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

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Configuring Outlook on a Government Computer

- This process is usually done automatically when double clicking the Outlook icon

Configuring Outlook on a Government Computer

- Enter your CAC PIN in the PIN box for your correct CAC Email or PIV certificate

Windows Security

Mail Application
Connecting to michael.j.danberry.ctr@mail.mil

DANBERRY.MICHAEL.J.303...
Smart card credential

DANBERRY.MICHAEL.JOH...
Smart card credential
@mil

PIN

Username hint

DANBERRY.MICHAEL.JOH...
Smart card credential

OK   Cancel
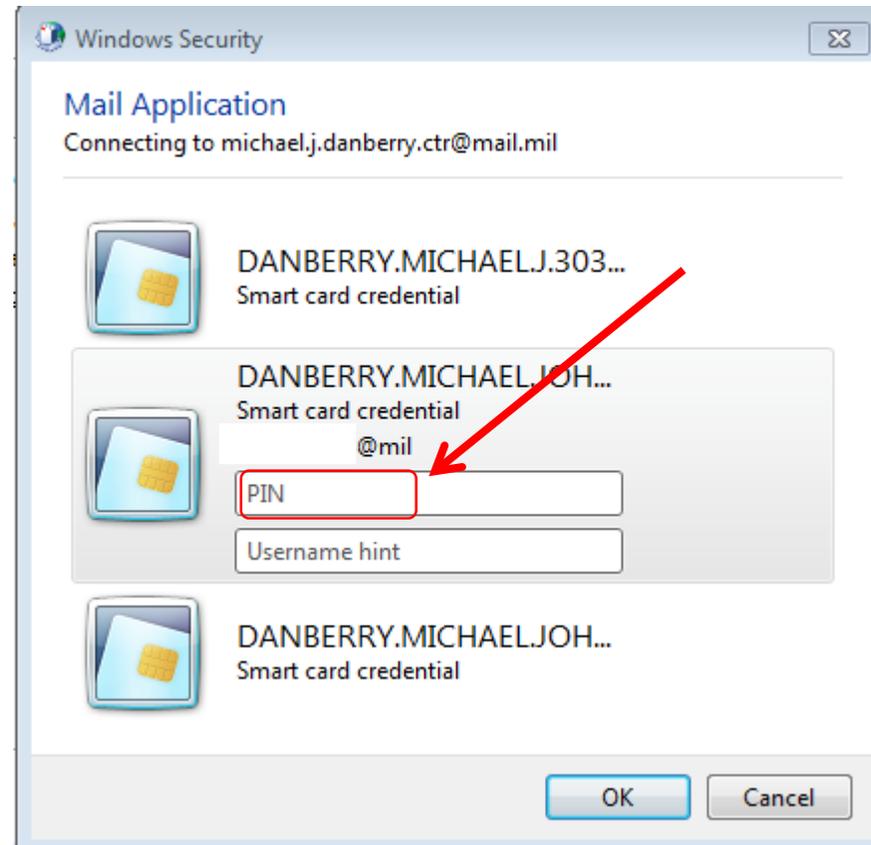
If the automatic process does not work, it probably won't work, as there could be a connectivity problem between your computer and your email server. Remember, this computer has to be Government owned on the Government network. It will NOT work from a personal computer at home.

Configuring Outlook on a Government Computer

- If it did not work automatically, by double clicking the Outlook icon, try this…

- If Outlook is open, close it before proceeding

- Click the Windows ORB

- Click Control Panel
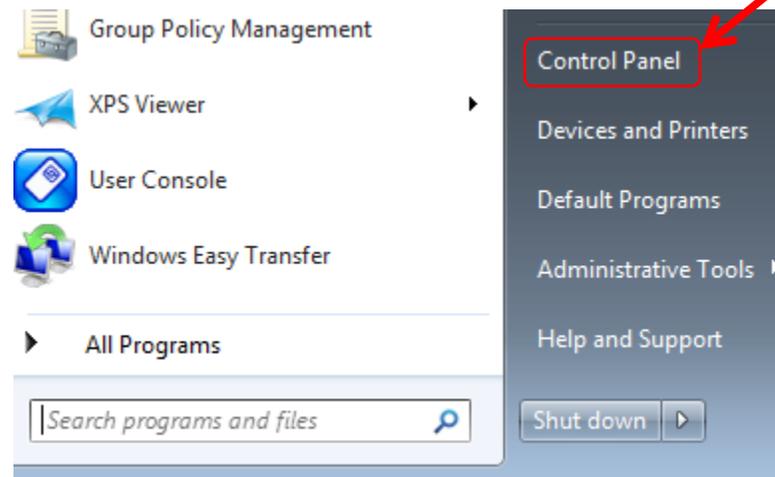
Configuring Outlook on a Government Computer

