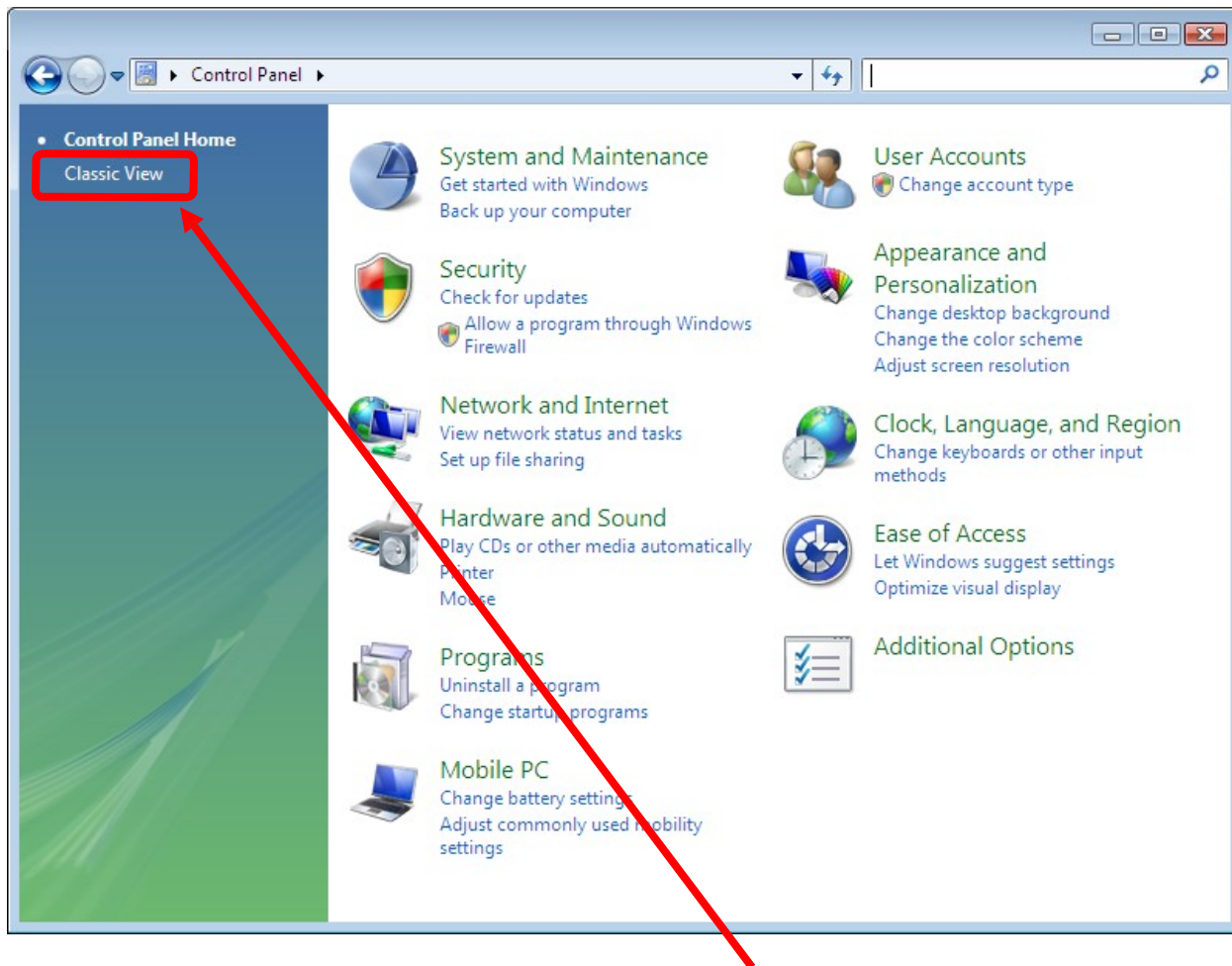
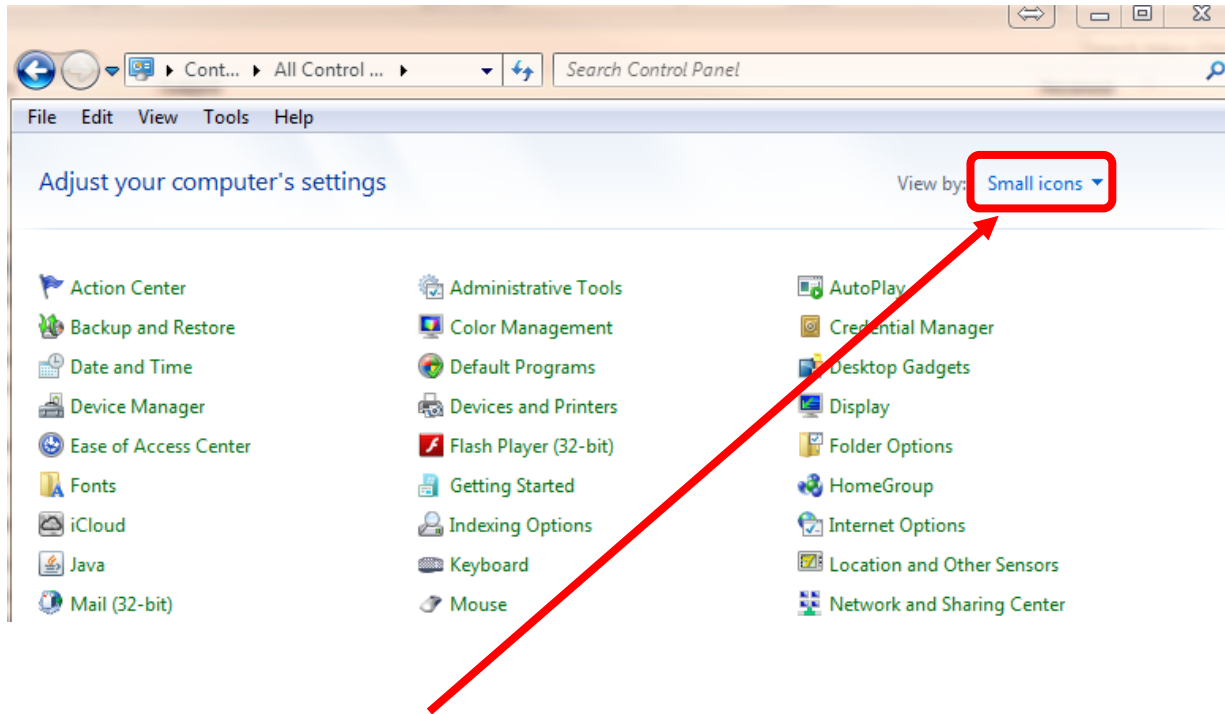


