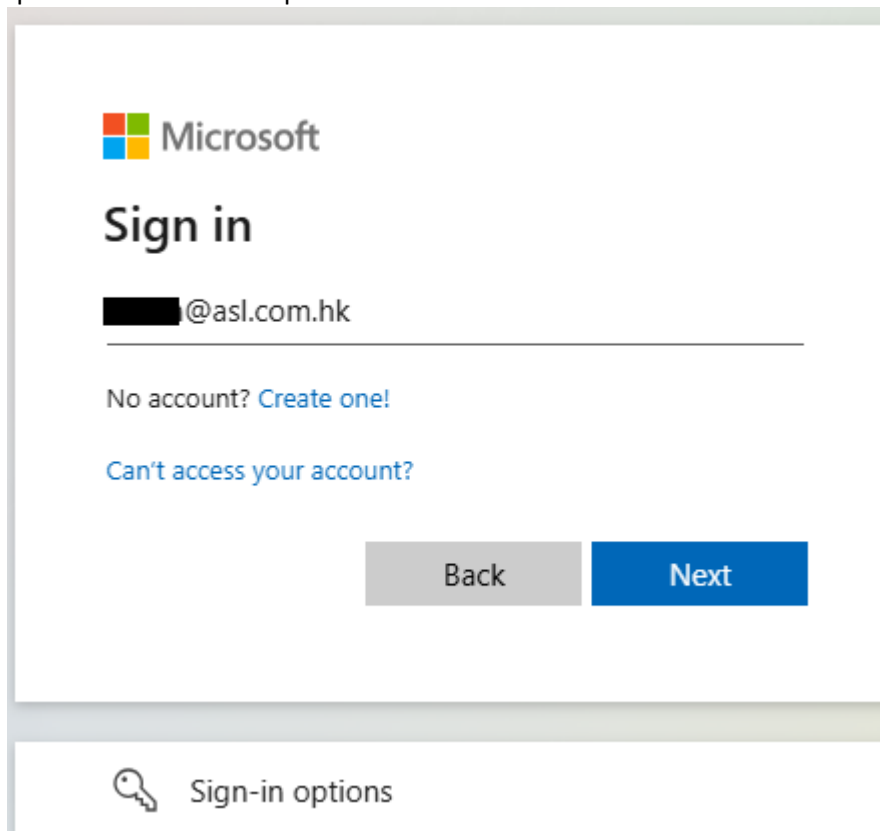
2. Azure MFA Setup (NOT for region MO/TH/TW/ELM)

1. Open M365 web login:

Use Browser to open URL : <https://www.office.com/?ref=login> and click the Sign in



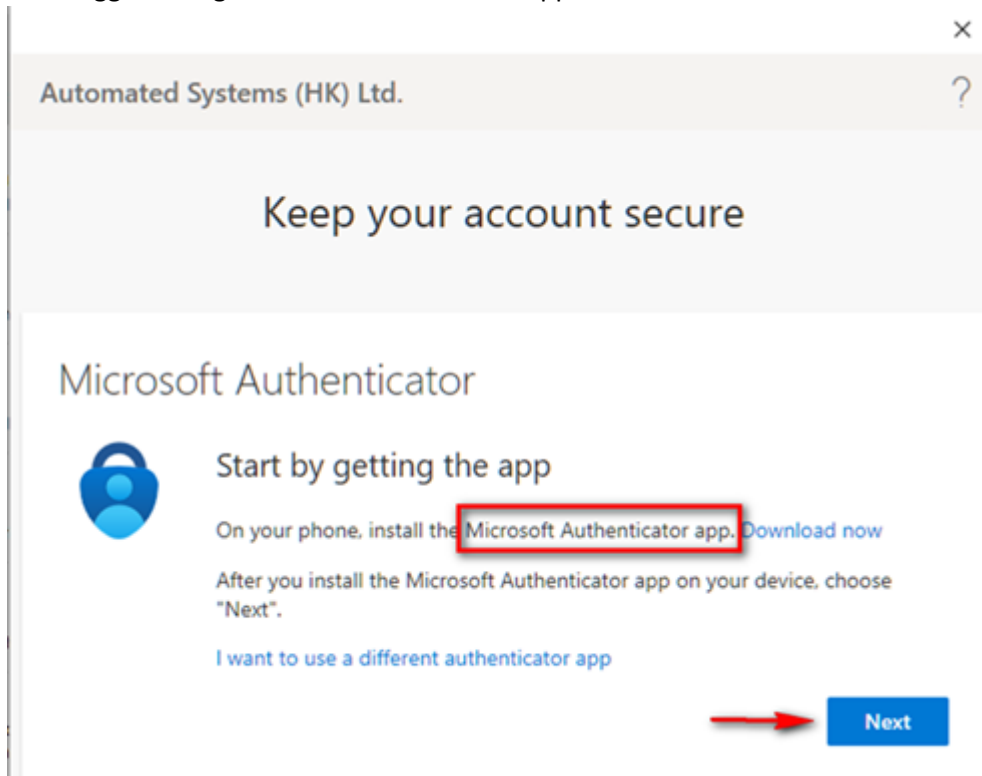
2. Open M365 web will require to do below action:



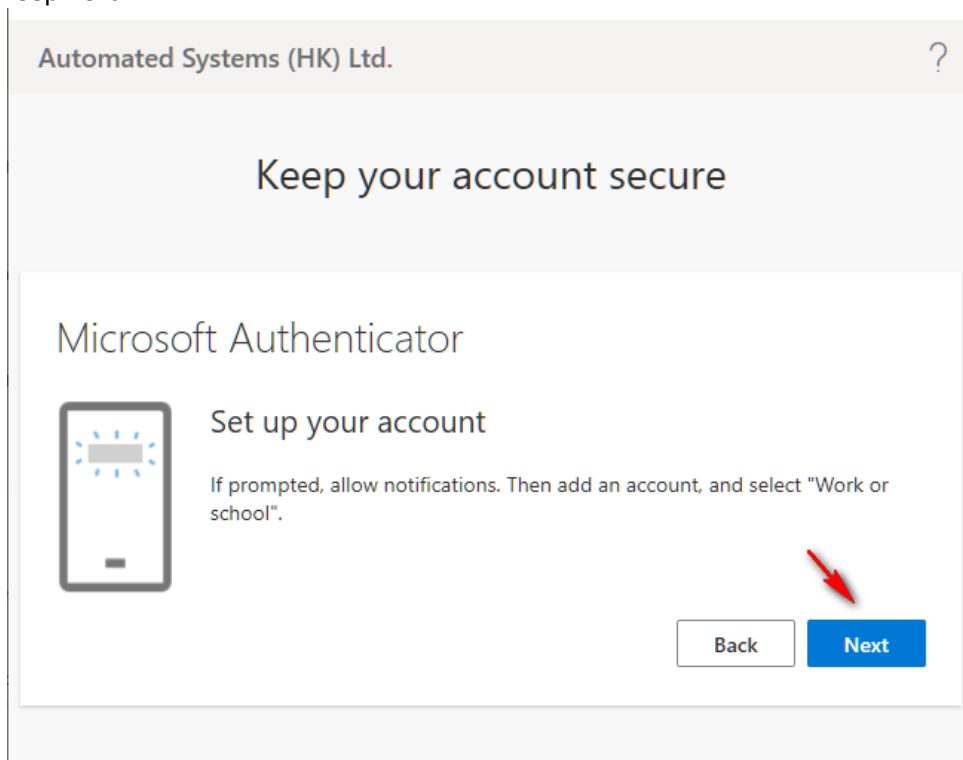


- 3. Download “Microsoft Authenticator” from APP store on phone
Then “Next”

*Not suggest using “Different authenticator app” because some APPs cannot activate it.