- Select Large or Small icons from *View by:* drop down

Configuring Outlook on a Government Computer

- Select Mail

Configuring Outlook on a Government Computer

- Select Show Profiles…
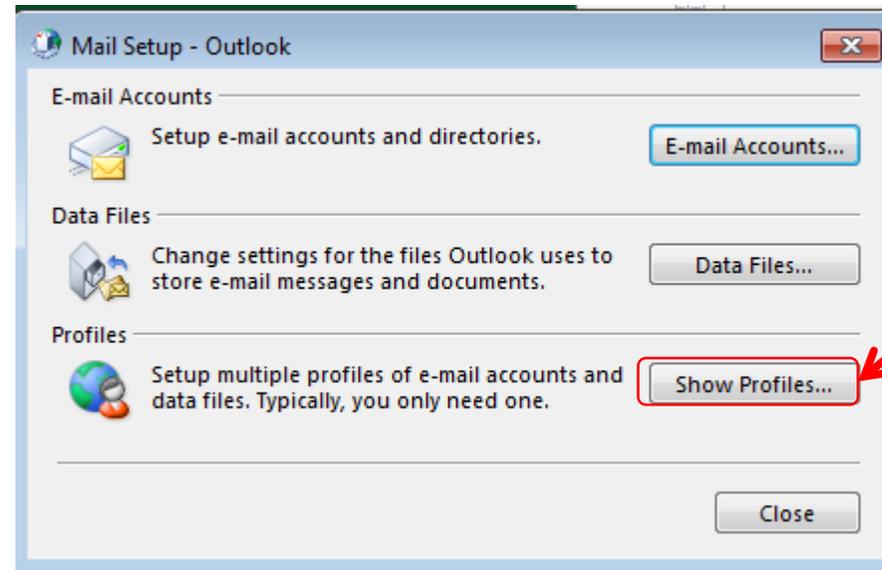
Configuring Outlook on a Government Computer

- Select *Add…*
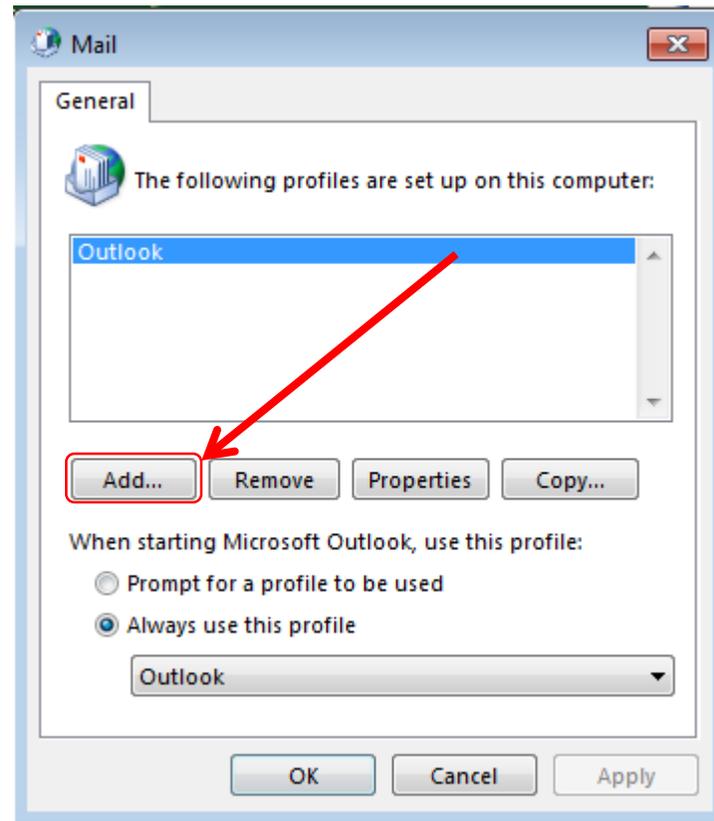
Configuring Outlook on a Government Computer