How to Manually Configure Your Enterprise Email profile on your Government computer using Outlook

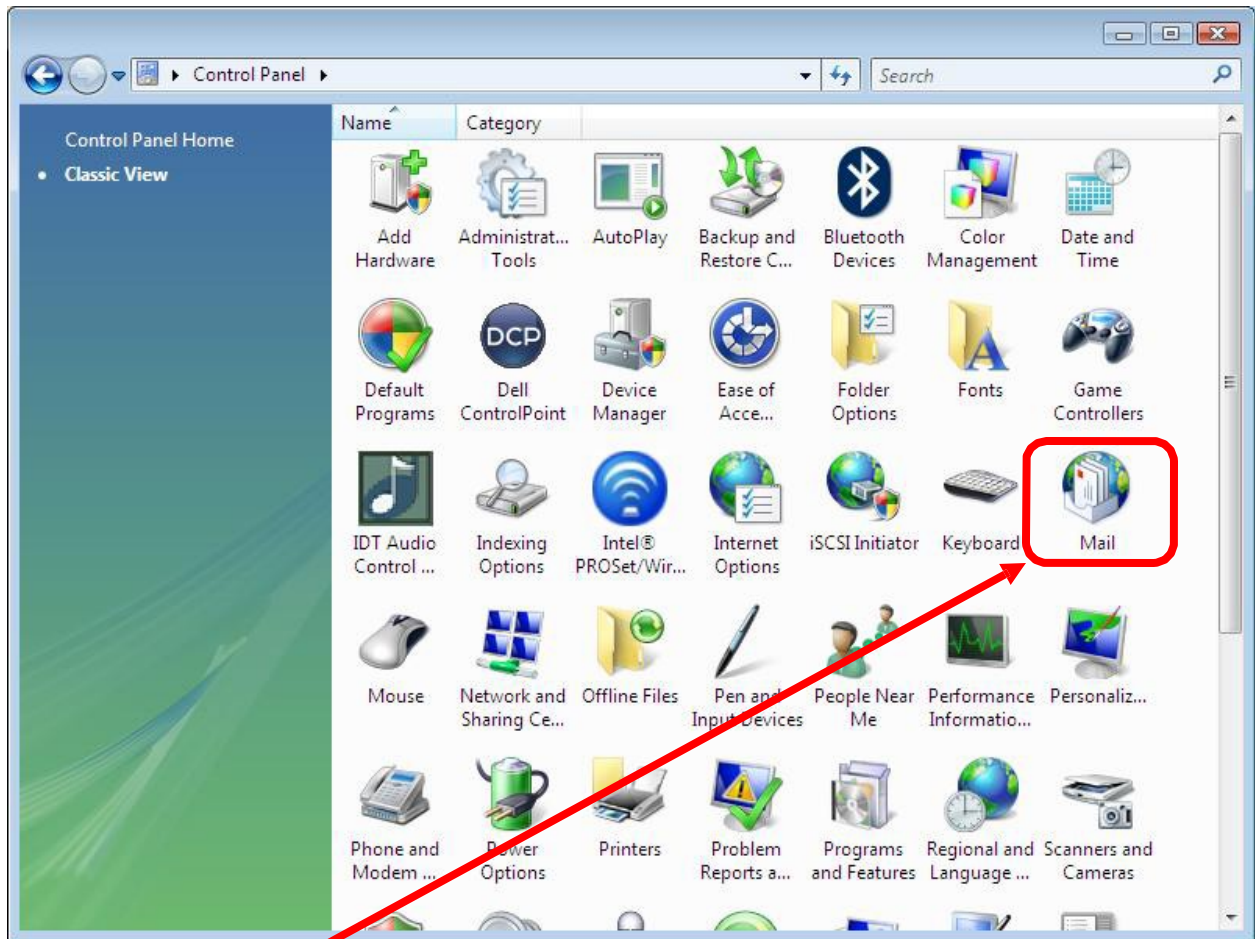
1. If Outlook is open, close **Outlook**.
2. Click the **Windows Start** button.
3. Select **Control Panel**.



