



Your Army email is moving to Army 365

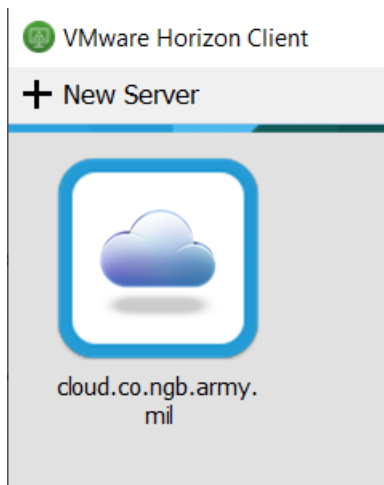




Bottom Line Up Front

Approximately 1000 COARNG M-Day personnel must migrate their own email.

This process must be done from Government Furnished Equipment (GFE) on the Department of Defense information networks (DODIN) either via hardwire connection at a COARNG facility or connected to the VPN. This means the use of VDI or other COARNG systems for M-Day service members. Do not attempt this process directly from personally owned devices.



You **MUST** have an active COARNG account to complete these steps. If you do not have an account you must follow the steps located at <https://co.ng.mil/Resources/COARNG-Network-Accounts/ARMY-Users/>
New accounts are not created on drill weekends!



Definitions

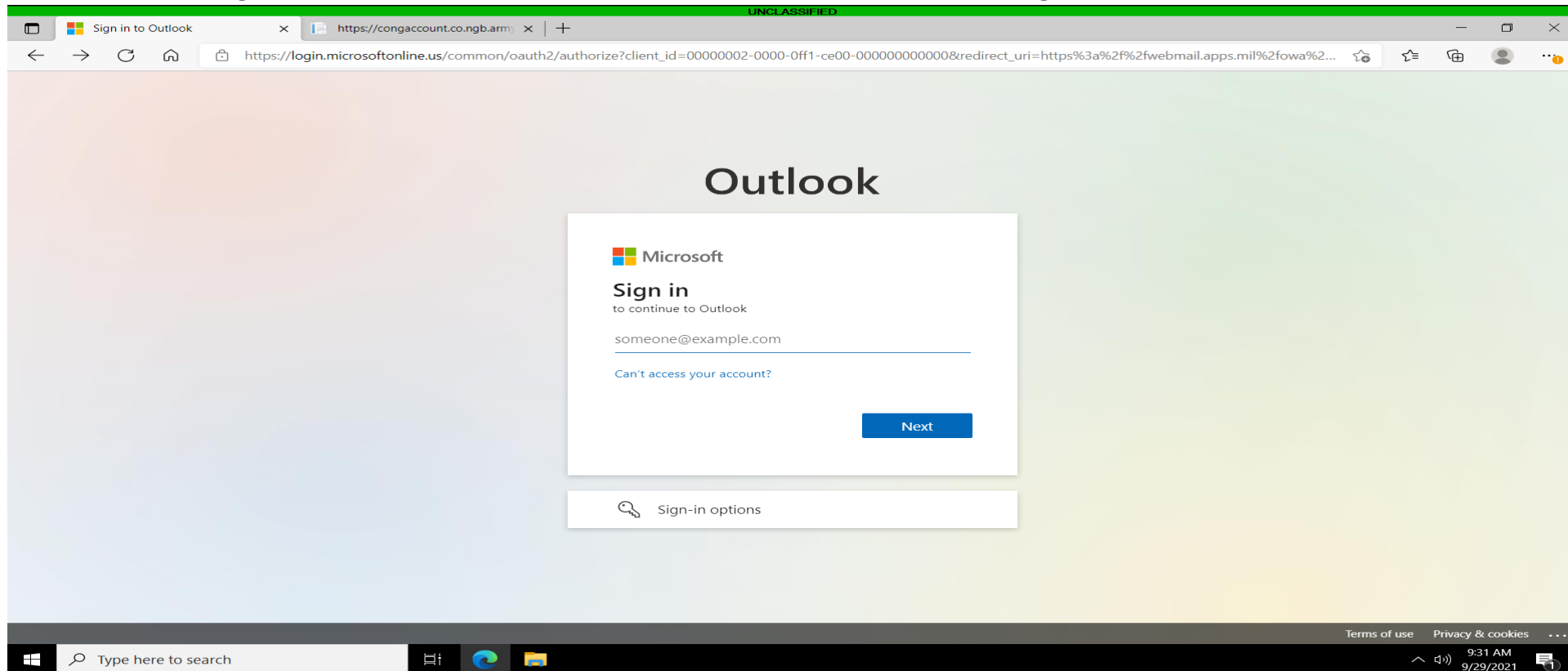
The following terms may be utilized in this how to process, or in future troubleshooting processes, and are provided here for clarification.

- GFE – Government Furnished Equipment (a laptop or cell phone provided by the COARNG G6)
- DODIN – Department of Defense Information Network (often called the NIPR, or .mil network)
 - You must be hardwired at an armory, or connected via the VPN to be on this network.
 - Note, VDI desktops are all connected to this network
- NIPR - Non-classified Internet Protocol (IP) Router Network (often used interchangeably with DODIN)
- VPN – Virtual Private Network (this is a connection authorized only for GFE to allow you to be on the DODIN remotely)
- VDI – Virtual Desktop Infrastructure (This is a virtual desktop that resides on the DODIN and is accessed through a thin client at an armory, or an application on your personal computer)
- Thin Client – a computer system at an armory designed to only connect to a VDI desktop
- EXO – Exchange Online (this is the service that will provide your army.mil email mailbox)
- Teams – This is one of many applications provided by Army 365 (just because you have a Teams account does not mean you have an army.mil mailbox yet)
- Webmail <https://webmail.apps.mil> this is the web location to access army.mil email without the Outlook application (not to be confused with OWA)
- OWA – Office Web Application <https://web.mail.mil/owa> this is the web location to access mail.mil email without the Outlook application.
- DEE - Department of Defense Enterprise Email (this is the old mail.mil email service)
- Deprovision – Deletion of your existing DEE mailbox
- COARNG User Account – This account is required to log onto any COARNG device, including VDI



From any computer with a CaC reader, open the web browser and visit <https://webmail.apps.mil>.

- If you do NOT receive a 500 error and your mailbox appears, continue on.
- If you receive a 500 error, **STOP HERE**. This method will not work for you. You will be in an assisted migration group and must follow a different set of instructions located at <https://co.ng.mil/Portals/25/Documents/Assisted-Email-Migration.pdf>



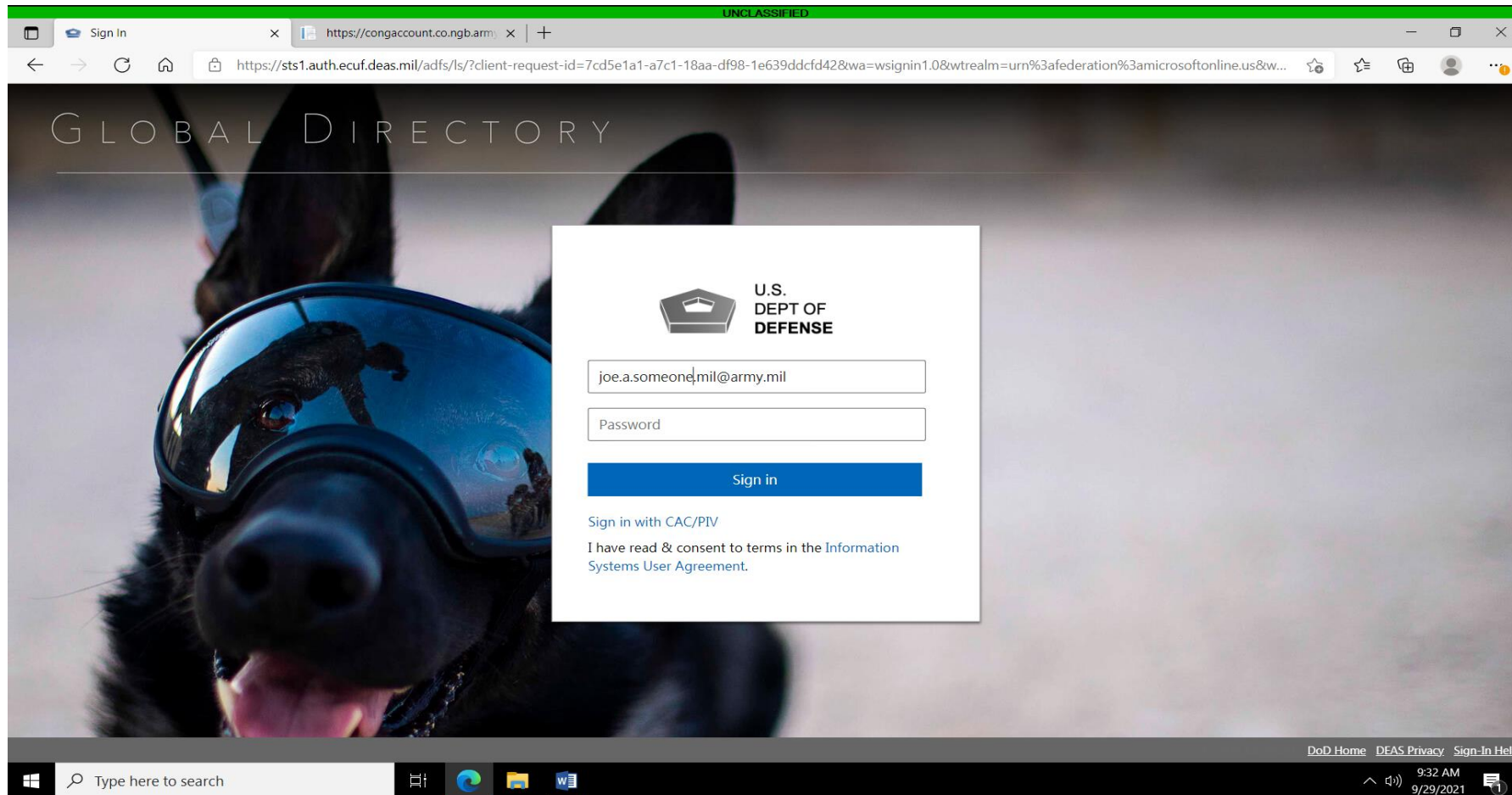


Web mail logon

UNCLASSIFIED



This is what the Web mail logon page will look like. Log on with your normal .MIL Email, but insert @army.mil in place of @mail.mil.





