How to Manually Configure Your Enterprise Email profile on your <u>Government</u> computer using Outlook

- 1. If Outlook is open, close Outlook.
- 2. Click the Windows Start button.
- 3. Select Control Panel.



4. If you are not seeing the "Classic View", click on Classic View (Vista).



4a. If you are not seeing "Mail" or "Mail (32-bit)," click on Small icons. (Windows 7)

Control Panel +					- 4 Sean	ch		9
Control Panel Home Classic View	Name	Category		A selection and	8	Salar		
	Hardware	Tools	Autoriay	Restore C		Management		
	Programs IDT Audio	ControlPoint	Device Manager	Acce Acce Internet	Folder Options	Fonts	Game Controllers	
	Mouse	Network and Sharing Ce	Offline Files	Pen and Input Devices	People Near Me	Performance Informatio	Personaliz	
	Phone and Modem	Dower Options	Printers	Problem Reports a	Programs and Features	Regional and Language	Scanners and Cameras	-

5. Click on Mail.



6. Click on Show Profiles.

🕐 Mail 💽	
General	
The following profiles are set up on this computer:	
Outlook	
Add Remove Properties Copy	
When starting Microsoft Office Outlook, use this profile:	
Prompt for a profile to be used Always use this profile	
Outlook	
OK Cancel Apply	
7. Select the setting for "Prompt for a profile to be u	sed".

8. Ensure your primary profile is selected (usually this is "Outlook"), then click **Copy**.

New Profile	×			
Create New Profile	OK Cancel			
Profile <u>N</u> ame: EEmail				
9. Type EEmail in the Profile Name box.				
10. Click OK .				

11. Select the EEmail profile you just created, and select **Properties**.

🕐 Mail 🛛 💌
General
The following profiles are set up on this computer:
Outlook
EEmail
Add Remove Properties
When starting Microsoft Office Outlook, use this profile:
Prompt for a profile to be used
C Always use this profile
EEmail
OK Cancel Apply

12. Click Email Accounts....

E-mail Accounts	
Setup e-mail accounts and directo	E-mail Accounts
Data Files Change settings for the files Outles store e-mail messages and docum	ook uses to Data Files

13. On the E-mail tab, select the Exchange account, click **Remove** then select **Yes** to the question whether you are sure you want to remove the account.

Account Settings E-mail Accounts You can add or remove an account Name Type peter.c.barday@@conus.army.ml Exchange (send from this account by default) Selected e-mail account delivers new e-mail messages to the following location: Mailbox - Barclay, Peter C LTC MIL USA CIO/G-6 \Inbox in data file C: \Users\bardaypc\AppData\Local\Viicrosoft\Outlook\outlook0.ost	Account Settings	
E-mail Accounts You can add or remove an account You can select an account and change its settings. E-mail Data Files RSS Feeds ShareP int Lists Address Books Image New Image Repair Image New		
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E-mail Data Files RSS Feeds SharePoint Lists Address Books New Repair Change Set as Default Remove Name Type peter.c.barday@conus.army.mil Exchange (send from this account by default) Selected e-mail account delivers new e-mail messages to the following location: Mailbox - Barclay, Peter C LTC MIL USA CIO/G-6\Inbox in data file C: \Users\barclaypc\AppData\Local\Microsoft\Outlook\outlook0.ost Close	You can add or remove an account	You can select an account and change its settings.
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Close		

14. Select New.

Account Settings		2
E-mail Accounts	n account. You can select an account and change its settings.	
E-mail Data Files RSS Feeds	SharePoint Lists Address Books	
🛜 New 🛠 Repair 🥤	🕻 Change 🔗 Set as Default 🗙 Remove 🔹 🔹	
Name	Туре	