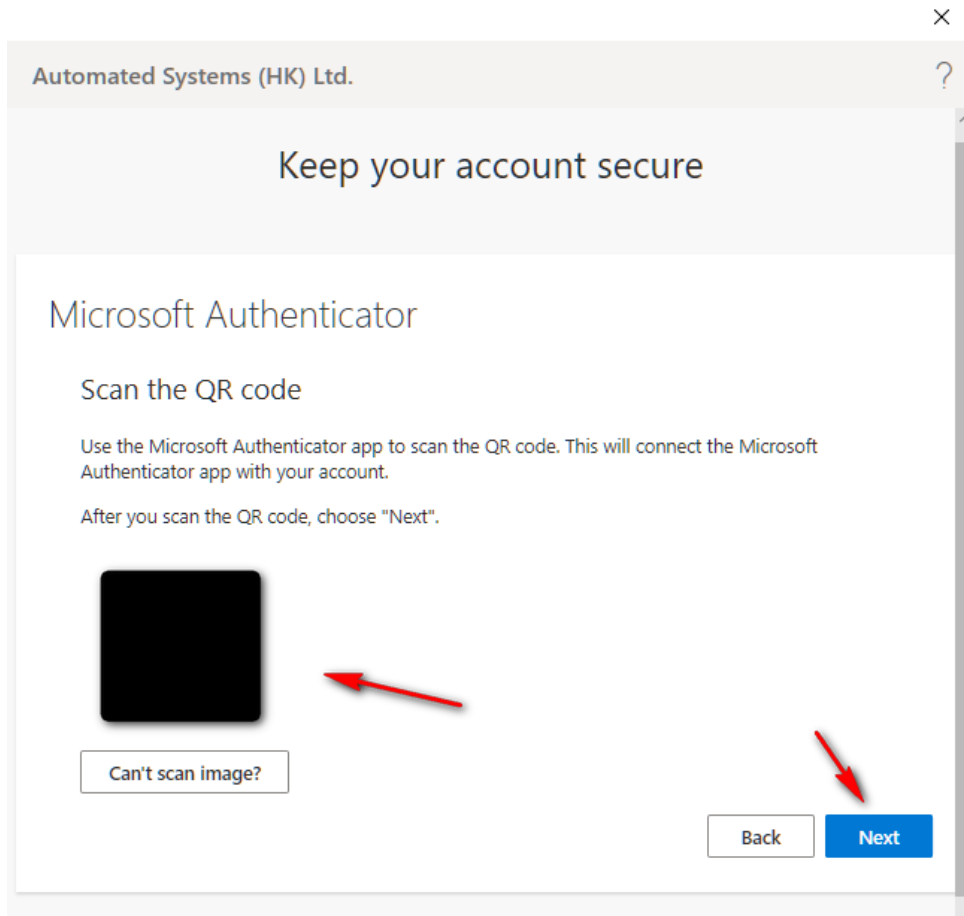


- 4. Keep next



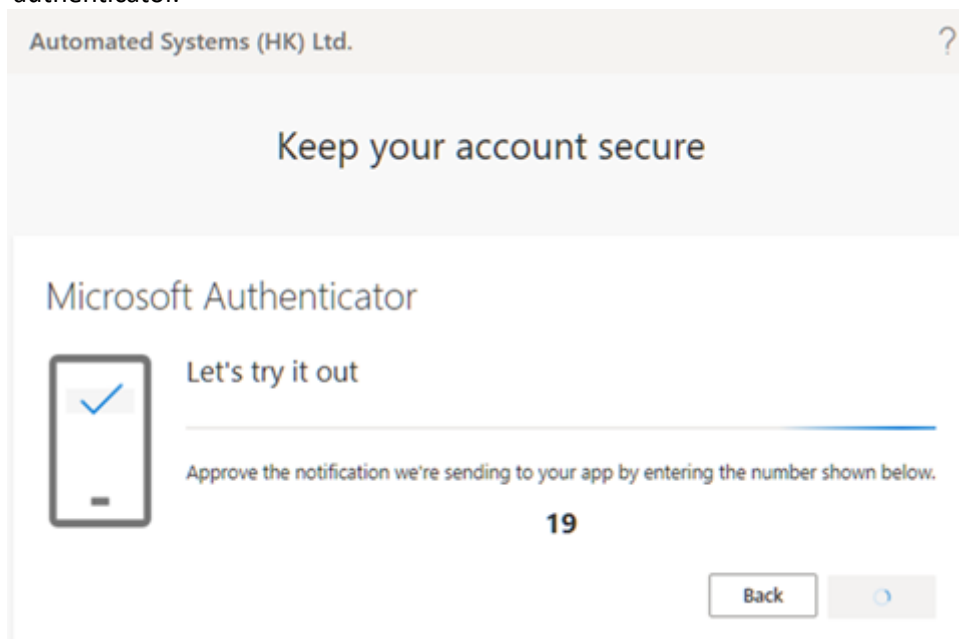


- 5. Scan your own QR code by APP "Microsoft Authenticator"



If Microsoft Authenticator cannot scan, please skip to step 7.

- 6. It will require testing the authentication. Please enter the number on Microsoft authenticator.