UNCLASSIFIED



I have an Army 365 mailbox, now what?

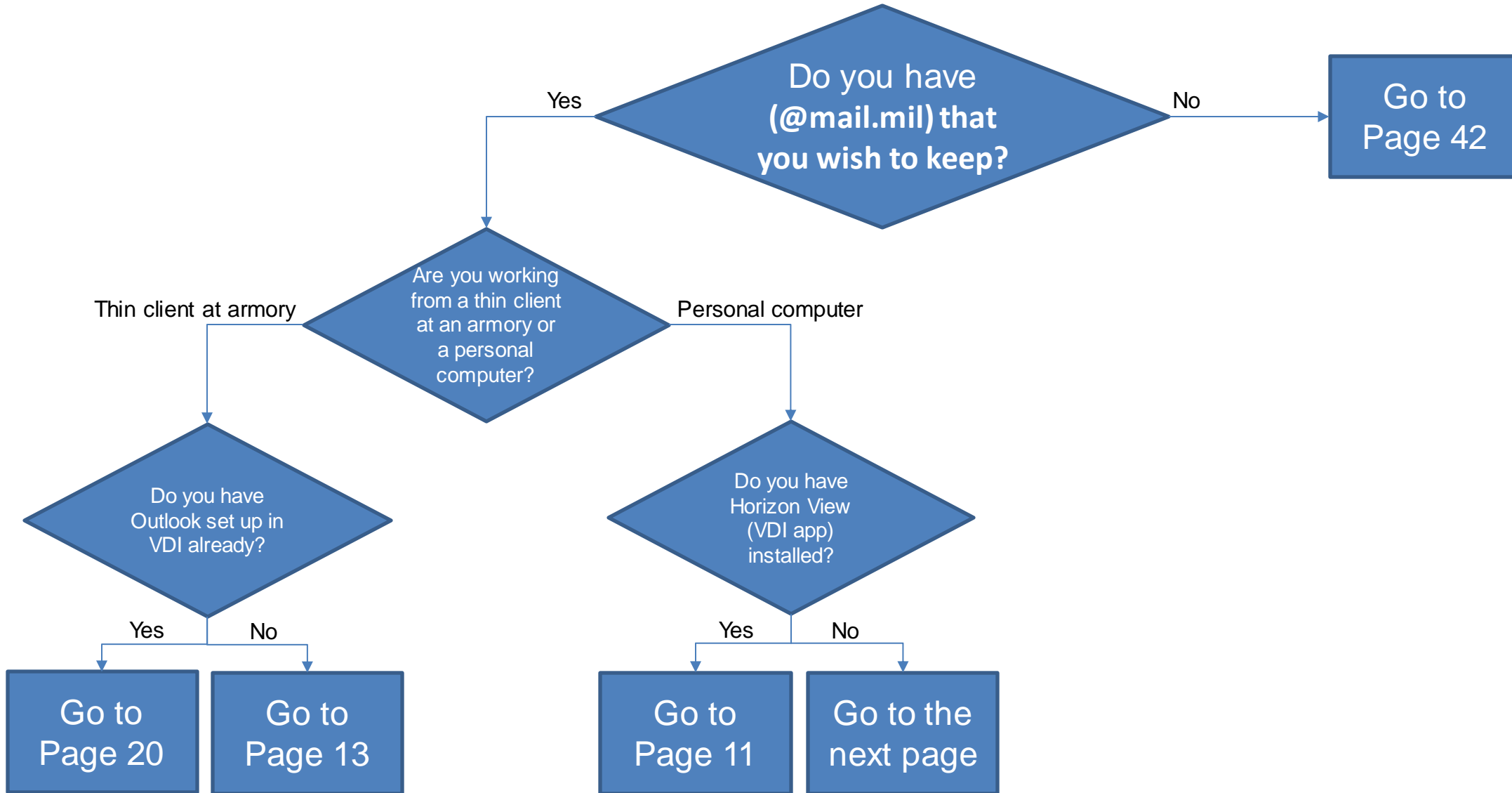
If you have emails in your DoD webmail account (@mail.mil) that you wish to keep, you will need to manually copy them to your new @army.mil account prior to deleting/deprovision or they will be lost permanently.

If you DO NOT have any emails in your Army webmail account (or VDI Outlook) you wish to keep. Start with slide #42. ***WARNING: Choosing this option will DELETE any past or current mail.mil email and cannot be retrieved!***

Follow the flow chart on the next slide for the proper place to start.



VDI Self Migration Flow Chart





Installing VMWare Horizon Client

Navigate to <https://www.vmware.com/go/viewclients> and find your system. Click Go to Downloads.

The screenshot shows the VMware Customer Connect website page for downloading VMware Horizon Clients. The page title is "Download VMware Horizon Clients". A "Select Version:" dropdown menu is set to "HORIZON 8". Below this, there is a table of product downloads. The table has columns for "Product", "Release Date", and "GO TO DOWNLOADS". The first row is for "VMware Horizon Client for Windows" with a release date of "2021-07-15". The "GO TO DOWNLOADS" link for this row is circled in red. Other rows include "VMware Horizon Client for Mac" (2021-09-17) and "VMware Horizon Client for Linux" (2021-01-07). The page also includes a "Product Resources" sidebar with links for "View My Download History", "Product Info", "Documentation", "Horizon Mobile Client Privacy", and "Horizon Community".

Product	Release Date	GO TO DOWNLOADS
VMware Horizon Client for Windows	2021-07-15	GO TO DOWNLOADS
VMware Horizon Client for Mac	2021-09-17	GO TO DOWNLOADS
VMware Horizon Client for Linux	2021-01-07	GO TO DOWNLOADS



Installing VMWare Horizon Client

Select **DOWNLOAD NOW**
Save the file or run it from there. Details on how your computer will install the client vary by computer.

The screenshot shows the VMware Customer Connect website interface. At the top, there is a navigation bar with 'vmware' and 'CUSTOMER CONNECT' on the left, and 'Products and Accounts', 'Knowledge', 'Communities', 'Support', and 'Learning' on the right. A search icon, a globe icon, and 'Register' and 'Login' links are also present. Below the navigation bar, the breadcrumb trail reads 'Home / VMware Horizon Client for Windows'. The main heading is 'Download Product'. Underneath, there are several fields: 'Select Version' with a dropdown menu showing '2106', 'Documentation' with a link to 'Release Notes', 'Release Date' as '2021-07-15', and 'Type' as 'Product Binaries'. To the right of these fields is a 'Product Resources' sidebar with links for 'View My Download History', 'Product Info', 'Documentation', 'Horizon Mobile Client Privacy', and 'Horizon Community'. Below the main content area, there is a horizontal menu with 'Product Downloads' (which is underlined), 'Drivers & Tools', 'Open Source', 'Custom ISOs', and 'OEM Addons'. The main content area is divided into two columns: 'File' and 'Information'. Under 'File', there is a section for 'VMware Horizon Client for Windows' with details: 'File size: 299.35 MB' and 'File type: exe'. A 'Read More' link is provided. Under 'Information', there is a 'DOWNLOAD NOW' button, which is circled in red. At the bottom of the page, there is a link for 'Information about MD5 checksums, and SHA1 checksums and SHA256 checksums'.



Installing DoD root certificates

Navigate to <https://www.militarycac.com/dodcerts.htm> in order to download your root installer and enable your CAC to work on your PC. Follow the instructions on the site for installing and running InstallRoot on your system.

The screenshot shows a web browser window with the URL <https://www.militarycac.com/dodcerts.htm>. The page features a search bar, a "Site Map" link, and a "Make a Donation" button. The main content area is titled "STEP 3: INSTALL the Department of Defense (DoD) CERTIFICATES". It includes a list of installation steps: Step 1: [Obtain a CAC Reader](#), Step 2: [CAC Reader driver](#), Step 3: **DoD Certificates**, Step 4: [ActivClient](#), Step 4a: [Update ActivClient](#), and Step 5: [IE adjustments](#). Below the steps, it instructs users to "Log into a CAC enabled website now". The text explains that InstallRoot automates the installation of DoD certificates onto a Windows computer and that these certificates are needed to access DoD websites. It notes that if a website prompts with a security message, it may be due to a new CAC or a recent update. Links are provided for Apple computer users, Windows RT / Windows 10 S mode users, and Chromebook users. At the bottom, it states that InstallRoot is created by DISA for Windows computers and provides a contact link for users with problems.