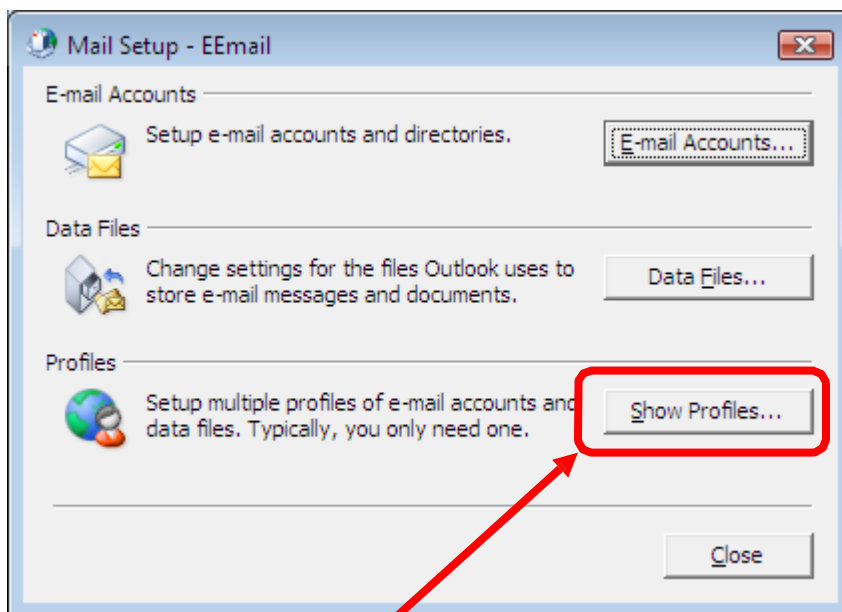
4. If you are not seeing the "Classic View", click on Classic View (Vista).



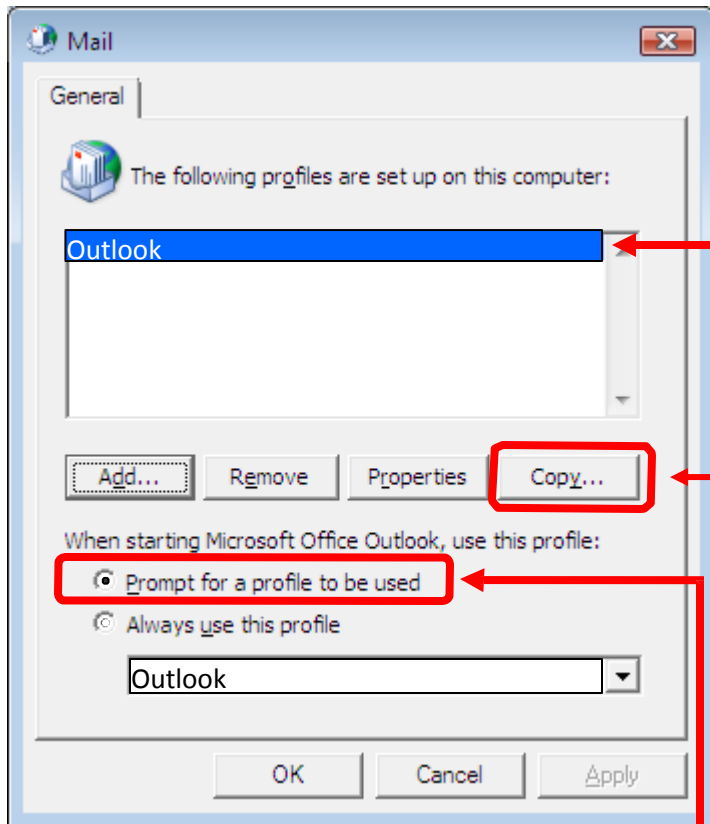
4a. If you are not seeing "Mail" or "Mail (32-bit)," click on Small icons. (Windows 7)