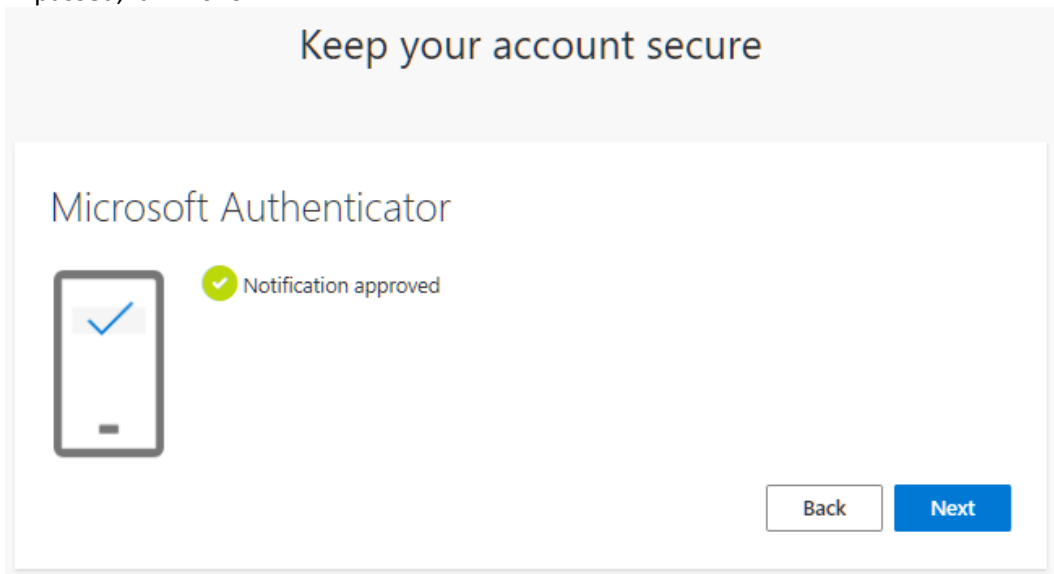




Phone Page:



7. If passed, it will show :

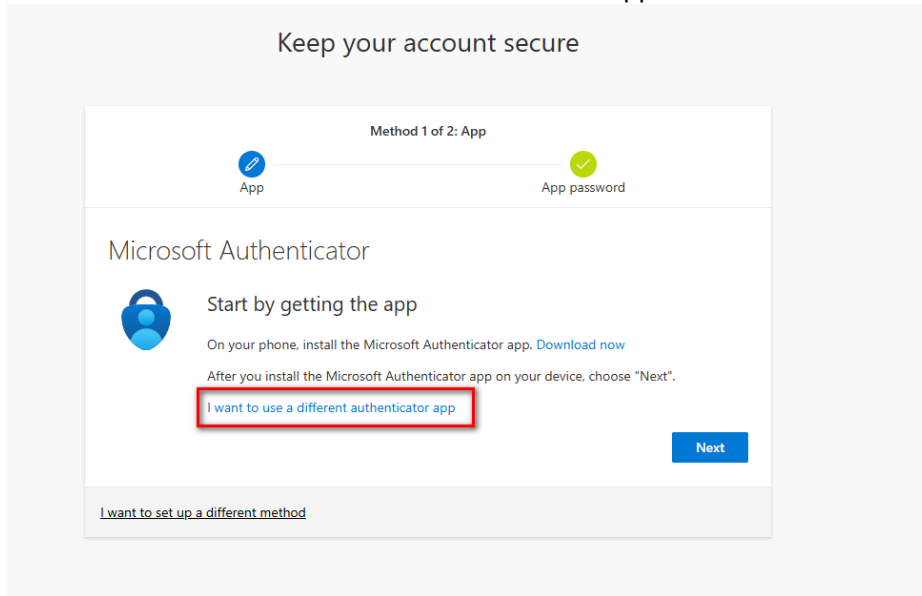




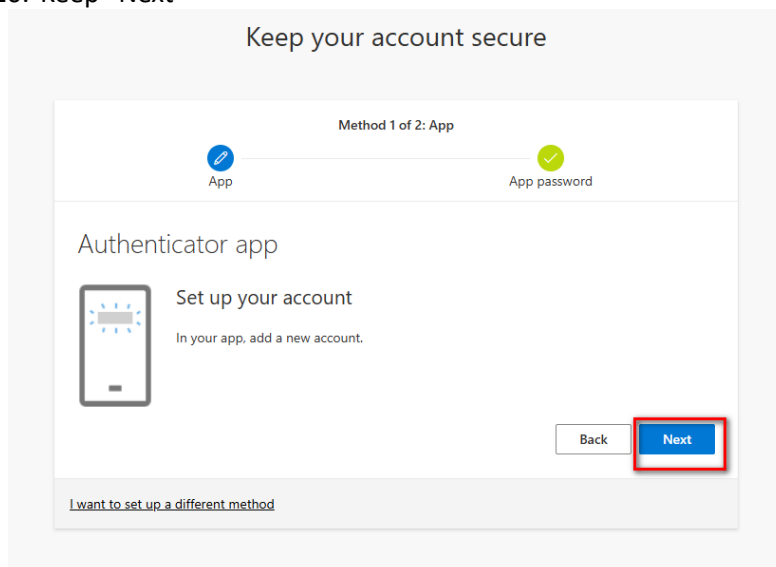
8. If Microsoft Authenticator not work, please download “FortiToken Mobile”