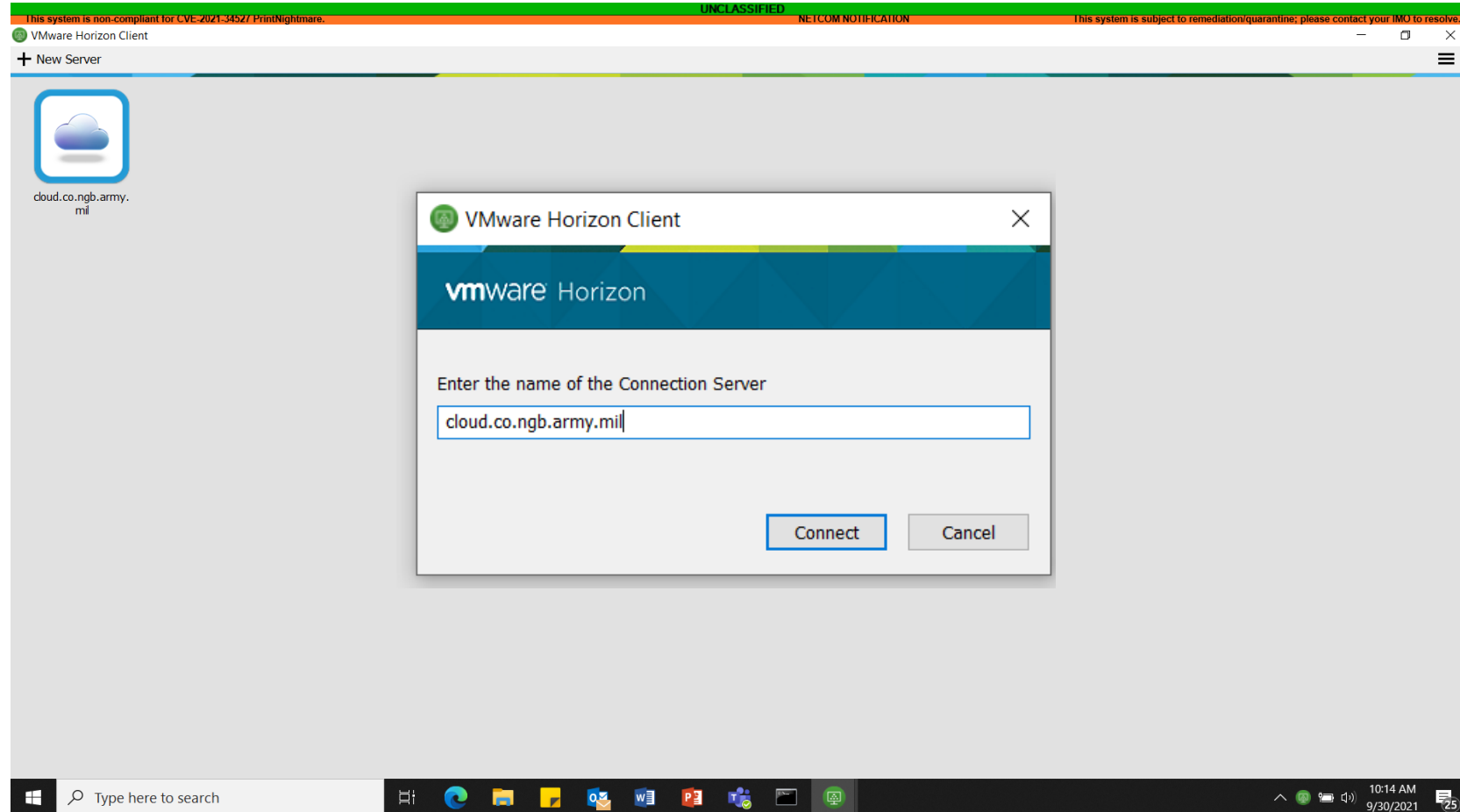


Connecting to VDI from home

Search for VMWare in the search box (bottom left corner on desktop). Click Open, to open VMWare.

If you have not used VDI before click +New Server, and enter cloud.co.ngb.army.mil in the box and select Connect.

Once you see the icon for cloud.co.ngb.army.mil double click on the icon for cloud.co.ngb.army.mil to select the VDI client.





Connecting to VDI from home

Select your Authentication certificate. If you do not see the Authentication certificate, select More Choices. Enter your PIN when prompted.

The screenshot shows the VMware Horizon Client interface. A 'Login' dialog box is open, prompting the user to 'Enter your PIN.' The server address is 'https://cloud.co.ngb.army.mil'. In the background, a 'Windows Security' dialog box is open, displaying two certificates under 'More choices':

- Signature - BROWN.MICHAEL.WAYNE.1398254119, Issuer: DOD EMAIL CA-49, Valid From: 9/2/2019 to 9/2/2022. This certificate is circled in red.
- Authentication - BROWN.MICHAEL.WAYNE.1398254119, Issuer: DOD ID CA-52, Valid From: 9/2/2019 to 9/2/2022. This certificate is circled in green.



Log into My Desktop

If this is your first time logging into VDI, right click the My Desktop icon and make sure the PCoIP option is checked.

Double click on the My Desktop icon.

Follow the prompts as you logon to My Desktop.

The screenshot shows a VMware Horizon Client window with the URL cloud.co.ngb.army.mil. At the top, there are security notifications: 'This system is non-compliant for CVE-2021-34527 PrintNightmare.', 'UNCLASSIFIED', 'NETCOM NOTIFICATION', and 'This system is subject to remediation/quarantine; please contact your IMO to resolve.' The main area displays a 'My Desktop' icon with a context menu open. The menu options are: Launch, Logoff, PCoIP (default) (checked), VMware Blast, Microsoft RDP, Display, Settings, Create Shortcut to Desktop, Add to Start Menu, and Mark as Favorite. The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right shows the time as 10:28 AM on 9/30/2021.



Configure your COARNG account for mail.mil

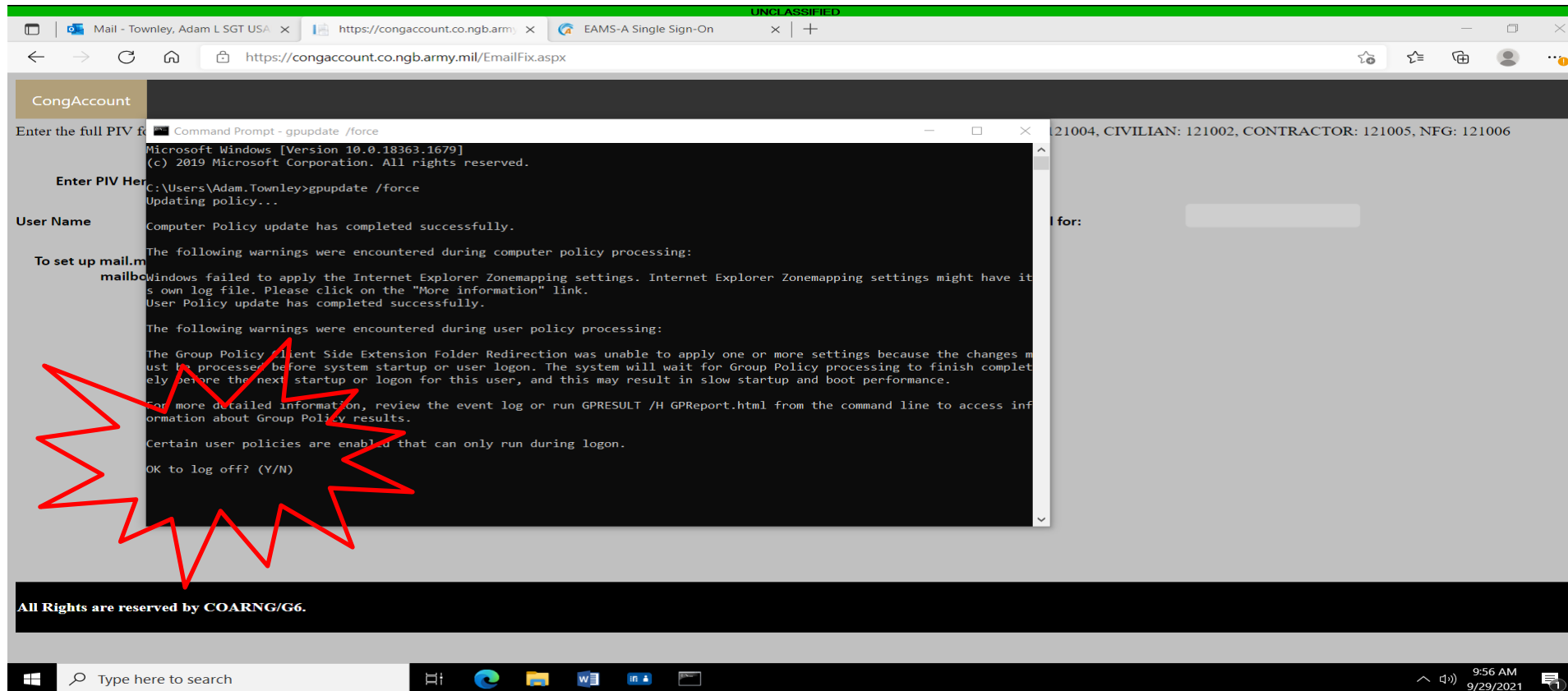
Follow the below steps:

1. Go to <https://congaccount.co.ngb.army.mil/EmailFix.aspx>, enter your full PIV Cert, to include the department code that you are with (examples are at the top of the web page).
2. Click “Get User Data”. It will tell you either whether you are configured for setting up either an @mail.mil or @army.mil account.
3. If you are configured for @mail.mil do nothing here now and skip the next page
4. If you are configured for @army.mil select the button @mail.mil, and follow the steps on the next page.

The screenshot shows the 'CongAccount' web interface. At the top, it says 'CongAccount' and provides instructions: 'Enter the full PIV for the service member below. Then select the appropriate button for your needs. PIV = DODID PLUS --> AIR FORCE: 157004, ARMY: 121004, CIVILIAN: 121002, CONTRACTOR: 121005, NFG: 121006'. Below this, there are two input fields: 'Enter PIV Here' and 'User Name'. To the right of the PIV field is a 'Get User Data' button. Below the 'User Name' field, it says 'User is configured for setting up email for:' followed by a dropdown menu. At the bottom, there are two options: 'To set up mail.mil mailbox' with an '@Mail.mil' button, and 'To set up Army.mil mailbox' with an '@Army.mil' button. At the very bottom of the page, it says 'All Rights are reserved by COARNG/G6.'