5. Click on **Mail**.

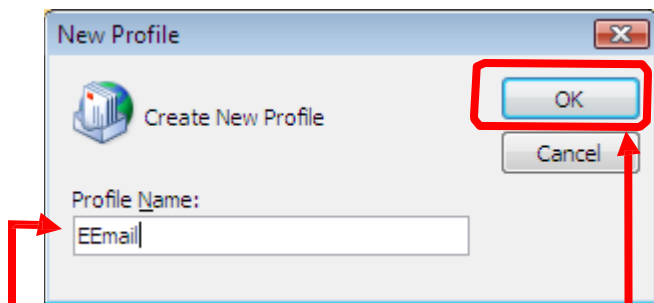


6. Click on **Show Profiles**.



7. Select the setting for “**Prompt for a profile to be used**”.

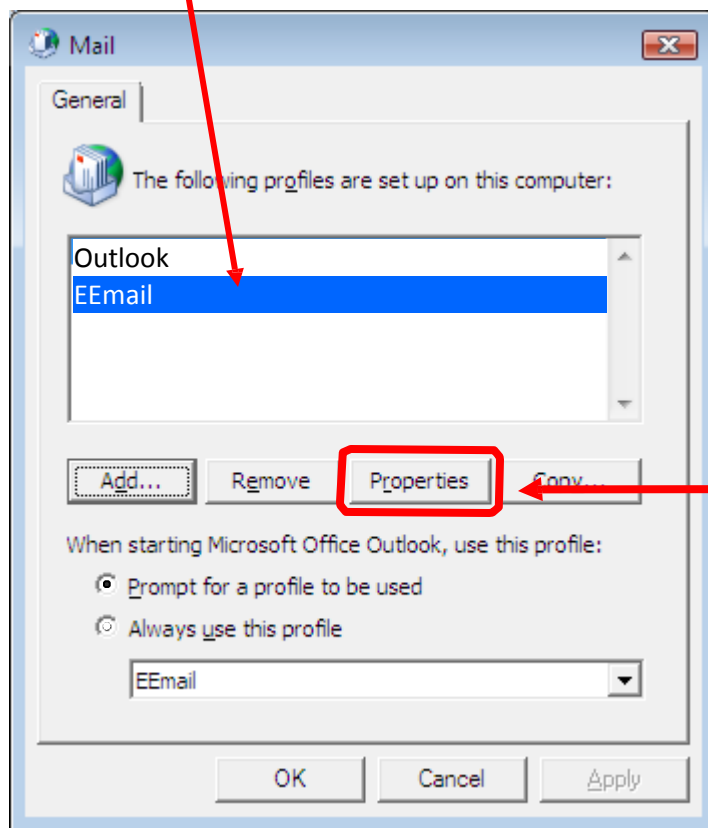
8. Ensure your primary profile is selected (usually this is “Outlook”), then click **Copy**.



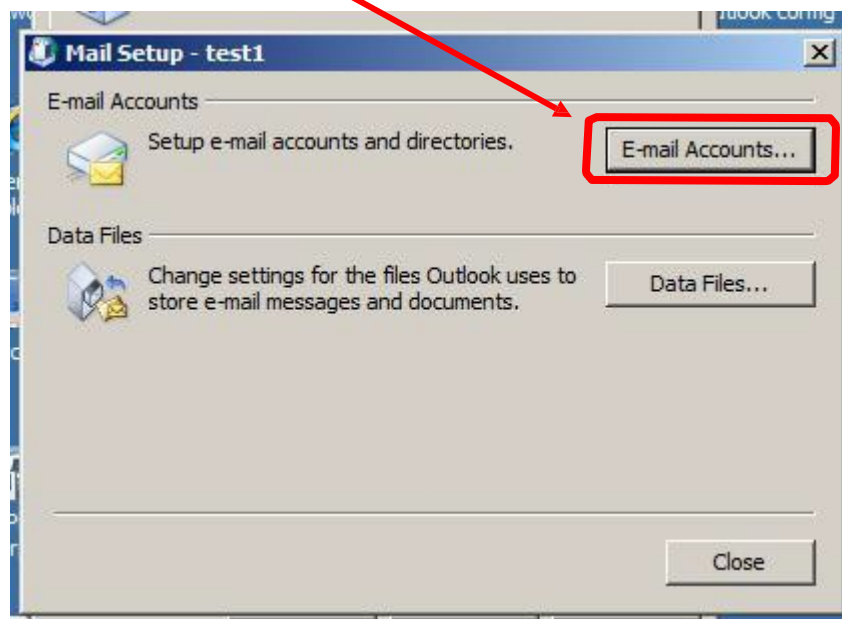
9. Type **EEmail** in the Profile Name box.

10. Click **OK**.

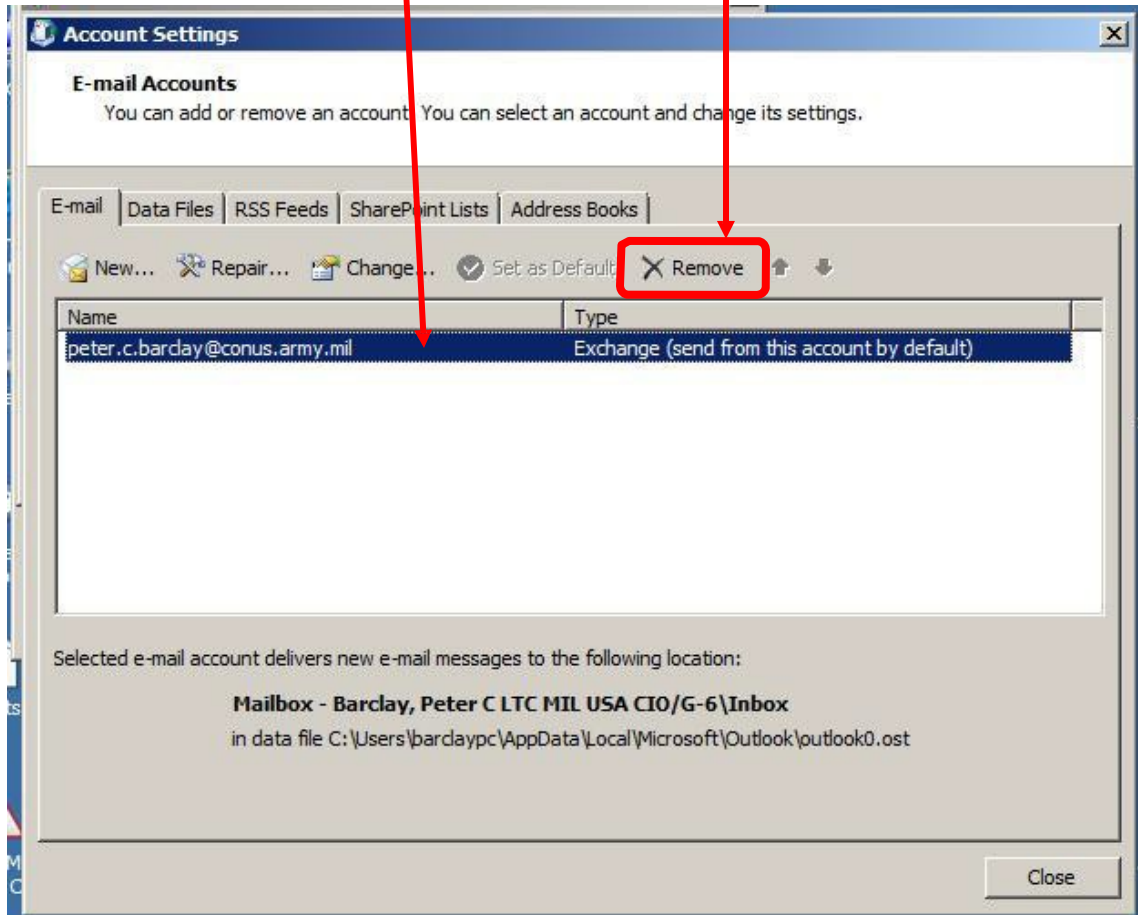
11. Select the EEmail profile you just created, and select **Properties**.



