

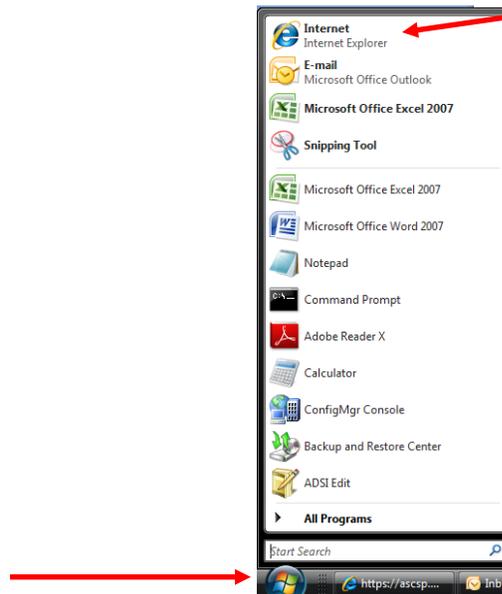


Enterprise Email Post-Migration Step 1A Log in to Outlook Web Access (OWA)



Outlook Web Access (OWA) is available to all migrated account holders. It is plausible that software patches, hotfixes, etc. may prevent migrated account holders from accessing DISA mail via Microsoft Office Outlook. An uncompromising method for checking DISA mail is via Outlook Web Access. This guide will assist in logging into OWA.

1. Open **Internet Explorer** by clicking the **Start** button and selecting the **Internet** icon.





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2. Type “<https://web.mail.mil>” in the URL field press the Enter key.

Army Knowledge Online - Windows Internet Explorer

Address bar: <https://web.mail.mil>

File Edit View Favorites Tools Help

U.S. ARMY **AKO** ARMY KNOWLEDGE ONLINE **DKO** DEFENSE KNOWLEDGE ONLINE

MAINTENANCE NOTICE: AKO/DKO will perform routine maintenance between 0400 - 0800 EDT / 0800 - 1200 ZULU 21-MAY-2011. During this time, the Portal, Webmail2, and Webmail may be unavailable. We apologize for the inconvenience.

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- ▶ The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- ▶ At any time, the USG may inspect and seize data stored on this IS.
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- ▶ This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- ▶ Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Other DoD Service Portals

- ▶ Air Force Portal
- ▶ Defense Online
- ▶ MarineNet
- ▶ Navy Enterprise Portal -- Coming Soon

Terms of Use / Terms of Service

The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system.

Done Trusted sites | Protected Mode: Off 100%



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3. Click the **I Accept** Button.

Department of Defense : Terms of Use - Windows Internet Explorer

https://web.mail.mil/

File Edit View Favorites Tools Help

Fort Gordo... Certificate... BMC Rem... HTML Libr... Harris, Ja... Certificate... Microsoft... Copy Aut... Depart... X



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Done Internet | Protected Mode: Off 100%