1. On your desktop, in the bottom left corner in the search bar, type “CMD”.
2. The command prompt window will display.
3. Type the command “GPUPDATE /FORCE”.
4. **This final step is very important:** After the update has finished it will ask if it's ok to log off, **type “N” for no.**
**DO NOT LOG OFF. If you log off at this point, everything will reset back to the original settings.*



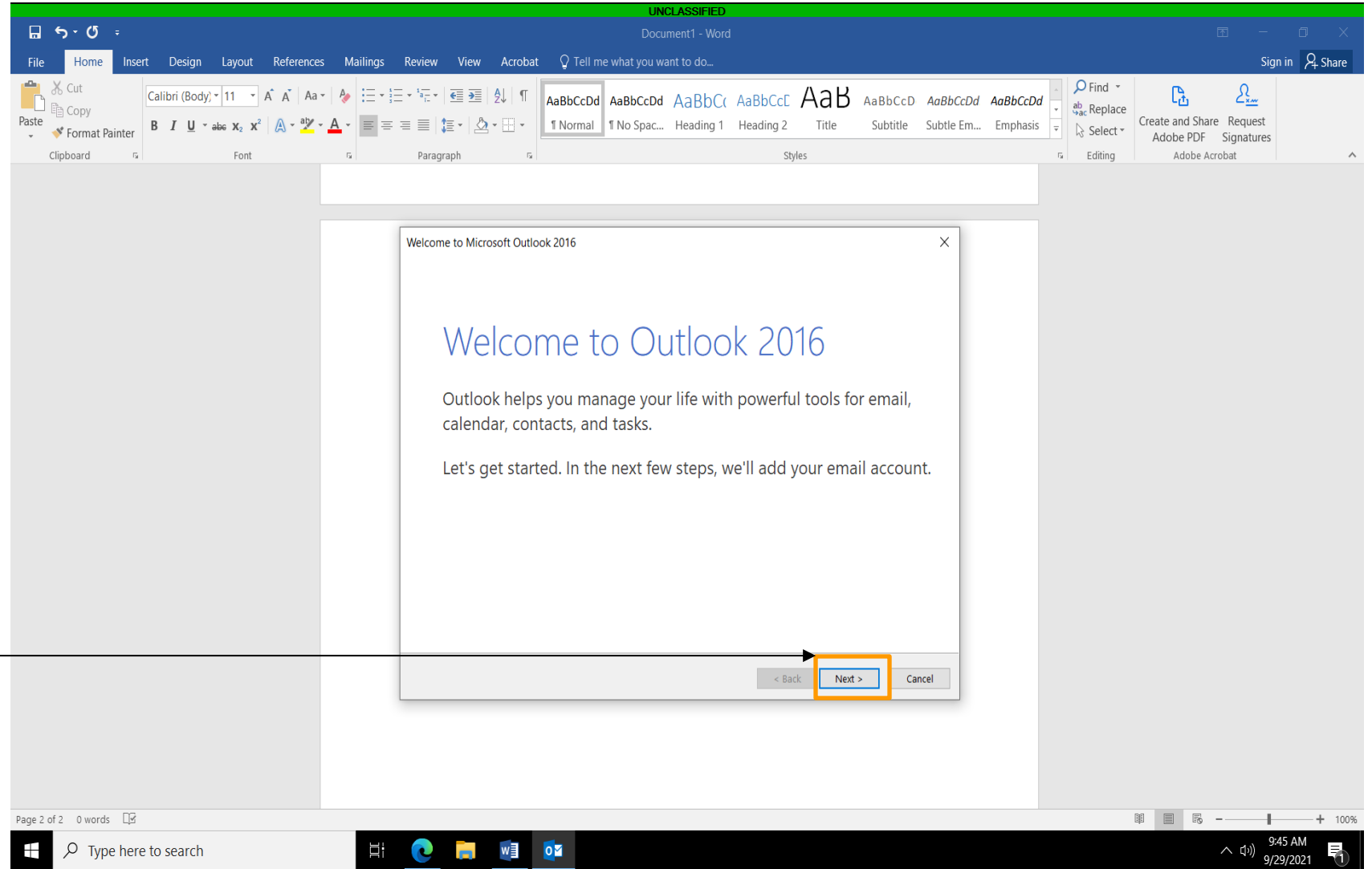


Create Outlook Profile in VDI

Search for Outlook in the search box in the lower left corner of the search bar.

Click Open to open Outlook.

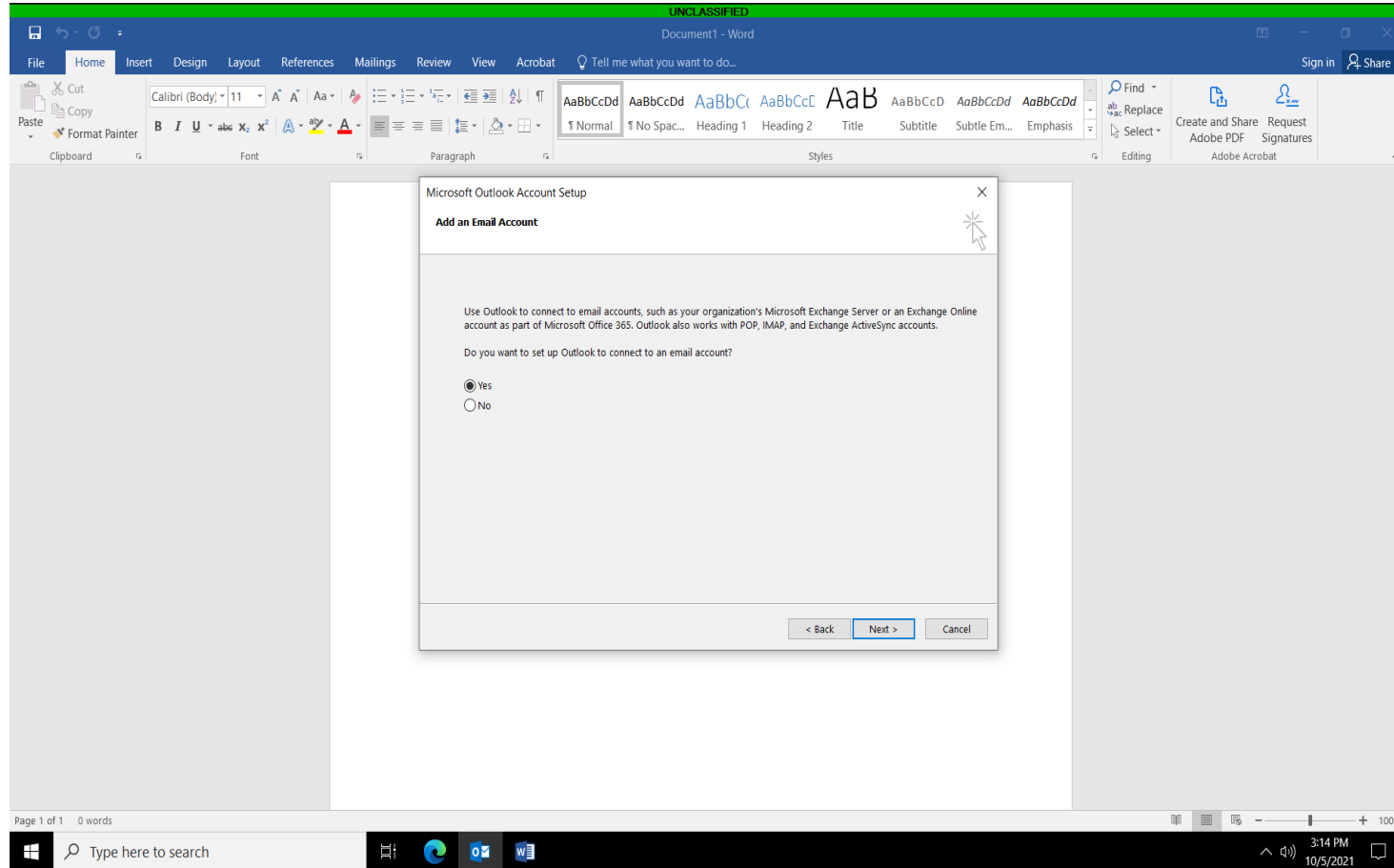
Click Next.