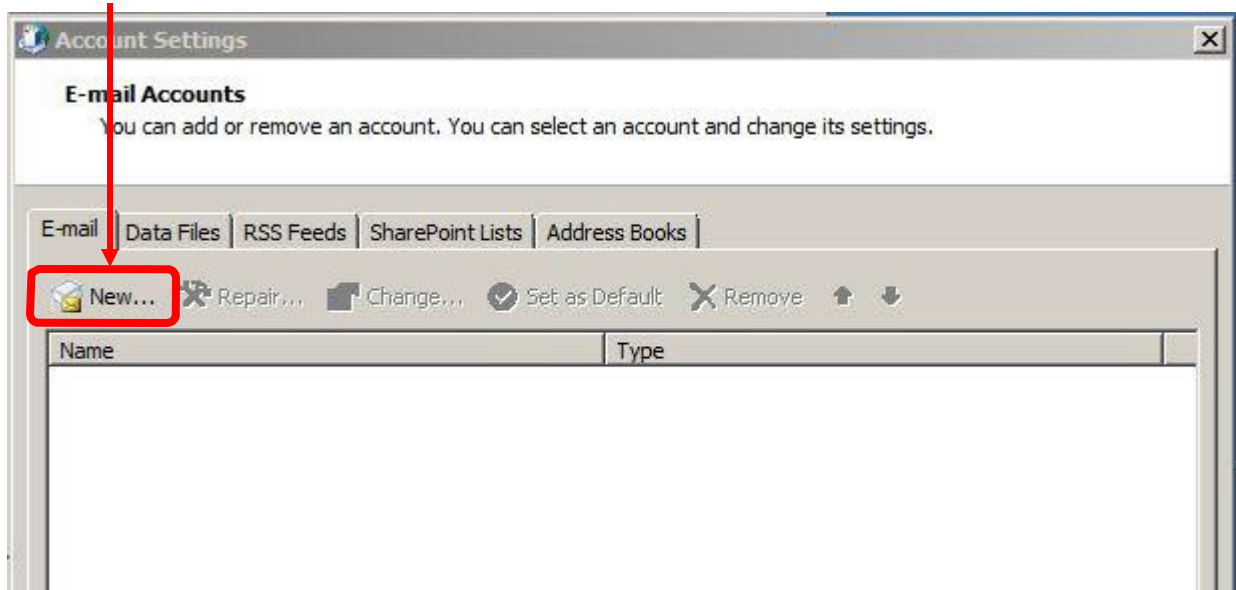
12. Click **Email Accounts...**



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.



14. Select **New**.



Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: John A Smith
Example: Barbara Sankovic

E-mail Address: john.a.smith.ctr@mail.mil
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

15. Type your **Name** using “First MI Last” format. (This is just a system aid. It will get updated to the correct display name upon auto discovery.)

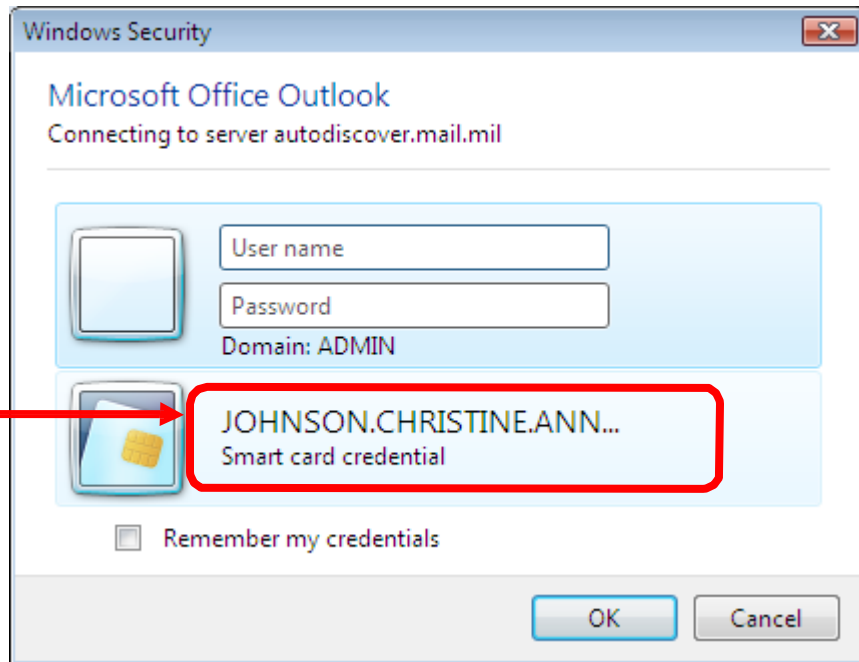
16. Type your **Enterprise Email address** using @mail.mil.