9. Select the “I want to use a different authenticator app”

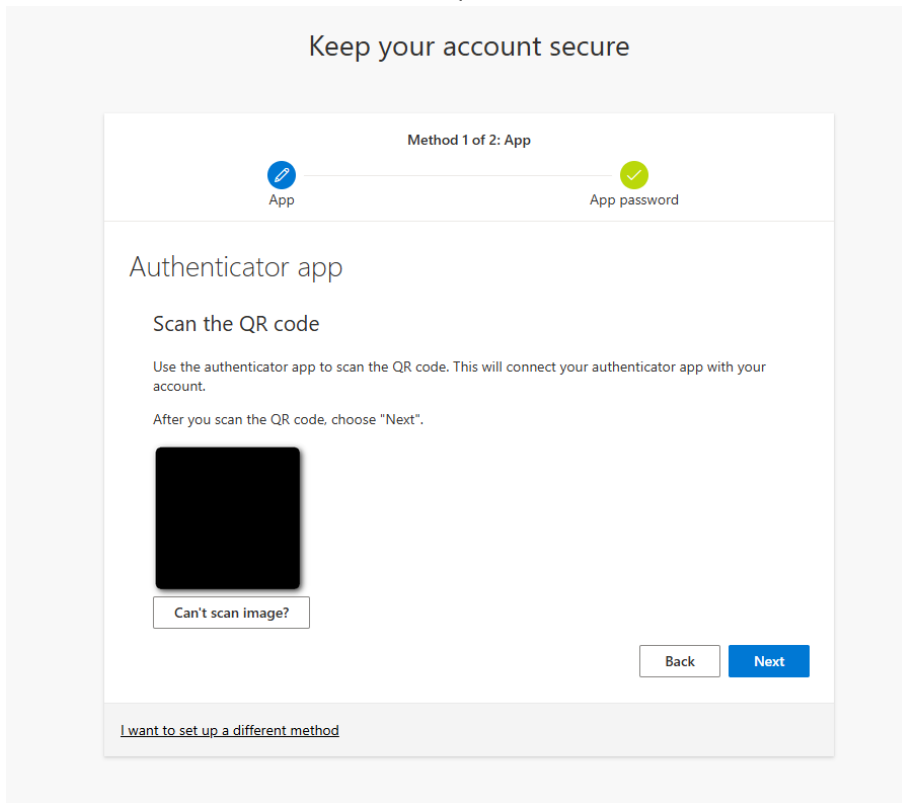


10. Keep “Next”

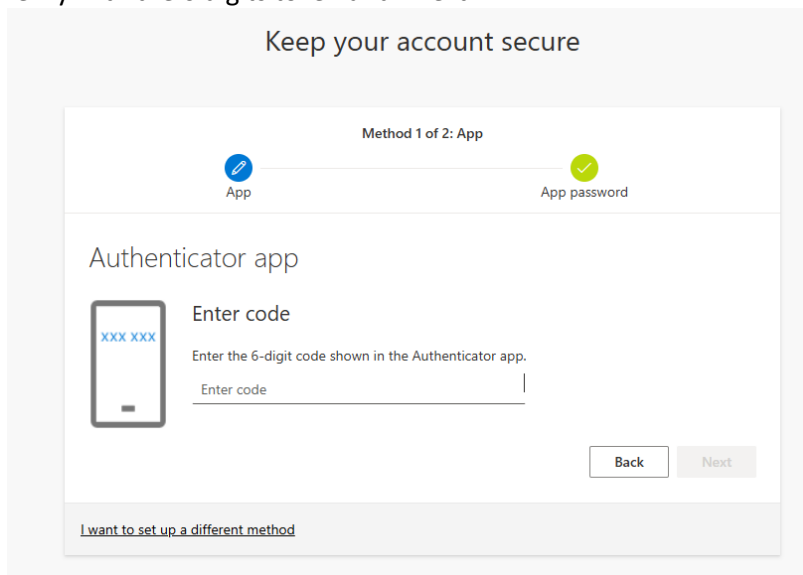




11. Use “FortiToken Mobile” to scan the QR code and “Next”

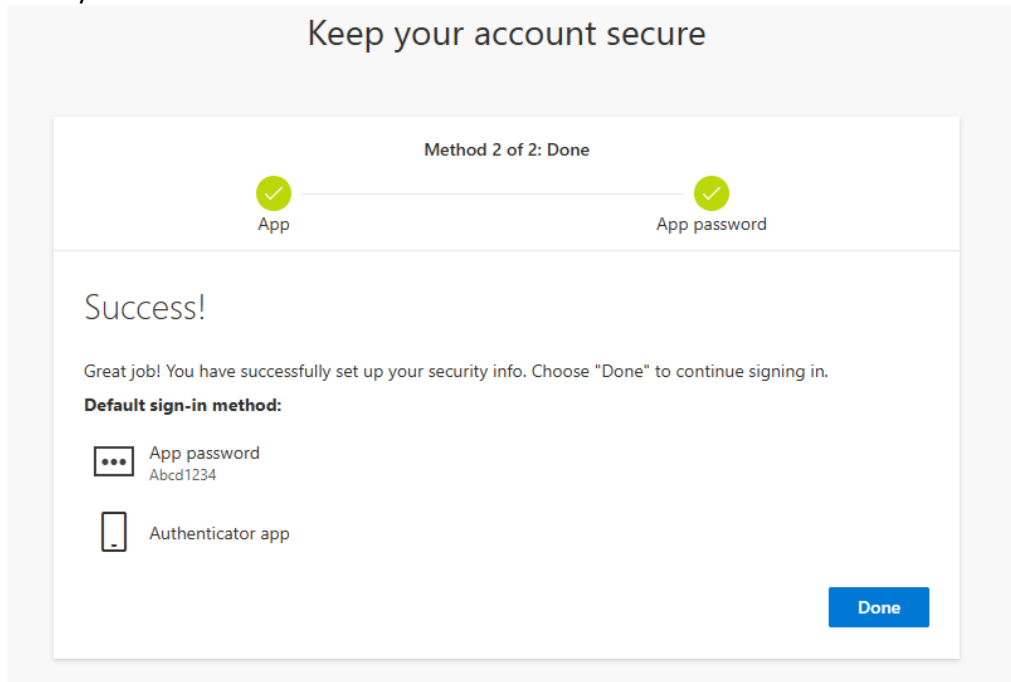


12. Verify with the 6 digits token and “Next”



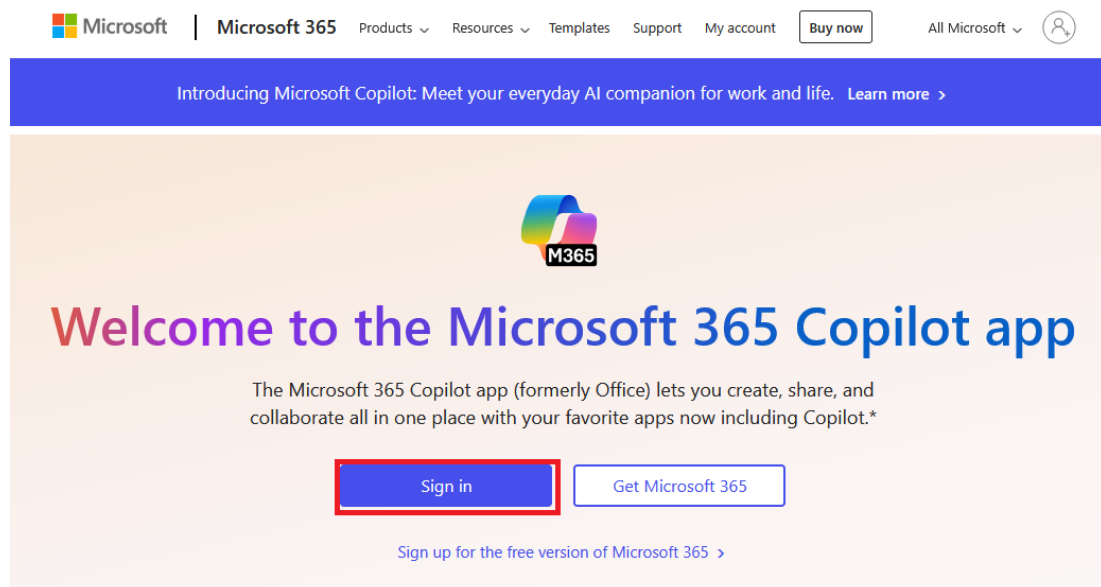


13. Finally “Done”



14. Check the MFA healthy.

Use Browser to open URL : <https://www.office.com/?ref=login> and click the Sign in





Domain : asl.com.hk

Microsoft
Sign in
[redacted]@asl.com.hk
No account? [Create one!](#)
Can't access your account?
Back Next
Sign-in options

Domain : aslcn.com.cn

Microsoft
Sign in
[redacted]@aslcn.com.cn
No account? [Create one!](#)
Can't access your account?
Back Next
Sign-in options

15. Use Mobile App – Microsoft Authenticator to approve the login for asl.com.hk
Or Enter the OTP (one-time-passcode) for aslcn.com.cn.