- Type something like *Enterprise Email* in the Profile Name: block
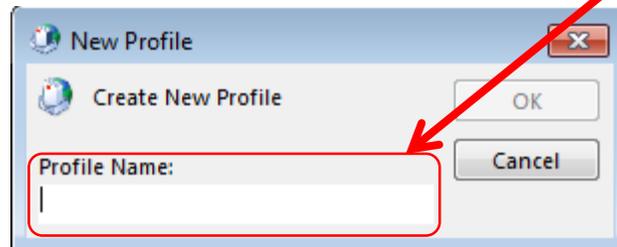
Configuring Outlook on a Government Computer

- Your name and email address "normally" will auto populate in the fields, if not. type it into the blocks

- Select Next >

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

◉ E-mail Account

Your Name: Danberry, Michael J. CTR USA AESD
               Example: Ellen Adams

E-mail Address: michael.j.danberry.ctr@mail.mil
               Example: ellen@contoso.com

○ Manual setup or additional server types

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Configuring Outlook on a Government Computer

- You will see it searching for your account
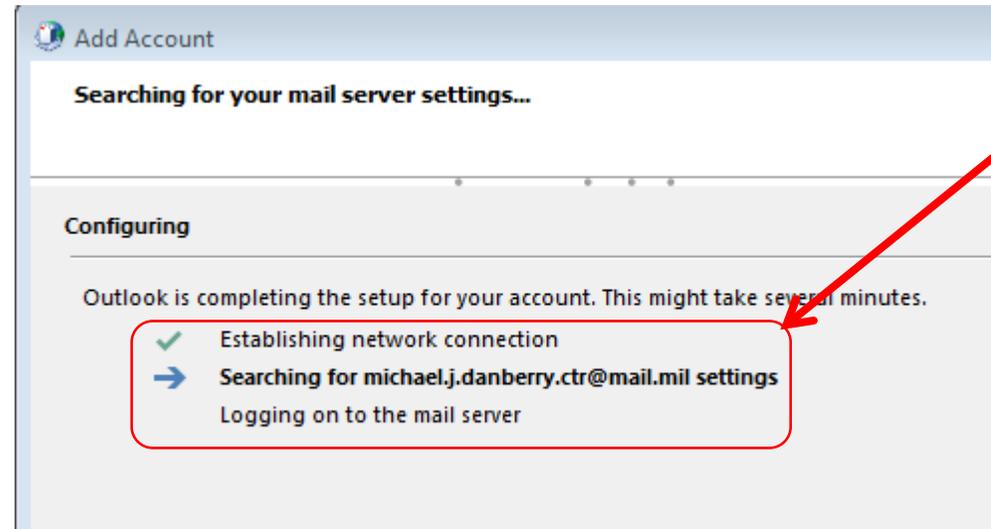
Configuring Outlook on a Government Computer