Create Outlook Profile in VDI

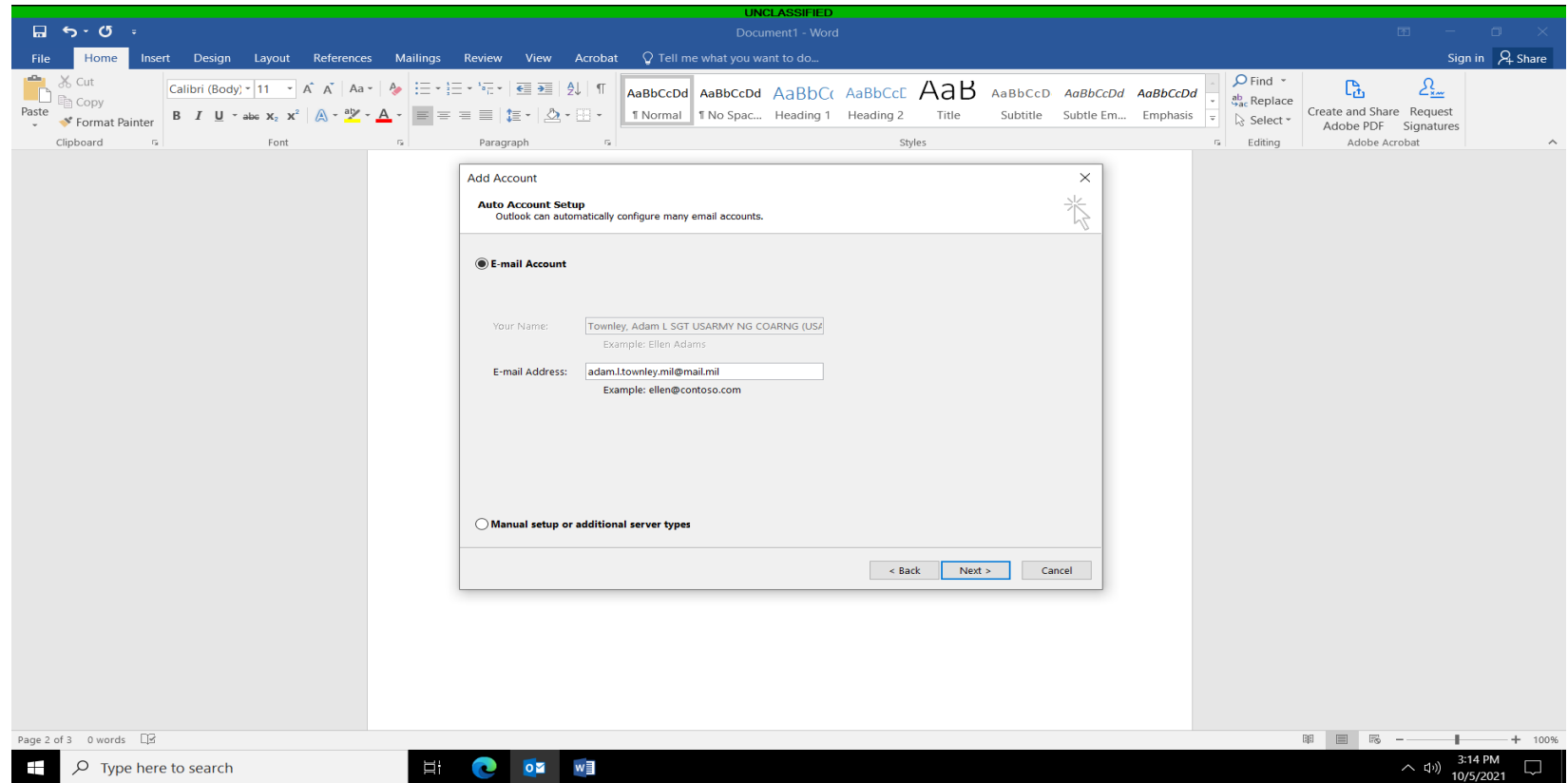
Select yes, and then click Next





Create Outlook Profile in VDI

If the E-mail Address line does not auto-populate, enter your mail.mil email address and select Next>

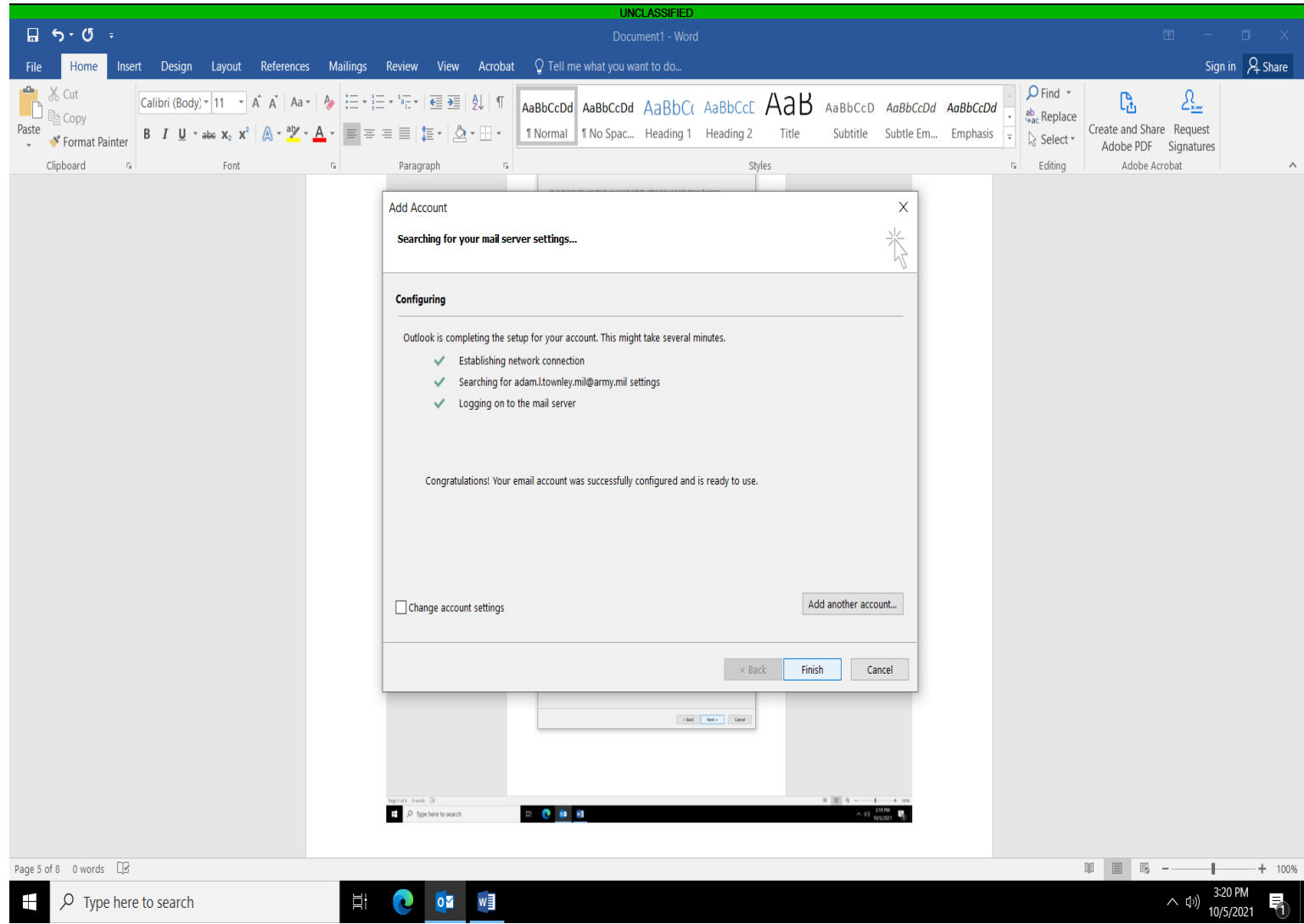




Create Outlook Profile in VDI

Click finish to complete the set up.

Your mail.mil email will now begin to populate.





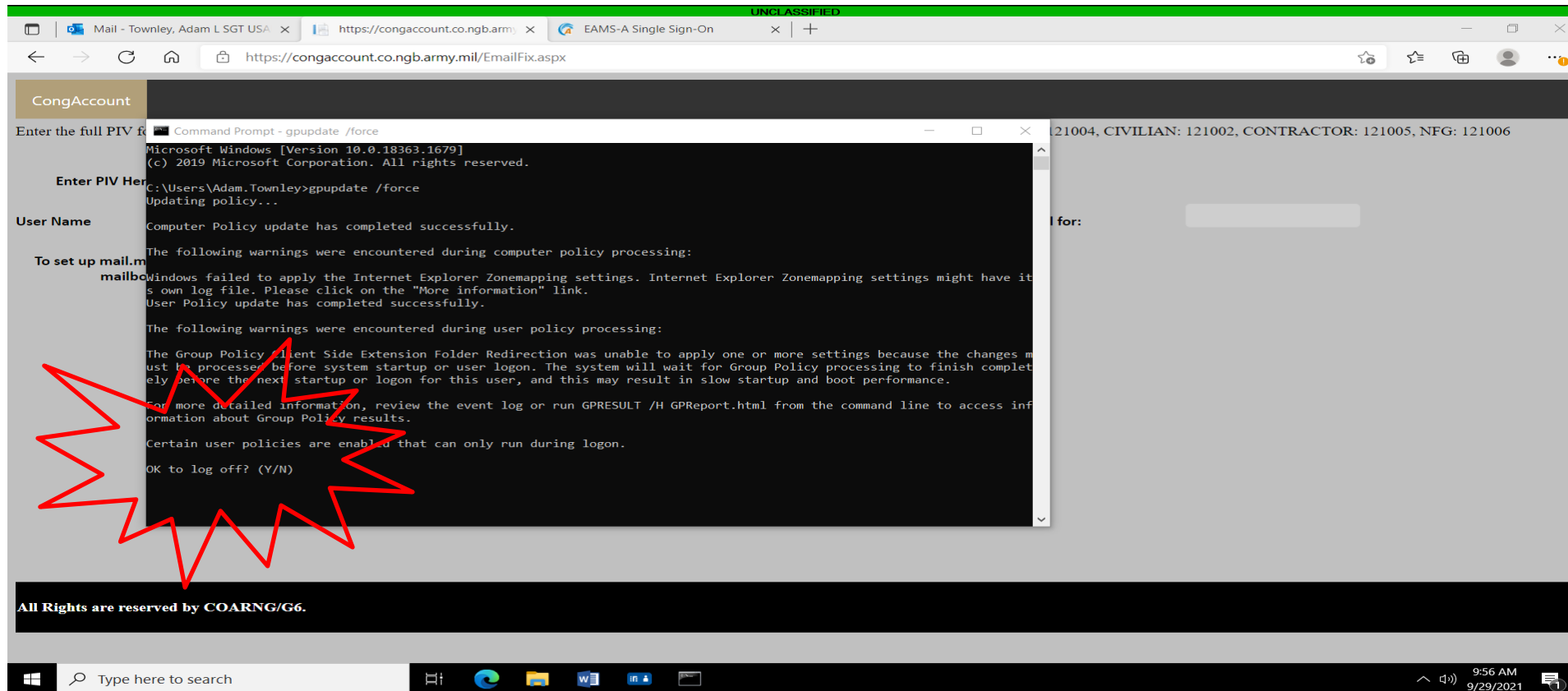
Configure your COARNG account for army.mil

1. Go to <https://congaccount.co.ngb.army.mil/EmailFix.aspx>, enter your full PIV Cert, to include the department code that you are with (examples are at the top of the web page).
2. Click “Get User Data”. It will tell you either whether you are configured for setting up either an @mail.mil or @army.mil account.
3. If you are configured for @army.mil do nothing here now and skip the next page
4. If you are configured for @mail.mil select the button @army.mil, and follow the steps on the next page.