Microsoft
[redacted]@asl.com.hk
核准登入要求
開啟您的 Authenticator 應用程式，然後輸入顯示的號碼來登入。
12
您的應用程式未顯示任何號碼嗎？請確定已升級為最新版本。
我目前無法使用我的 Microsoft Authenticator 應用程式
詳細資訊

Microsoft
[redacted]@asl.com.hk
Enter code
Please type in the code displayed on your authenticator app from your device
Code
Having trouble? [Sign in another way](#)
More information
Verify

or

16. For successful login, you can see below message.

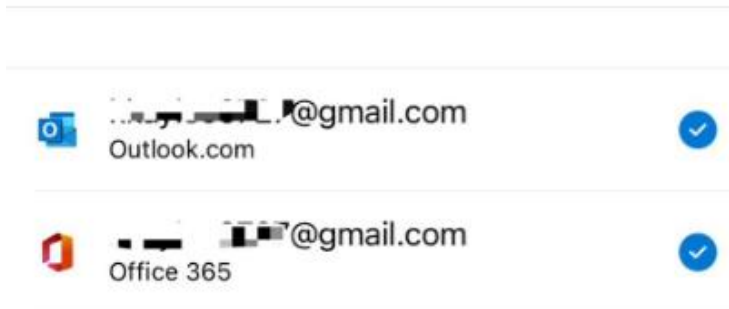
Microsoft
[redacted]@asl.com.hk
保持登入嗎？
這樣做可以減少系統要求您登入的次數。
 不要再顯示
否 是



3. Mobile App Setting (Outlook /Outlook for ios)

- Go to app store to download Microsoft Outlook / **Outlook for IOS**
- Open the outlook app and input your email address (username@asl.com.hk, or username@ps.asl.com.hk)
- Click manual setting and select **Exchange**.
- Click **Advanced Setting** and follow the attached to setup your account.

找到 2 個帳戶



[隱私權與 Cookie](#)



< 新增帳戶

1 輸入公司或個人電子郵件


[input field]@asl.com.hk

2 after input email address , press enter

新增帳戶

建立新帳戶

3  手動設定帳戶

 在電腦上使用 QR 代碼登入

[隱私權與 Cookie](#)



← Choose account type

Microsoft



Office 365



Outlook



Exchange

Other



Yahoo



iCloud



Google



your ASL email address :

電子郵件地址

**username@asl.com.hk
or username@ps.asl.com.hk**

密碼

your email login password

描述 例如 公司

伺服器 例如 **webmail.asl.com.hk**

網域 例如 domain.com **automated**

your ASL Webmail User ID

使用者名稱 例如 john (**username**)

使用進階設定



登入



Mobile App Setting (Outlook /Outlook for Android)

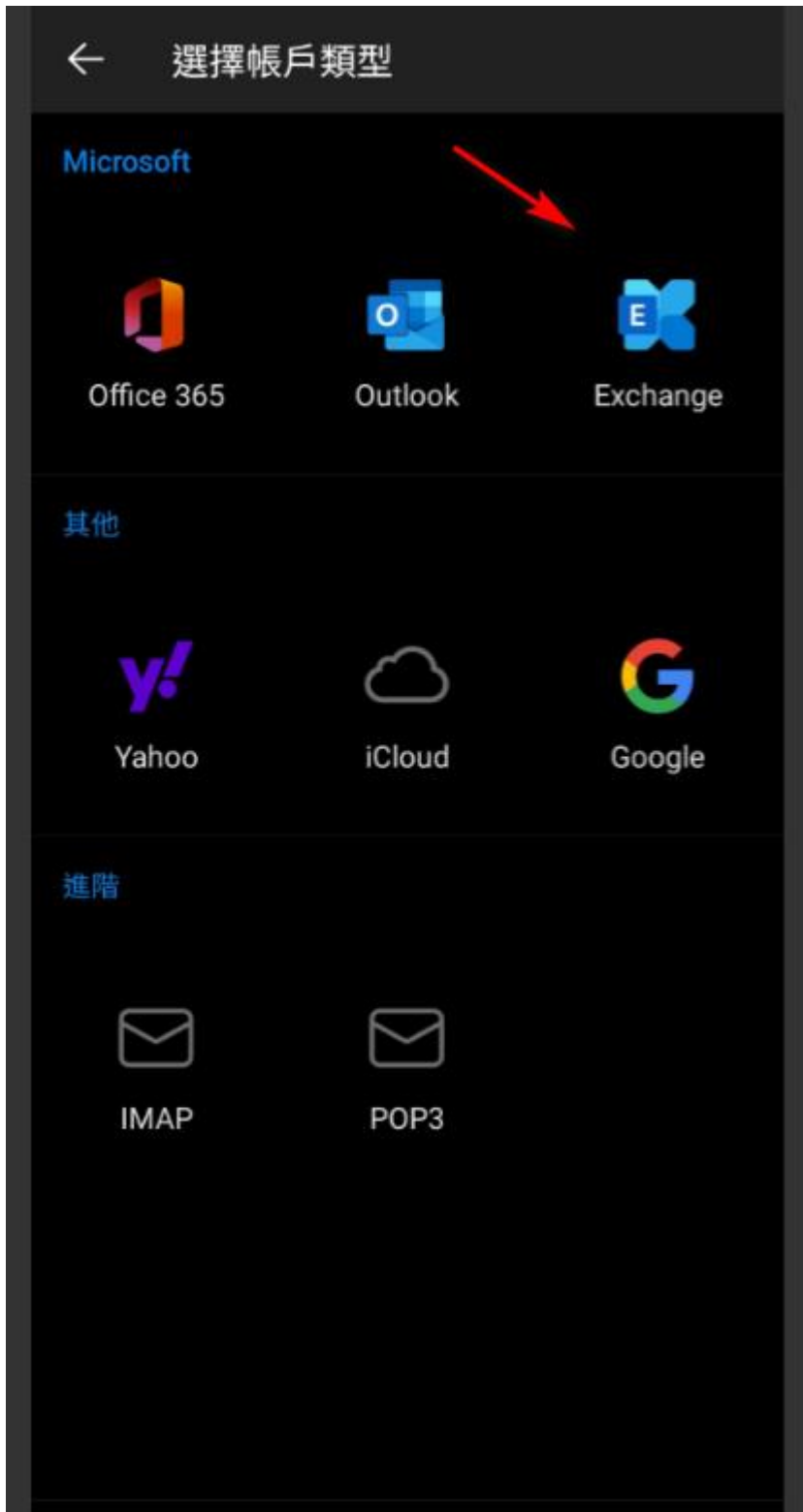
- Go to **Google Store** to download Microsoft Outlook.
- Open the outlook app and input your ASL email address

(username@asl.com.hk or username@ps.asl.com.hk)

- Click manual setting and select **Exchange**.
- Detail setup as below









← **Connect Exchange** ? ✓

Email Address

@asl.com.hk

← your ASL email address

Server (example: server.domain.com)

webmail.asl.com.hk

← ASL email server address

Domain\Username

automated\

← your windows login ID,
For example: automated\kitlau, or kitlau@asl.local

Password

← your windows login password

Description (example: Work)





4. FortiToken Setup

Step 1: Download Mobile Token APP

1. For iPhone user,

Downloading FTM for Apple iOS , Go to iTunes app store to download the free Fortinet Token Mobile IOS application.



