

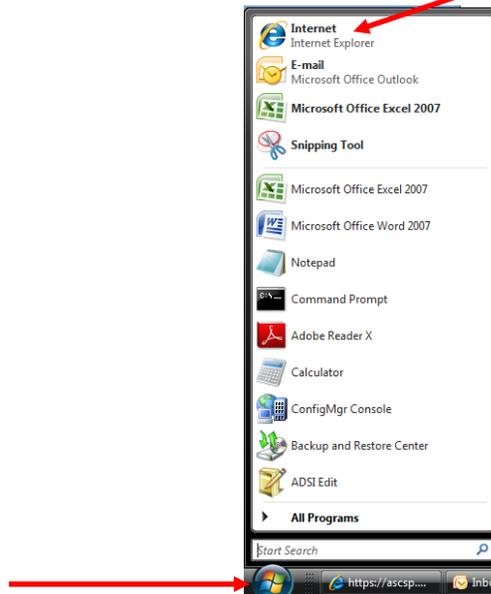


Enterprise Email Post-Migration Step 1D Send Test Messages from OWA to CONUS



This process test that a migrated account holder can send/receive mail to CONUS mail and personal email accounts and that AKO forwarding has taken effect.

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.

The screenshot shows a Windows Internet Explorer browser window with the address bar containing <https://web.mail.mil>. A red arrow points to the address bar. The page content includes a maintenance notice, a disclaimer, and a photo of a soldier.

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:

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- ▶ At any time, the USG may inspect and seize data stored on this IS.
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- ▶ 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.

U.S. Army Pfc. William A. Swaray, an infantryman and native of Monrovia, Liberia, assigned to Company B, 2nd Battalion, 27th Infantry Regiment, Task Force No Fear, 3rd Brigade Combat Team, 25th Infantry Division, TF Bronco, scans for insurgent activity at Observation Post Coleman outside of Combat Outpost Monti in eastern Afghanistan's Kunar Province, May 5. Swaray joined the Army at 38 to fight for a country he has adopted as his own. (Photo by U.S. Army)



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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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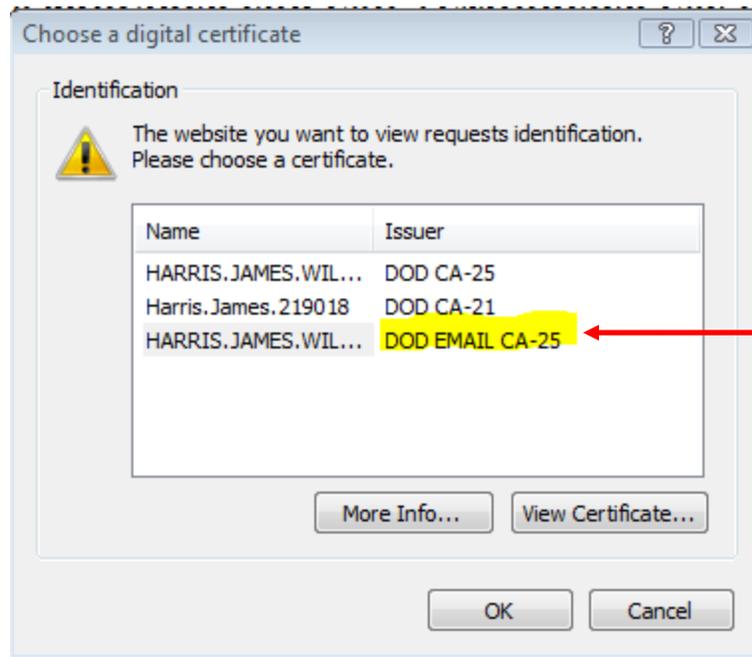
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4. Select your **DOD EMAIL** certificate. Click **OK**. Enter PIN if prompted to do so. Click **OK**