Example: **john.a.smith.ctr@mail.mil** or

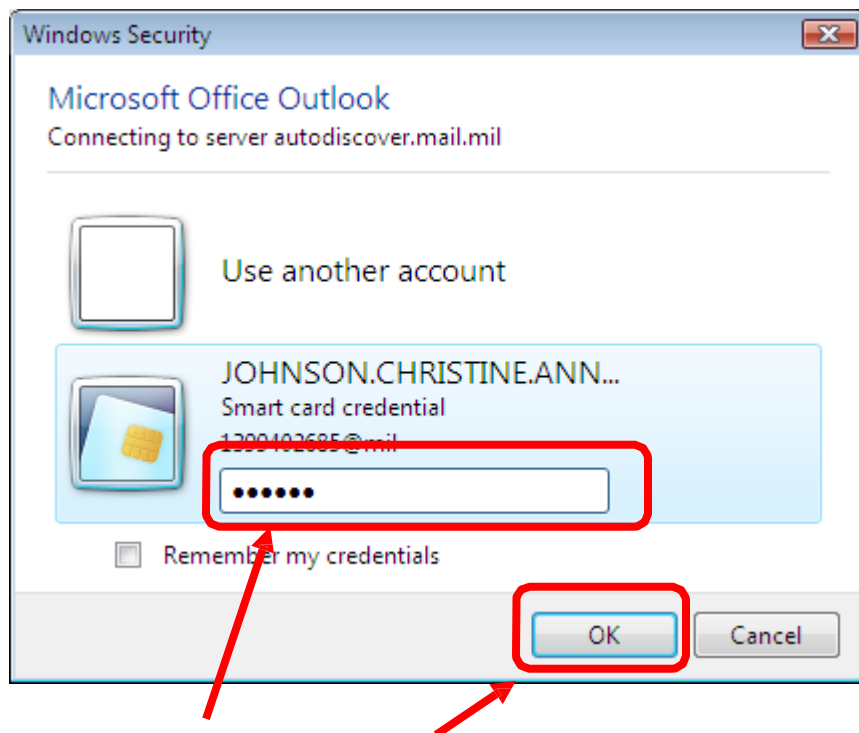
john.a.smith.mil@mail.mil

NOTE: Do **NOT** type a password

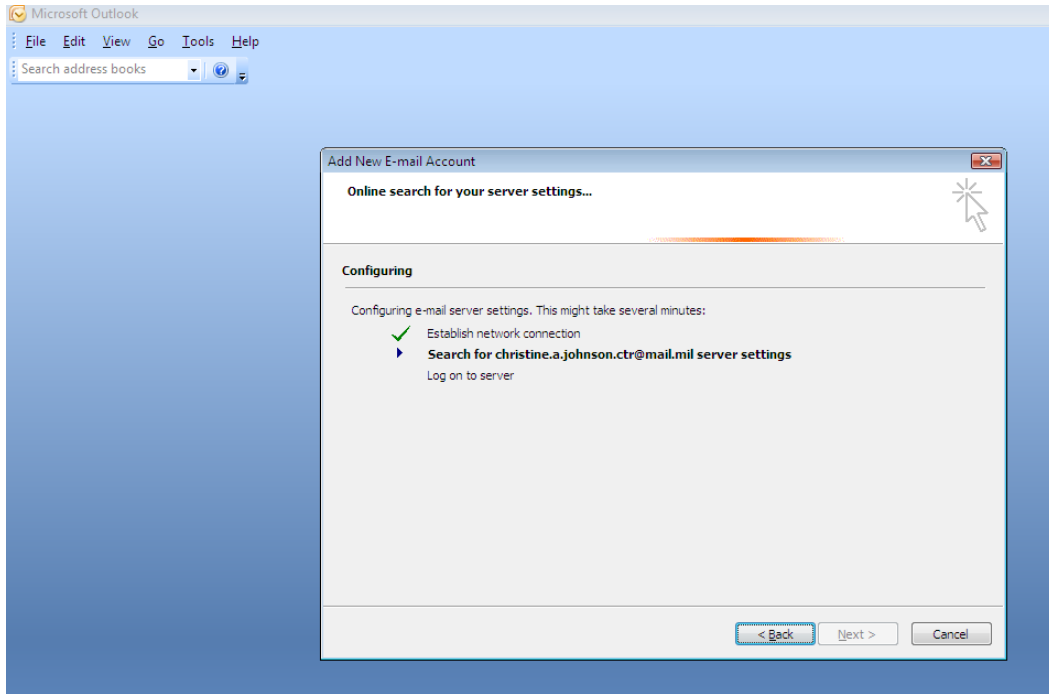
17. Click **Next**.



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.