- You will be prompted 1-3 times for your CAC certificate
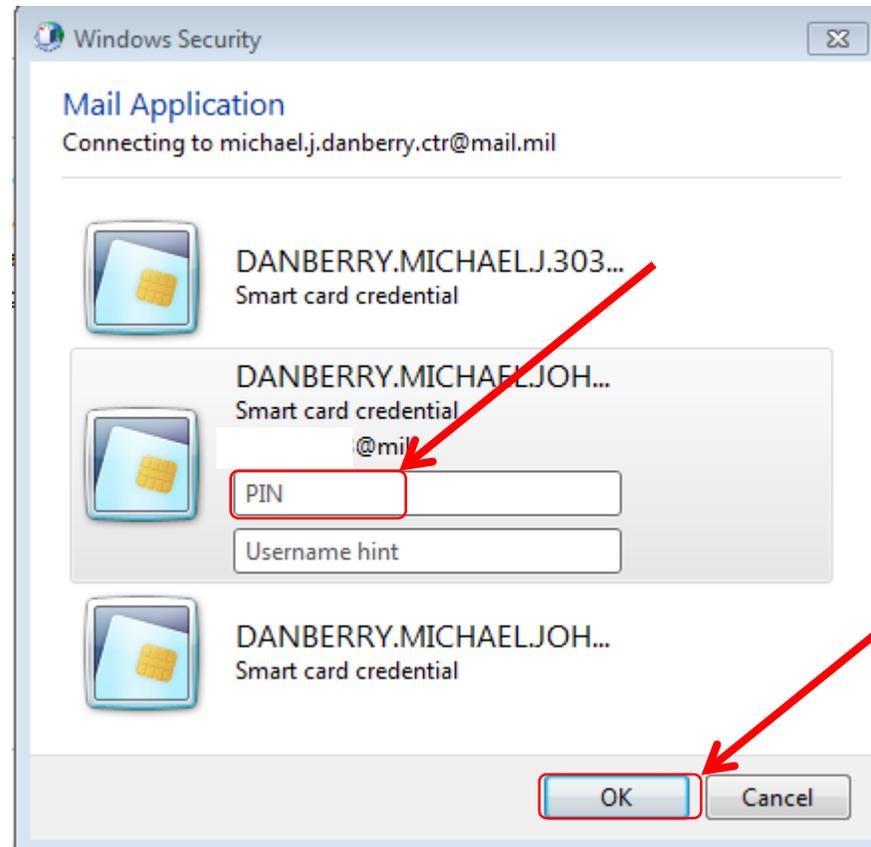
Most people will select the 10 digit @mil.

Dual persona personnel will select the 16 digit @mil

Configuring Outlook on a Government Computer

- You will see 3 green check marks when it finds your account. Click *Finish*
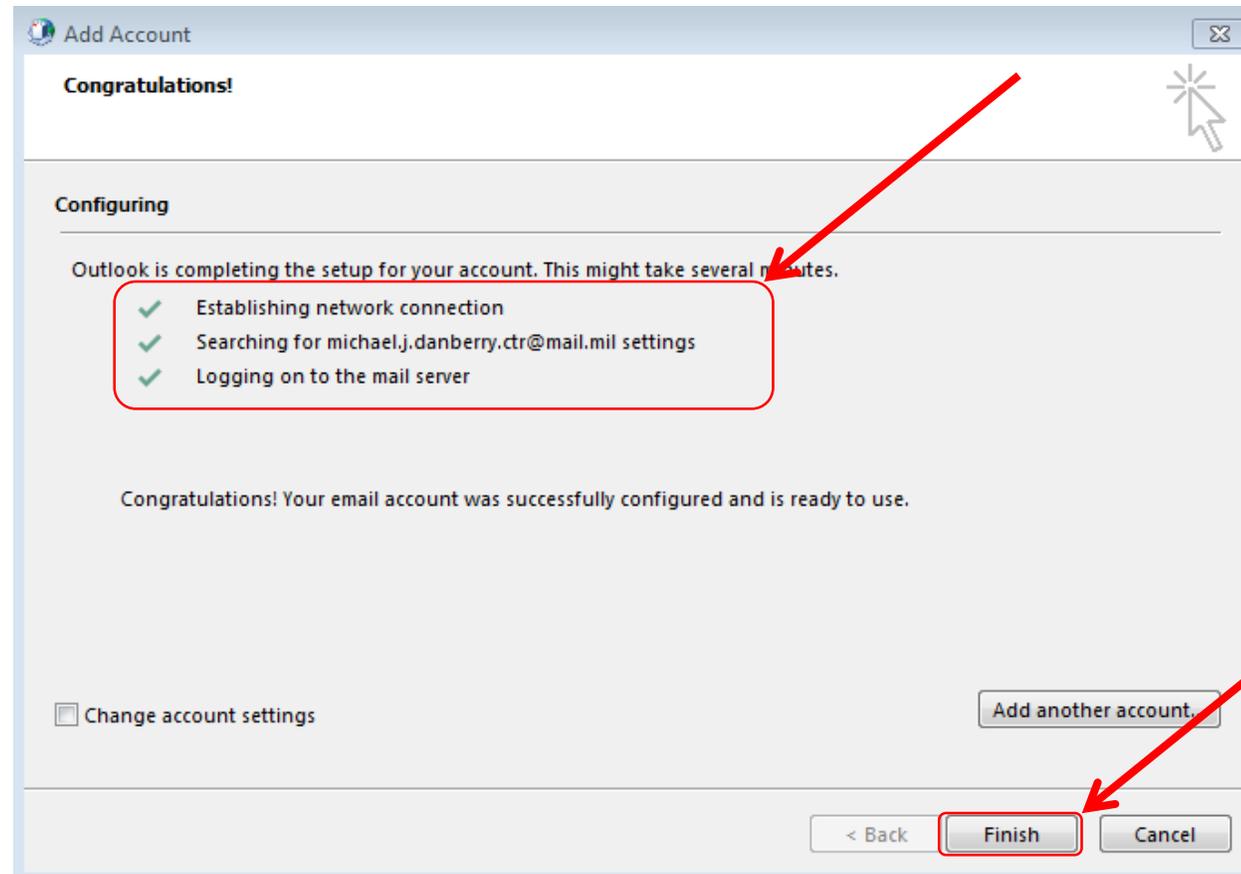
Configuring Outlook on a Government Computer