FortiToken Mobile 4+

Fortinet

Designed for iPad

★★★★★ 3.2 • 47 Ratings

Free · Offers In-App Purchases

2. For Android user:

Please download app “FortiToken Mobile” from play store:

<https://play.google.com/store/apps/details?id=com.fortinet.android.ftm>

FortiToken Mobile

Fortinet

3.2★
2190 則評論

100萬+
下載次數

4+
3 歲以上

安裝在更多裝置上

這個應用程式與你的裝置相容





Step2: Scan the Fortinet Token

1. Token server will send a token email to your email address when you have the access right of login vpn.asl.com.hk/XXXX, Scan the QR code on your mobile app please!
2. It must be activated before 12 pm on the same day, otherwise it will be invalid, if it is invalid, please contact us during office hours (9:00 – 17:30)

Email to servicedesk@asl.com.hk or Phone call **3719 3204**

The image shows a screenshot of an email client interface. The email is from ASL_MIS_Support <asl-fortiauthenticator@asl.com.hk> with the subject 'FortiToken Mobile FTKMOB1B81EE418B Activation on 192.168.92.108'. The email body contains instructions for activating a FortiToken Mobile. A red arrow points from the text 'token QR code page' to a separate window showing a QR code image. The QR code is titled 'Photos - ftm_qr_FTKMOB1B81EE418B_EEIEPAWG2ML4WCP8.png'.

File Message Attachments Tell me what you want to do...

Open Quick Send Save Save All Remove Copy Show
Print To As Attachments Attachment Selection Message

Actions Selection Message

Wed 9/3/2022 3:59 pm
ASL_MIS_Support <asl-fortiauthenticator@asl.com.hk>
FortiToken Mobile FTKMOB1B81EE418B Activation on 192.168.92.108

To

Archive 8/4/2022 **token QR code page**

ftm_qr_FTKMOB1B81EE...
631 bytes

Hello [Name], welcome to FortiToken Mobile - One-Time-Password software token.

Please visit <https://docs.fortinet.com/product/fortitoken/> for instructions on how to install your FortiToken Mobile application on your device and to activate your token.

Activation Code for FortiToken Mobile **F** **18B**, which you will need to enter on your device later, is
"EE"*****. :PB"

Alternatively, use the attached QR code image to activate your token with the "Scan Barcode" feature of the app.

You must activate your token by: Thu, Mar 10, 2022 15:59 HKT, after which you will need to contact your system administrator to re-enable your activation.

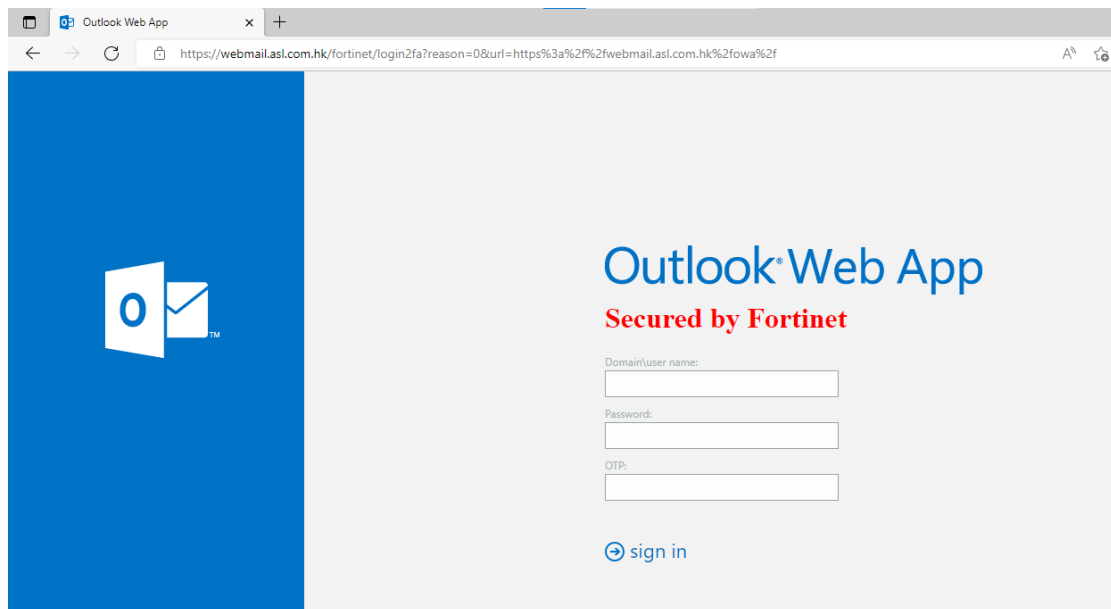


4. ASL Webmail Login Setup

ASL Outlook Web Access (OWA)

Please follow the instruction to login your ASL mailbox.

1. Open Web Browser and type <https://webmail.asl.com.hk>
2. Entry your name with domain name (automated\username or username@asl.local)
3. Entry your ASL domain login password.
4. Entry your FortiToken OTP(Token).
5. Click “sign in”



6. If you have any queries, please contact Service Desk on email: servicedesk@asl.com.hk Or Call 3719 3204!



5. Setup VPN

Download and install Pulse Secure client

For windows:

<http://download.asl.com.hk/pub/sslvpn/windows/>

The screenshot shows a web browser window with the address bar displaying `download.asl.com.hk/pub/sslvpn/windows/`. The page title is "Index of /pub/sslvpn/windows". Below the title is a table with columns for Name, Last modified, Size, and Description. The table lists a "Parent Directory" and a file named "ps-pulse-win-22.7r1...>" with a size of 57.1M. At the bottom of the page, it says "Apache/1.3.27 Server at download.asl.com.hk Port 80".