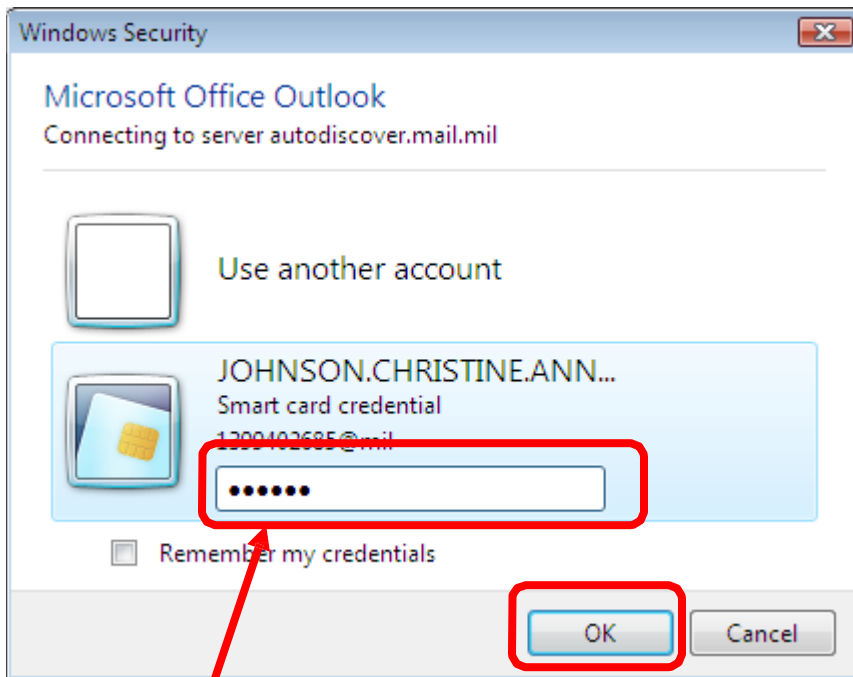


19. Enter your **PIN** then click **OK**.

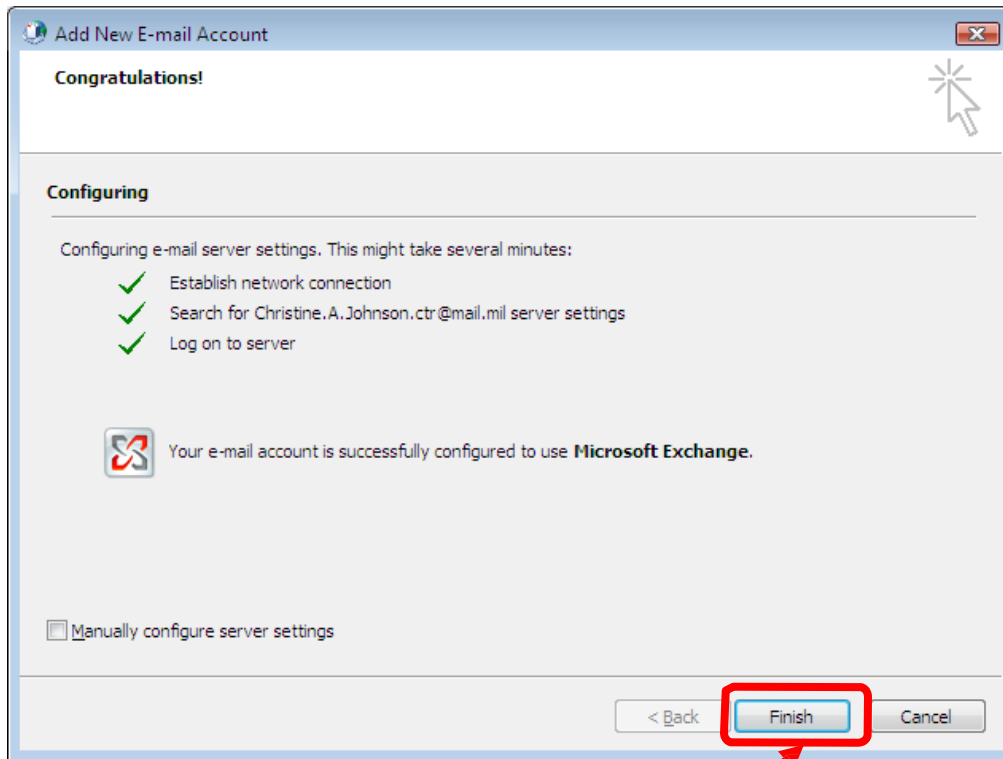


20. The wizard should now go through a series of steps in an “Add New E-mail Account” dialogue box similar to the one above.

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.