The screenshot shows a web page titled "CongAccount". At the top, it says "Enter the full PIV for the service member below. Then select the appropriate button for your needs. PIV = DODID PLUS --> AIR FORCE: 157004, ARMY: 121004, CIVILIAN: 121002, CONTRACTOR: 121005, NFG: 121006". Below this, there are two input fields: "Enter PIV Here" and "User Name". To the right of the PIV field is a green button labeled "Get User Data". Below the "User Name" field, it says "User is configured for setting up email for:" followed by a dropdown menu. At the bottom, there are two options: "To set up mail.mil mailbox" with a green button labeled "@Mail.mil", and "To set up Army.mil mailbox" with a green button labeled "@Army.mil". At the very bottom of the page, it says "All Rights are reserved by COARNG/G6."



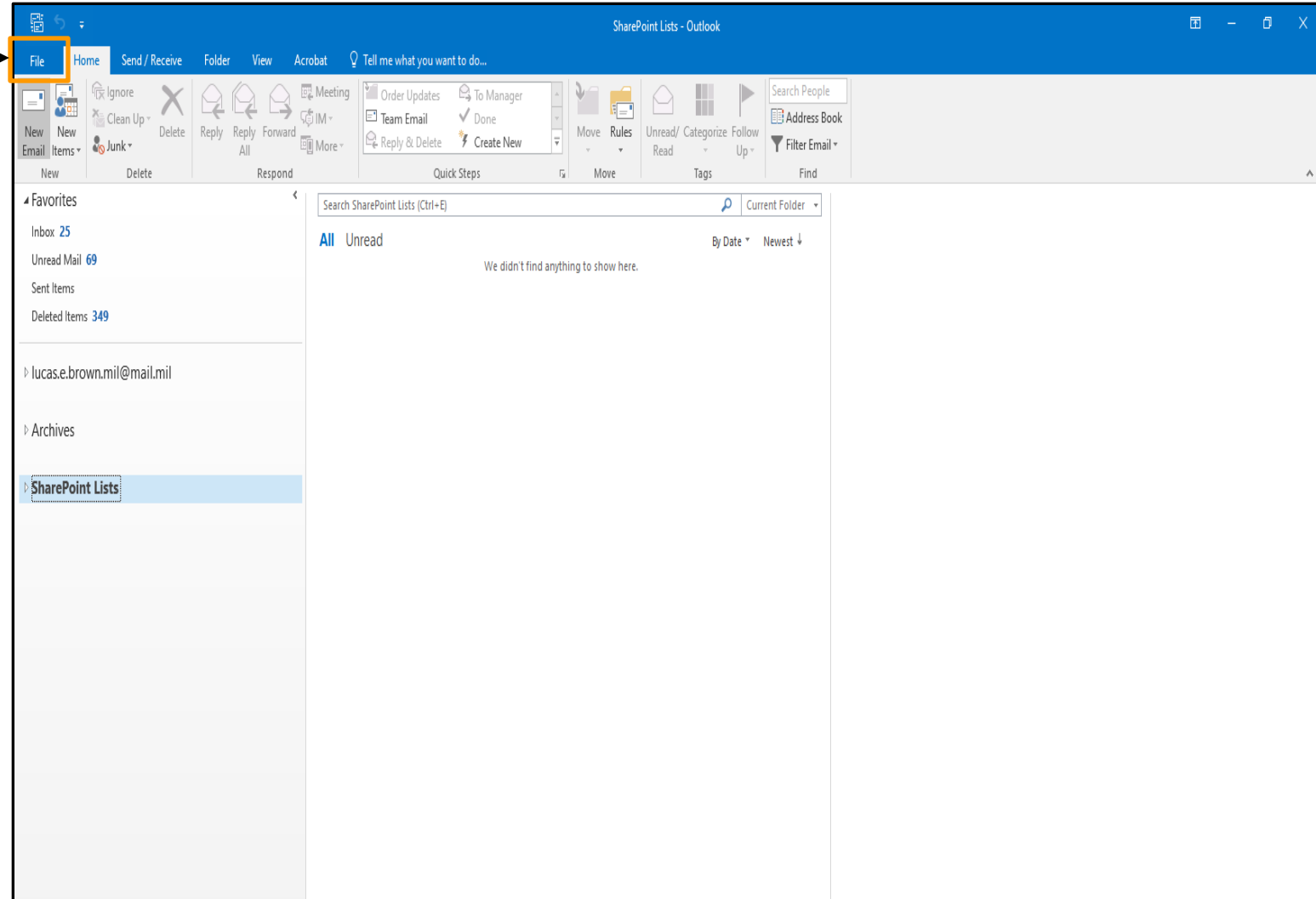
1. On your desktop, in the bottom left corner in the search bar, type “CMD”.
2. The command prompt window will display.
3. Type the command “GPUPDATE /FORCE”.
4. **This final step is very important:** After the update has finished it will ask if it’s ok to log off, **type “N” for no.** **If you log off at this point, when you log back in everything will reset back to the original settings.*





Add Army 365 Email Profile to Outlook

If you have just completed the gpupdate process, close and re-open Outlook. Once you have successfully opened Outlook in VDI, and have the mail.mil mailbox configured, select **File**





Adding Army 365 email to Outlook Client

Select **Account Settings, Account Settings**

The screenshot shows the Outlook 'Account Information' page. On the left is a blue navigation pane with a back arrow at the top. The 'Account Settings' option is highlighted in orange, and its dropdown menu is also highlighted in orange. A text box on the left points to these elements with arrows. The main content area shows the account 'lucas.e.brown.mil@mail.mil' and various settings options like 'Account Settings', 'Delegate Access', and 'Download Address Book...'. A profile picture placeholder is visible on the right.



Adding Army365 email to Outlook Client

Select New

The screenshot shows the Outlook 'Account Settings' window. In the 'E-mail Accounts' section, the 'New...' button is highlighted with an orange box. Below it, a table lists existing accounts: 'lucas.e.brown.mil@mail.mil' with type 'Microsoft Exchange (send from this account by def...'. An 'Add Account' dialog box is open in the foreground. It has a blue title bar and contains the following fields: 'Your Name' (with example 'Ellen Adams'), 'E-mail Address' (with 'lucas.e.brown.mil@armymil' entered and an example 'ellen@contoso.com'), 'Password', and 'Retype Password'. At the bottom, there are 'Back', 'Next >', and 'Cancel' buttons. The 'Next >' button is highlighted with an orange box.