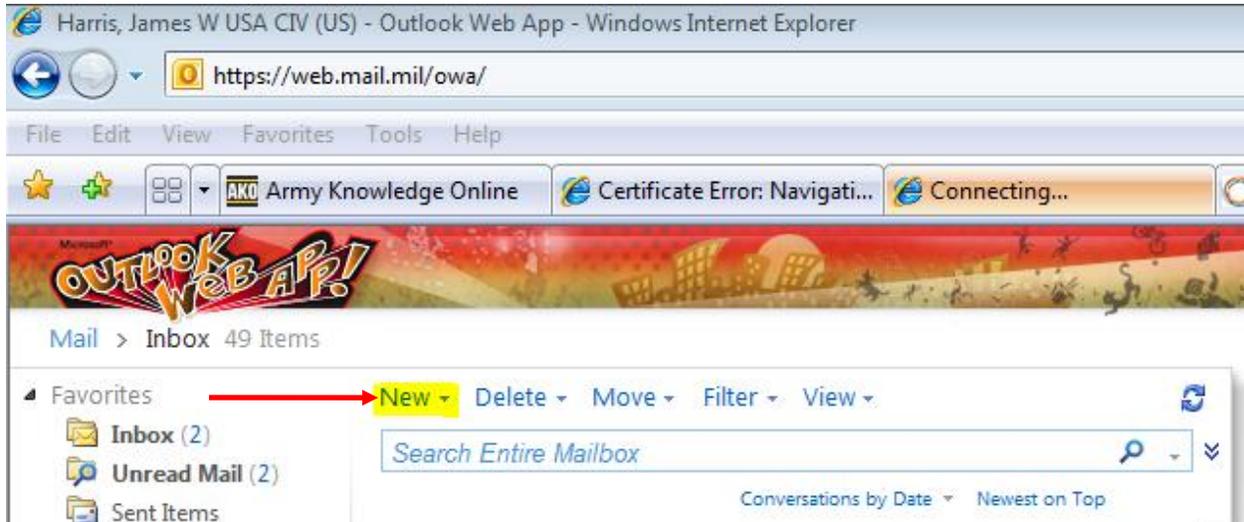




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5. Click **New**.

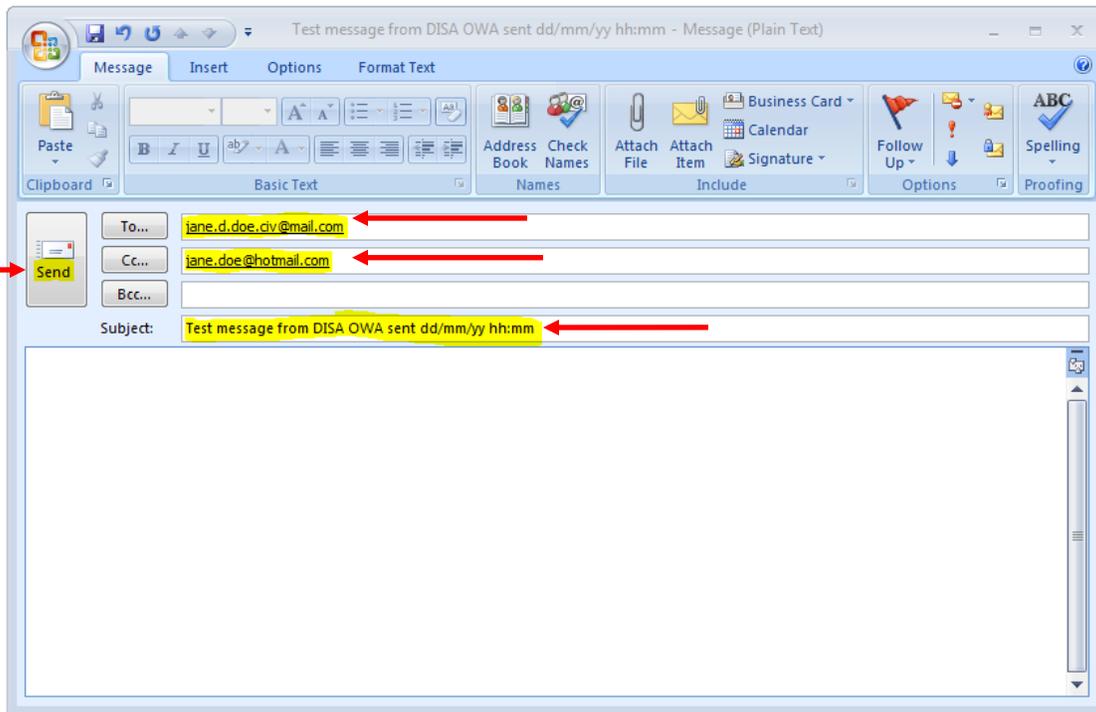




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6. Send a test message to a DISA, CONUS and personal email address by completing the following steps:
 - a. In the **To...** field type a co-workers new Enterprise Email address (i.e. jane.d.doe.civ@mail.mil).
 - b. In the **Cc...** field type a personal email address (i.e. jane.doe@hotmail.com).
 - c. In the **Subject:** field type “**Test message from DISA OWA sent dd/mm/yy hh:mm**”.
 - d. Click **Send**.





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7. Verify with email recipients to ensure they have received the email.
 8. You have now completed Step 1D.