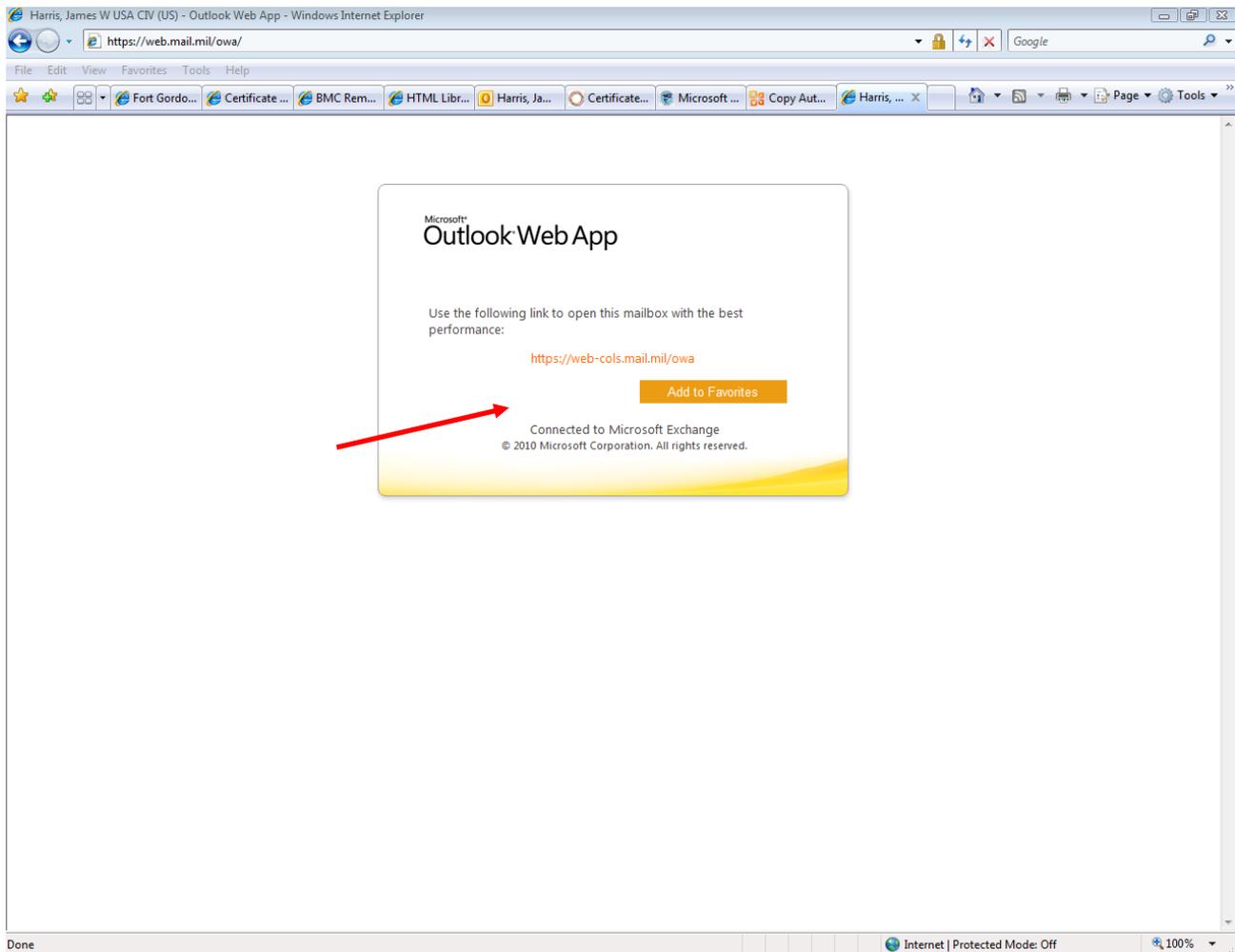
***** NOTE ***** Logging into OWA the first time might cause a certificate prompt to appear. If so, select the email certificate.



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4. Click the provided link. This link may change in the future. You may also click the **Add to Favorites** button provided to add the displayed link into your Favorites folder.



*** **NOTE** *** If prompted select the appropriate Time Zone.



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5. The Outlook Web Access environment is then displayed.

The screenshot shows the Outlook Web App interface in a Windows Internet Explorer browser. The address bar displays <https://web-cols.mail.mil/owa/>. The page features a colorful banner with the text "OUTLOOK WEB APP!" and "Sign out | Harris, James W USA CIV (US)".

The left sidebar shows the "Mail" section with "Inbox (49 Items)" and "Favorites" including "Inbox (2)", "Unread Mail (2)", and "Sent Items". The main content area displays a list of emails under the "Older" tab, with the selected email being "Left to Migrate 28 March 2011" from Clark, Opal L USA CIV (US) dated 3/28/2011.

The right pane shows the details of the selected email:

- Subject:** Left to Migrate 28 March 2011
- To:** Harris, James W USA CIV (US)
- Attachments:** Lefttomigrateon28March2011.xlsx (15 KB) [Open as Web Page]
- Date:** Monday, March 28, 2011 2:36 PM
- Body:**

Billy Moore 706-305-8805

Roberto Matos 706-305-8752

Opal L. Clark
7th SIG CMD (T)
Chief, Information Technology Support
FT GORDON, GA 30905
CIV: 706.787.7675 | DSN: 773.7675 | FAX: 706.787.0657
EMAIL: opal.l.clark.civ@mail.mil

IF YOU DON'T STAND BEHIND OUR TROOPS.....FEEL FREE TO STAND IN FRONT OF THEM PLEASE

6. This completes Step 1A.

7. Go to step 1B.