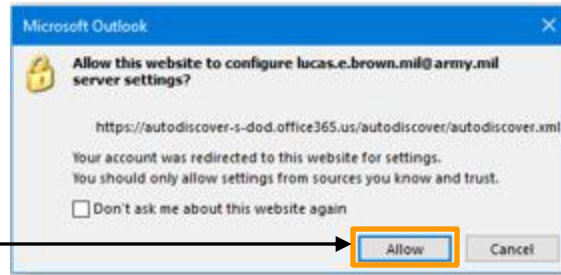
Enter
username@army.mil

Select Next

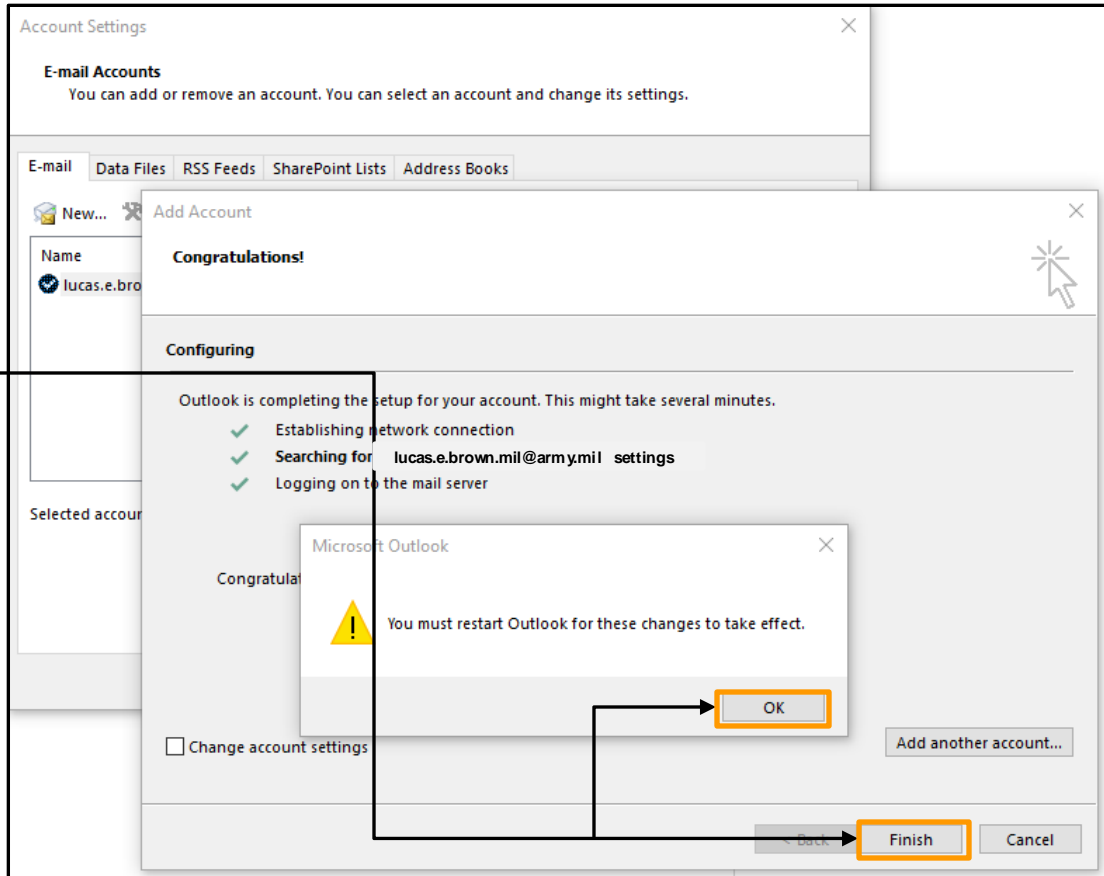


Adding Army 365 email to Outlook Client

Select **Allow** for any popups

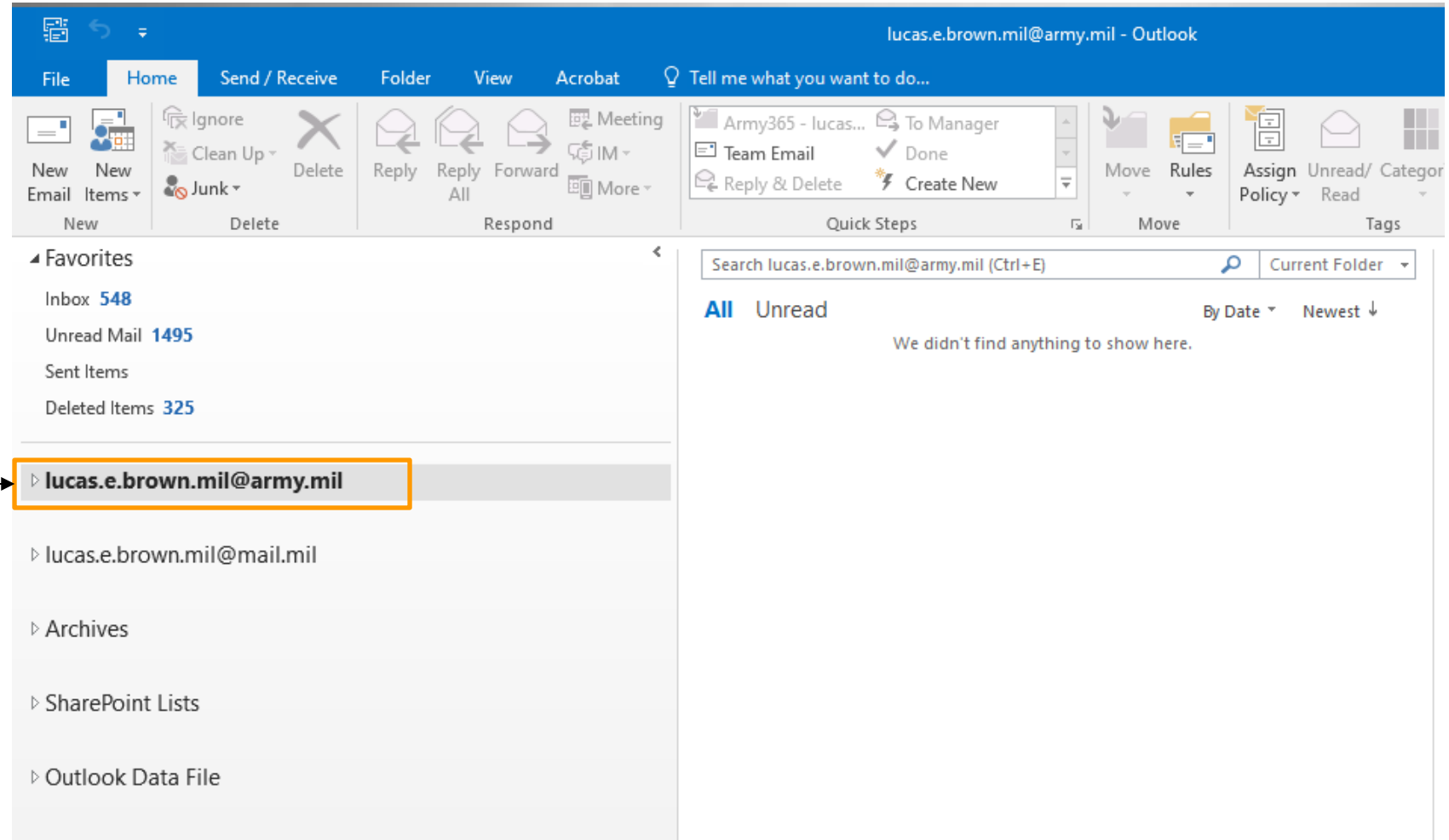


Select **Finish** then **OK** and restart Outlook client





Adding Army 365 email to Outlook Client



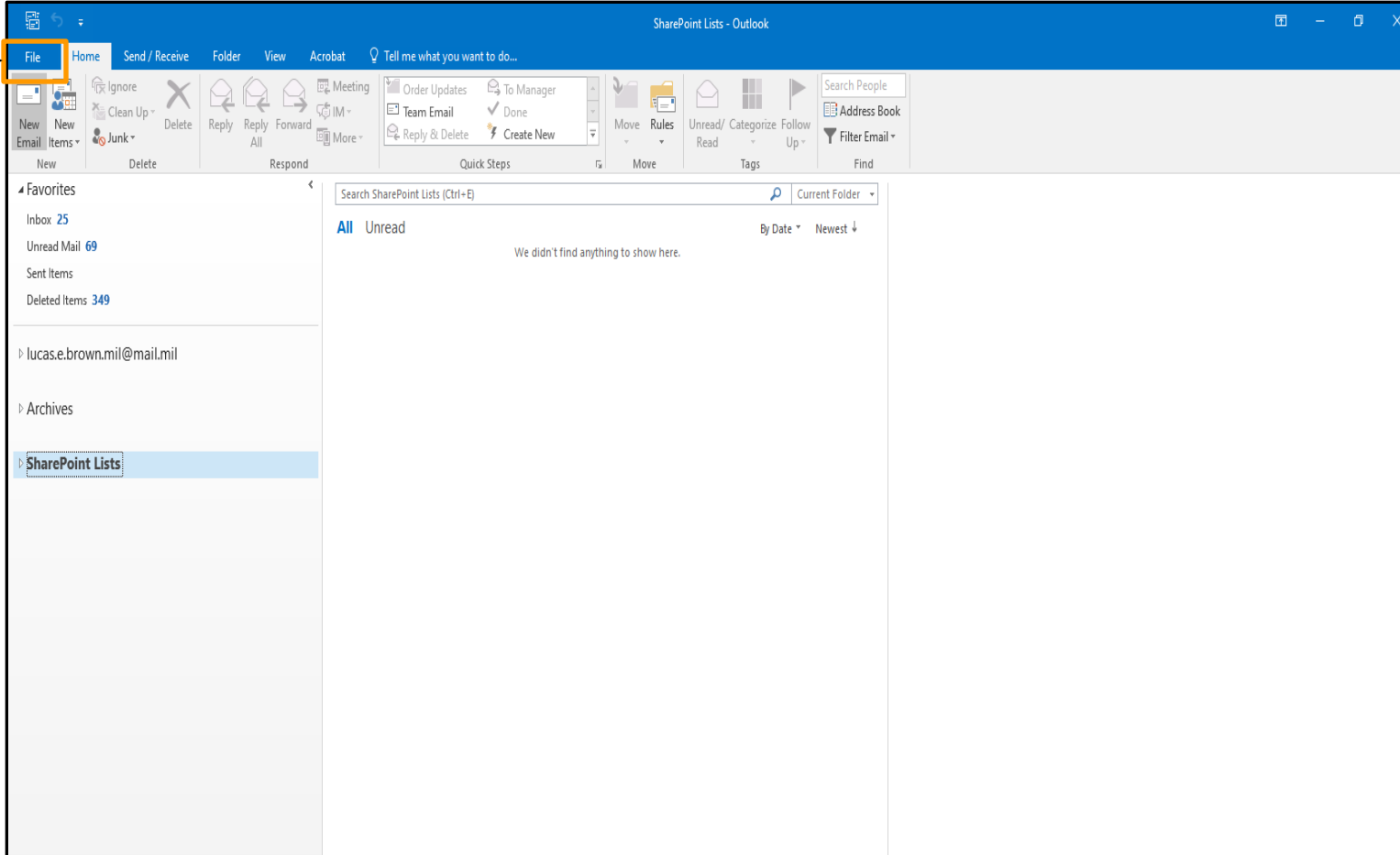
Your new @army.mil email will be listed on the left side



Setting Cache Exchange Mode

This step will help your Outlook mailbox to show all of your emails at once, not just the last years worth. This step helps in the process of moving emails. If you do not do this step you may lose email older than 1 year old.

Select File





Setting Cache Exchange Mode

Select
Account Settings,
Account Settings

The screenshot shows the Outlook 'Account Information' settings page. On the left is a blue navigation pane with options: Info, Open & Export, Save As, Save as Adobe PDF, Print, Office Account, Options, and Exit. The main content area is titled 'Account Information' and shows the account 'lucas.e.brown.mil@mail.mil' (Microsoft Exchange). Below this is an 'Add Account' button and a list of settings: 'Account Settings' (highlighted with an orange box), 'Account Settings...' (highlighted with an orange box), 'Delegate Access', 'Download Address Book...', and 'Manage Mobile Notifications'. A callout box from the left text points to these two 'Account Settings' items. The background of the settings page includes a description of account settings, a checkbox for 'Access this account on the web', a profile picture placeholder, and an '(Out of Office)' status section.



Setting Cache Exchange Mode

The screenshot shows the 'Account Settings' window in Outlook. The 'Data Files' tab is selected, displaying a list of Outlook Data Files. A table lists the files:

Name	Location
Archives	C:\Users\Michael.B...
michael.w.brown500...	C:\Users\Michael.B...

The 'Settings...' button is highlighted. A 'Microsoft Exchange' dialog box is open, showing the 'Advanced' tab. The 'Mailboxes' section is empty. In the 'Cached Exchange Mode Settings' section, the following options are checked:

- Use Cached Exchange Mode
- Download shared folders
- Download Public Folder Favorites

The 'Mailbox Mode' section indicates: 'Outlook is running in Unicode mode against Microsoft Exchange.' The 'OK' button is highlighted.

