Connecting to Outlook Web Access and AF Portal from Personal Computer

(Windows 10 Only)

DO NOT SAVE FOUO OR PII TO HOME COMPUTER

- To connect to OWA from you home computer you will need to take home your CAC enabled keyboard or standalone CAC reader.
- Once at your home workstation verify that you have Windows 10. If windows 10 is installed plug either your CAC enabled keyboard or reader into a vacant USB port on your home computer.
- Windows 10 should automatically register this device and read your CAC card.
- Put CAC Card into reader
- Once you have done this you will be able to log into the AF Portal as well as Outlook Web Access.
- To log into the portal you will go to https://www.my.af.mil/



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- Select Logon and select your certificate that **DOES NOT** say email.



- You should now have access to the portal.
- To log into Outlook you will need to go to https://owa.us.af.mil
- Once you connect it will prompt you to choose a certificate. Be sure to choose the non-email
 - cert for this as well.

Windows Security		
Select a Certificate	-	
Site federation.prod.cce.AF.mil nee	ds your credentials:	
@mil Issuer: DOD ID CA-41	r	
Valid From: 5/7/2018 to 5/7/2021		
Click here to view certific	ate properties	
More choices		
Issuer: DOD ID CA-41 Valid From: 5/7/2018 to	il • 5/7/2021	
emil Issuer: DOD EMAIL CA-41 Valid From: 5/7/2018 to 5/7/2021		
ОК	Cancel	

DoD Warning and Consent Banner

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 services by attorneys, psychotherapists, or clergy, and their assistants. Such
 communications and work product are private and confidential. See User
 Agreement for details.



- Select OK once you connect and your Outlook should load. Due to high demands you might have to enter PIN multiple times

- Once inside you will need to load S/MIME to be able to view Encrypted Emails. To do so go to the top right of the screen and select the gear icon.
- Next select Manage Add-ons from the drop down



- From here on the left side of the screen select the drop down that says mail and then scroll down until you see S/MIME
- In the center of the screen you should see click here to install S/MIME

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Attachment options Attachment preference Storage accounts Layout Conversations		Default theme Notifications On
Email signature Foosed inbox Unk preview Message fomat Message fomat Message fomat Message fomat Message fomat Click actions Reading pane Click actions Reading pane Click actions Reading pane		Your app settings Office 385 Mail Calendar People

- Once you click a bar will open on the bottom. You will need to select run to install the S/MIME certificate. When it is finished the following screen will pop up.



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- Now you will need to close completely out of Internet Explorer and open OWA back up.
- You should now be able to access Outlook from you home computer. Due to high demands there have been issues seeing and sending encrypted emails utilizing Outlook this way. If possible please try and use VPN to send and receive any encrypted emails.
- If you require Office on your home computer. You have the option to purchase Office using the Home Use Program. The following link will provide the instructions for accessing.
 https://www.my.of.mil/gees

https://www.my.af.mil/gcss-

af/USAF/AFP40/d/sA1FBF31D2377130901237B8FD0440136/Files/editorial/Microsoft%20Home %20Use%20Program%20Guide.pdf