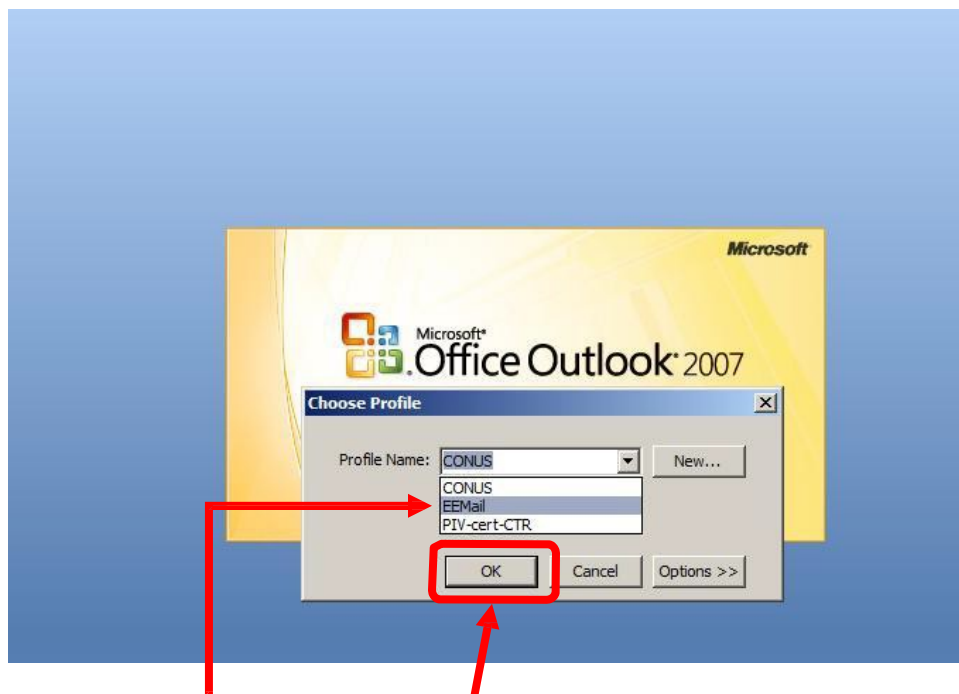


22. Enter your **PIN** then click **OK**.

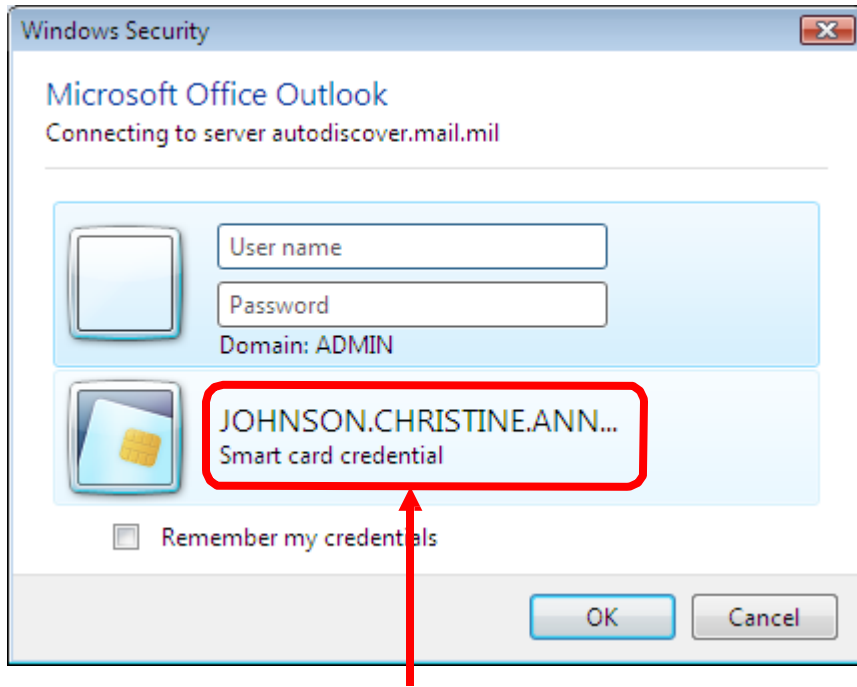


23. When all three steps have completed successfully, click **Finish**. Your profile is configured. Now you must launch Outlook in order to use it.

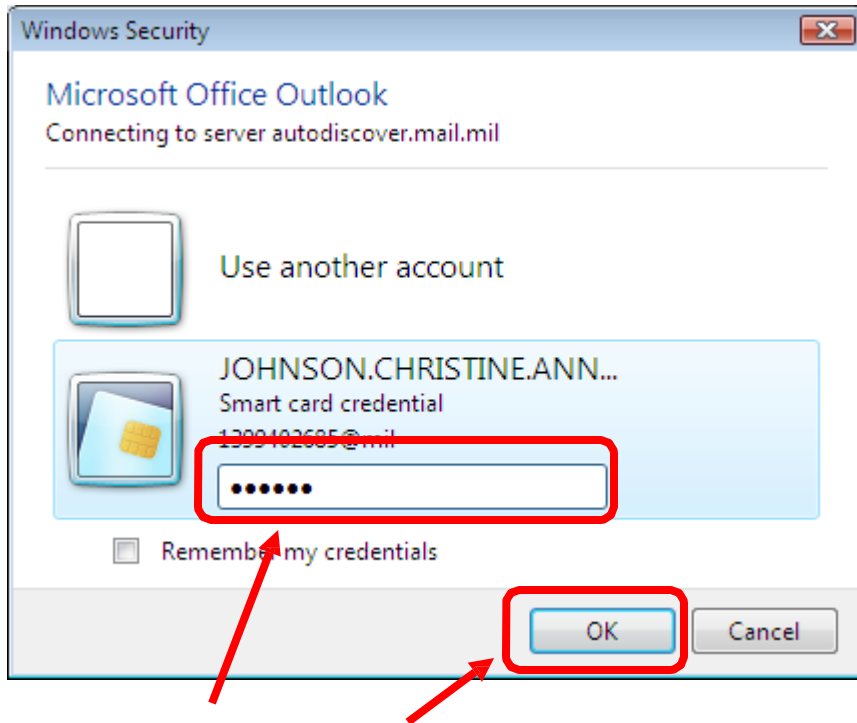
24. Click (or double-click) **Outlook** to start email.



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



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.



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 <https://web.mail.mil>

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:
http://militarycac.com/EEmail.htm#Dual_Persona