Name	Last modified	Size	Description
Parent Directory	01-Dec-2022 07:55	-	
ps-pulse-win-22.7r1...>	22-Feb-2024 13:11	57.1M	

Apache/1.3.27 Server at download.asl.com.hk Port 80

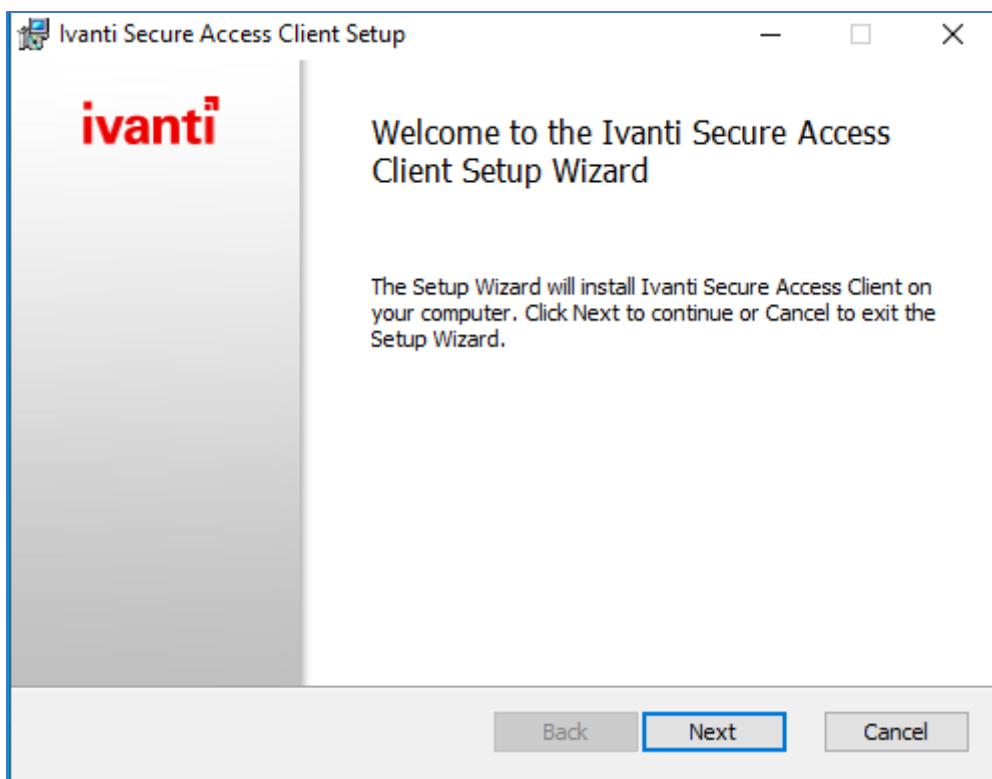
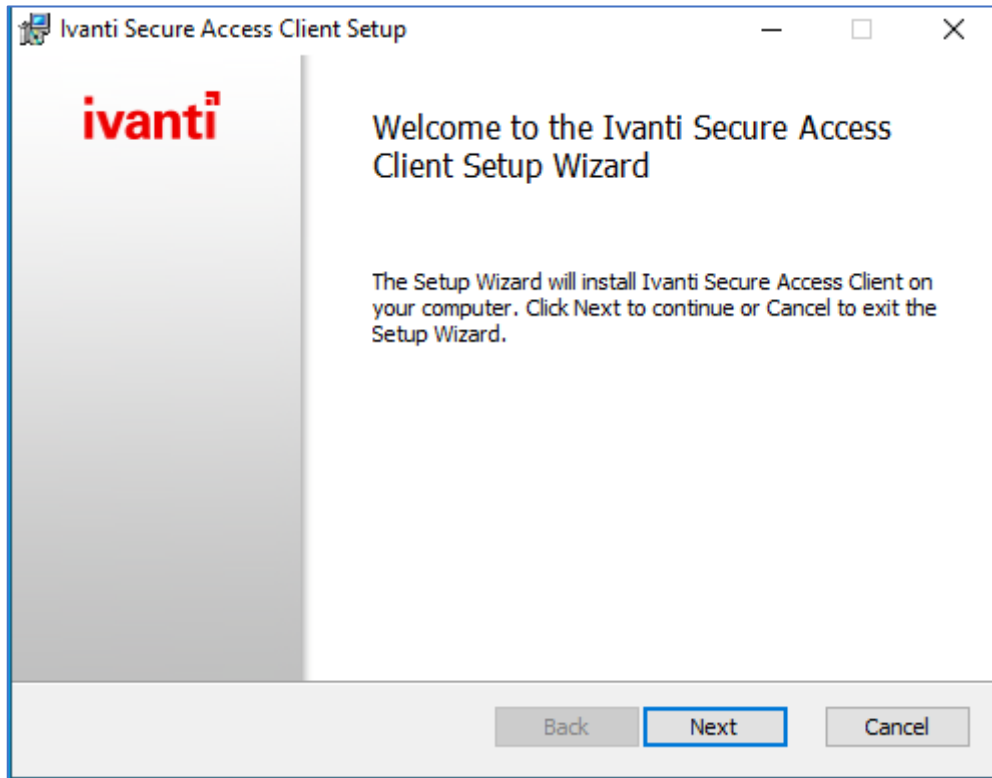
For MacOS :

<http://download.asl.com.hk/pub/sslvpn/macos/>

The screenshot shows a web browser window with the address bar displaying `download.asl.com.hk/pub/sslvpn/macos/`. The page title is "Index of /pub/sslvpn/macos". Below the title is a table with columns for Name, Last modified, Size, and Description. The table lists a "Parent Directory" and a file named "ps-pulse-mac-22.7r1...>" with a size of 99M. At the bottom of the page, it says "Apache/1.3.27 Server at download.asl.com.hk Port 80".

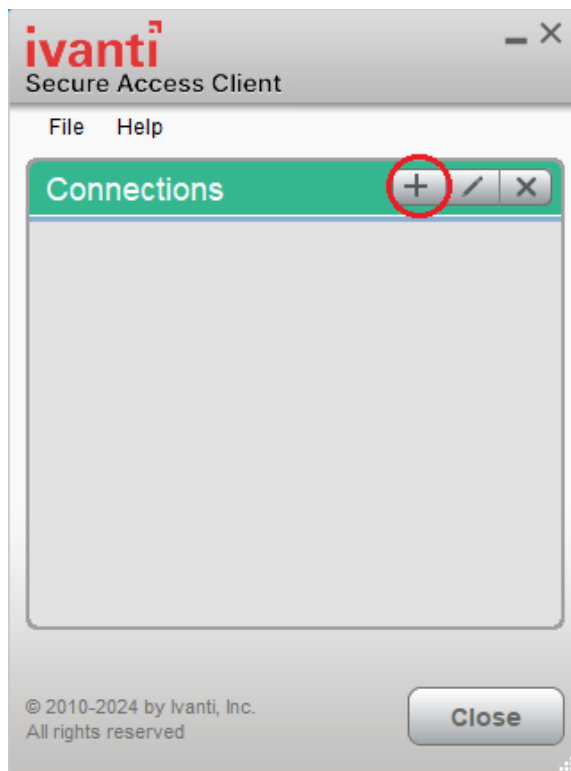
Name	Last modified	Size	Description
Parent Directory	01-Dec-2022 07:55	-	
ps-pulse-mac-22.7r1...>	22-Feb-2024 13:10	99M	