Add New E-mail Acco	punt	x
Auto Account Se Clicking Next w Exchange serve	tup ill contact your e-mail server and configure your Internet service provider or Microsoft er account settings.	
<u>Y</u> our Name:	John A Smith Example: Barbara Sankovic	
<u>E</u> -mail Address:	john.a.smith.ctr@mail.mil	1
<u>P</u> assword: Re <u>t</u> ype Password		
	Type the password your Internet service provider has given you.	
Manually configur	e server settings or additional server types	
	< <u>B</u> ack <u>N</u> ext > Cancel	
		Γ
15. Type your Nam	e using "First MI Last" format. (This is just a system aid. It will get	

- updated to the correct display name upon auto discovery.)
- 16. Type your Enterprise Email address using @mail.mil.
 - Example: john.a.smith.ctr@mail.mil or

john.a.smith.mil@mail.mil

NOTE: Do **NOT** type a password

17. Click Next.

Windows Security	X
Microsoft Office Outlook Connecting to server autodiscover.mail.mil	
User name Password Domain: ADMIN	
JOHNSON.CHRISTINE.ANN Smart card credential	
Remember my credentials	
OK Cance	el

18. You should now see an "Add New E-mail Account" dialogue box appear and being to step through a series of steps to configure your account. When the authentication box pops up, select your Smart Card Credential. NOTE: If you are dual persona, you'll need to select the 16 digit certificate, NOT the 10 digit certificate.

Windows Security	ý	x
Microsoft C Connecting to	Office Outlook server autodiscover.mail.mil	
	Use another account	
	JOHNSON.CHRISTINE.ANN Smart card credential	
🔲 Ren	nember my credentials	
	OK Cance	el

19. Enter your **PIN** then click **OK**.



20. The wizard should now go through a series of steps in an "Add New E-mail Account" dialogue box similar to the one above.

21. The authentication dialogue box will appear a second time. This is normal and should be expected. Remember, if you are dual persona, you'll need to select the 16 digit certificate, NOT the 10 digit certificate.

Windows Security	×
Microsoft Office Outlook Connecting to server autodiscover.mail.mil	
Use another account	
JOHNSON.CHRISTINE.ANN Smart card credential	
Remember my credentials	
OK Car	icel

22. Enter your **PIN** then click **OK**.



- 23. When all three steps have completed successfully, click **Finish**. Your profile is configured. Now you must launch Outlook in order to use it.
- 24. Click (or double-click) Outlook to start email.



25. Select the **EEmail** profile and click **OK**.

Windows Security	EX			
Microsoft Office Outlook Connecting to server autodiscover.mail.mil				
User name Password Domain: ADMIN				
JOHNSON.CHRISTINE.ANN Smart card credential				
Remember my credentals				
	OK Cancel			
	OK Cancel			

26. Select your **Smart Card Credential**. Remember, if you are dual persona, you'll need to select the 16 digit certificate, NOT the 10 digit certificate.

Windows Security	×
Microsoft Office Outlook Connecting to server autodiscover.mail.mil	
Use another account	
JOHNSON.CHRISTINE.ANN Smart card credential	
Remember my credentials	
ОКСа	ncel

27. Enter your **PIN** then Click **OK**.

- 28. Outlook should launch and display your Enterprise Email mailbox. It will take a couple of minutes to synchronize this the first time you launch Outlook.
- 29. From here on out, whenever you want to launch Outlook for your Enterprise Email profile, open **Outlook** and select the **EEmail profile** (steps 24 & 25).
- 30. To access your old (legacy) email, when you launch Outlook simply select the other profile that should exist in your profile list.
- 31. Since this was a manual configuration, none of your email was migrated (copied over) from your legacy mailbox to your EE mailbox. You'll need to create a PST in your old profile and copy all email you want to save into it. Then map that PST to your new profile so, you have all of your old email.

Congratulations! You can now access Enterprise Email using Outlook, or using webmail at <u>https://web.mail.mil</u>

If you are, or have ever been a DoD civilian / contractor at the same time as you've been a Soldier, you might be classified as a Dual Persona. Information can be found here: <u>http://militarycac.com/EEmail.htm#Dual_Persona</u>