- Double click the Outlook icon

Configuring Outlook on a Government Computer

- Enter your CAC PIN in the PIN box for your correct CAC certificate
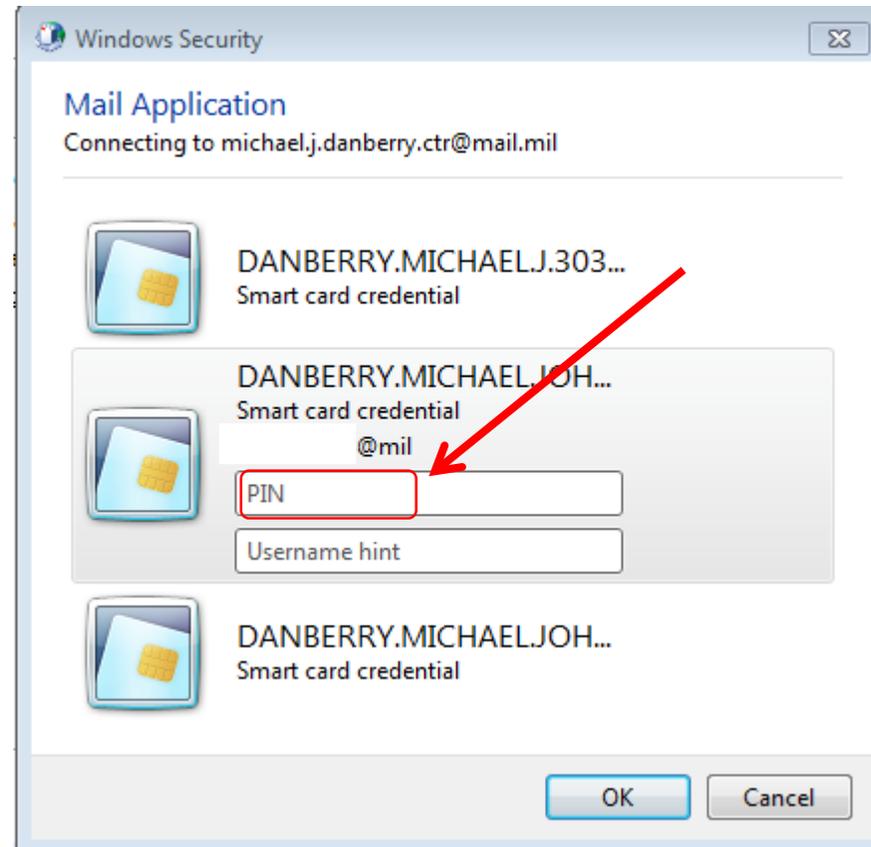
Configuring Outlook on a Government Computer

- Not every government computer can be used to access your @mail.mil account via Outlook

- If the ideas in the preceding pages did not work, get with your S-6 / G-6 / IT person to see if there is a connectivity problem between your computer and DISA

- It is also possible that your DoD organization is not able to connect to DISA

- Your only option may be to use https://web.mail.mil

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https://MilitaryCAC.com

If you still have questions, visit:
https://militarycac.com/questions.htm