Apache/1.3.27 Server at download.asl.com.hk Port 80





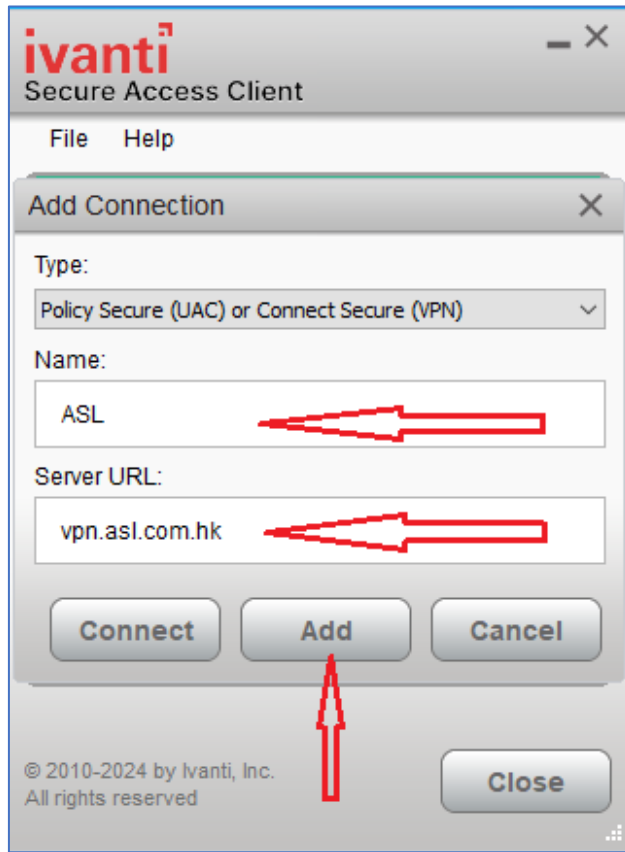
Open SSLVPN and add new VPN role connection



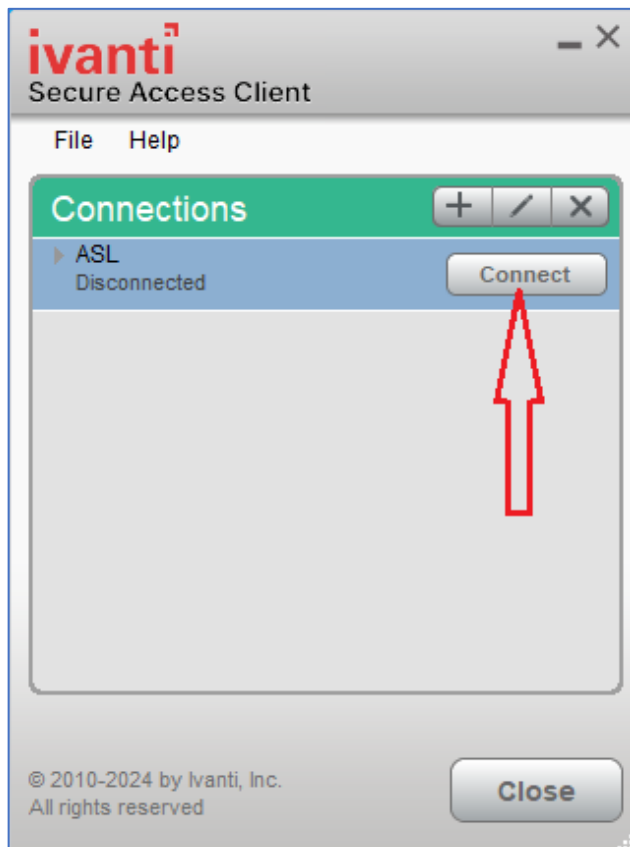
Enter the Name of VPN role name you need to access it!

vpn.asl.com.hk For General purpose: eleave and eform.

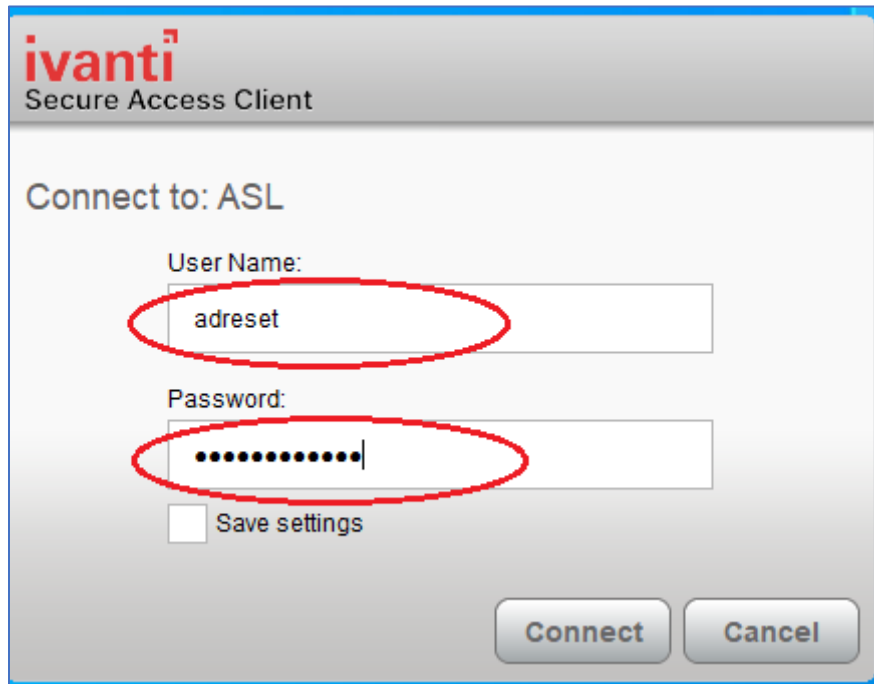
“ASL” and Server “https://vpn.asl.com.hk” Detail you can email to service desk to check it (servicedesk@asl.com.hk) or Phone call 3719 3204



Click Connect it



Enter your Domain ID and Password



Enter your "Fortinet Token Code"



When the SSL VPN connected, you should have the icon in right hand corner.



If anti-virus is out of date, the SSL VPN will not be connected.

Please check and update the definition before connect to SSL VPN.