Select **Data Files**

Select **mail.mil mailbox**

Select **Settings...**

Select **Advanced**

Uncheck **Use Cached Exchange Mode**

Select **OK**

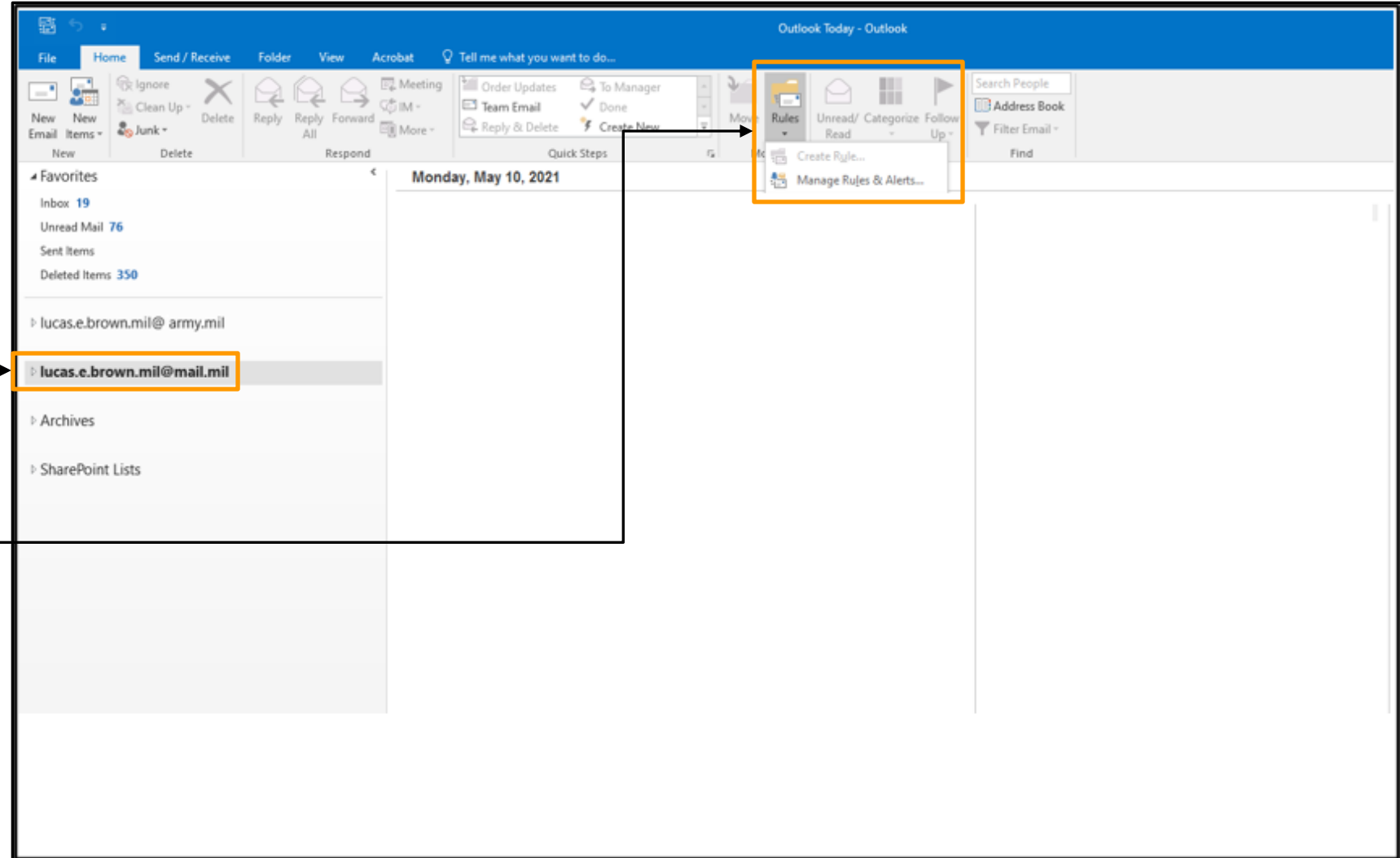
Select a data file in the list, then click Settings for display the folder that contains the data file. To n down Outlook.



Forwarding DEE to Army365

Select your @mail.mil mailbox

Select Rules -> Manage Rules and Alerts





Forwarding DEE to Army365

Select New Rule

Select Apply rule on messages I receive

Select Next

The screenshot shows the Outlook 'Rules and Alerts' window with the 'Rules Wizard' dialog box open. The 'Rules Wizard' is in 'Step 1: Select a template' mode. It offers three main options: 'Stay Organized', 'Stay Up to Date', and 'Start from a blank rule'. Under 'Start from a blank rule', the option 'Apply rule on messages I receive' is highlighted with a blue selection bar. Below this, there is a text area for 'Step 2: Edit the rule description (click an underlined value)' with the text 'Apply this rule after the message arrives'. At the bottom of the wizard, there are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'. The 'Next >' button is highlighted with a blue selection bar.



Forwarding DEE to Army365

This step ensures all mail from this today on that are sent to your DEE (@mail.mil) will be forwarded to your @army.mil email address. This will also forward any mail sent to a distro list or mailbox that you are a member with your @mail.mil email address are forwarded.

Leave the checkboxes blank and all email will forward to @army.mil, or optionally you can include a date span

Select **Next**

Rules Wizard

What do you want to do with the message?

Step 1: Select action(s)

- move it to the specified folder
- assign it to the category category
- delete it
- permanently delete it
- move a copy to the specified folder
- forward it to people or public group
- forward it to people or public group as an attachment
- redirect it to people or public group
- have server reply using a specific message
- reply using a specific template
- flag message for follow up at this time
- clear the Message Flag
- clear message's categories
- mark it as importance
- print it
- play a sound
- mark it as read
- stop processing more rules

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

Cancel < Back **Next >** Finish



Forwarding DEE to Army 365

Rules Wizard

What do you want to do with the message?
Step 1: Select action(s)

- move it to the specified folder
- assign it to the category category
- delete it
- permanently delete it
- move a copy to the specified folder
- forward it to people or public group
- forward it to people or public group as an attachment
- redirect it to people or public group**
- have server reply using a specific message
- reply using a specific template
- flag message for follow up at this time
- clear the Message Flag
- clear message's categories
- mark it as importance
- print it
- play a sound
- mark it as read
- stop processing more rules

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
where my name is in the To or Cc box

redirect it to people or public group

Cancel < Back Next > Finish

Select **redirect it to people or public group**

Select **people or public group**



Forwarding DEE to Army 365

Enter
@army.mil address

Ensure you **add single quotation (' ')** marks at the ends of **your** @army.mil address

Enter
@army.mil address

Ensure you **add single quotation (' ')** marks at the ends of your @army.mil address

The screenshot shows a 'Rule Address' dialog box with a search bar containing 'JB Langley-Eustis - lucas.e.brown.mil@mail.mil'. Below the search bar is a table with columns 'Name' and 'Title'. The table lists several contacts, with 'Ababneh, Maysoon A' selected. At the bottom, the 'To' field contains 'lucas.e.brown.mil@army.mil' and the 'OK' button is highlighted.

Name	Title
Ababneh, Maysoon A CIV USARMY MEDCOM MCACH (USA)	Clinical Pharmacist
Abadie, Wesley M Col USAF 633 MDG (USA)	Otolaryngologist
Abbondanza, Jessica M SSgt USAF 192 FW (USA)	Precision Guided Munitions Crew Member
Abbott, Christopher D CIV USARMY USAMC (USA)	Project Engineer
Abbott, Jessica L Lt Col USAF (USA)	
Abbott, Jessica S CPT USARMY NORAD-USNC JTF - CS (USA)	
Abdal, Jassem M CTR (USA)	
Abdallah, Wally CTR USAF ACC A5-8-9 (USA)	Program Analyst
Abdul Hakeem, Ibrahim A1C USAF 1 MXG (USA)	Line Delivery Technician
Abdulai, Osman SSG USARMY 7 TRANS BDE-X (USA)	cargo specialist
Abeel, Daniel R MAJ USARMY 244 AVN BDE (USA)	Aeromedical physician assistant
Abendschoen, Amanda R SSgt USAF NG VAANG (USA)	KOM
Aberdeen, Michael D SSG USARMY AVNCOE (USA)	
Abernathy, Richard O (Rick) CTR USAF (USA)	Program Analyst
Aberra, Hossana H CTR USARMY AFC-FCC (USA)	Data Steward
Abisaab, Ayad M Maj USAF (USA)	
Ablao, Marvin M MSgt USAF (USA)	Crew Commander



Forwarding DEE to Army365

Rules Wizard

What do you want to do with the message?
Step 1: Select action(s)

- move it to the [specified](#) folder
- assign it to the [category](#) category
- delete it
- permanently delete it
- move a copy to the [specified](#) folder
- forward it to [people or public group](#)
- forward it to [people or public group](#) as an attachment
- redirect it to [people or public group](#)
- have server reply using [a specific message](#)
- reply using [a specific template](#)
- flag message for [follow up at this time](#)
- clear the Message Flag
- clear message's categories
- mark it as [importance](#)
- print it
- play [a sound](#)
- mark it as read
- stop processing more rules

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
where my name is in the To or Cc box
redirect it to: [Brown, Lucas E MAJ USARMY 93 SIG BDE \(USA\)](#)

Cancel < Back **Next >** Finish

Select Next



Forwarding DEE to Army365

Rules Wizard

Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- except if from people or public group
- except if the subject contains specific words
- except through the specified account
- except if sent only to me
- except where my name is in the To box
- except if it is marked as importance
- except if it is marked as sensitivity
- except if it is flagged for action
- except where my name is in the Cc box
- except if my name is in the To or Cc box
- except where my name is not in the To box
- except if sent to people or public group
- except if the body contains specific words
- except if the subject or body contains specific words
- except if the message header contains specific words
- except with specific words in the recipient's address
- except with specific words in the sender's address
- except if assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
where my name is in the To or Cc box
redirect it to Brown, Lucas E MAJ USARMY 93 SIG BDE (USA)

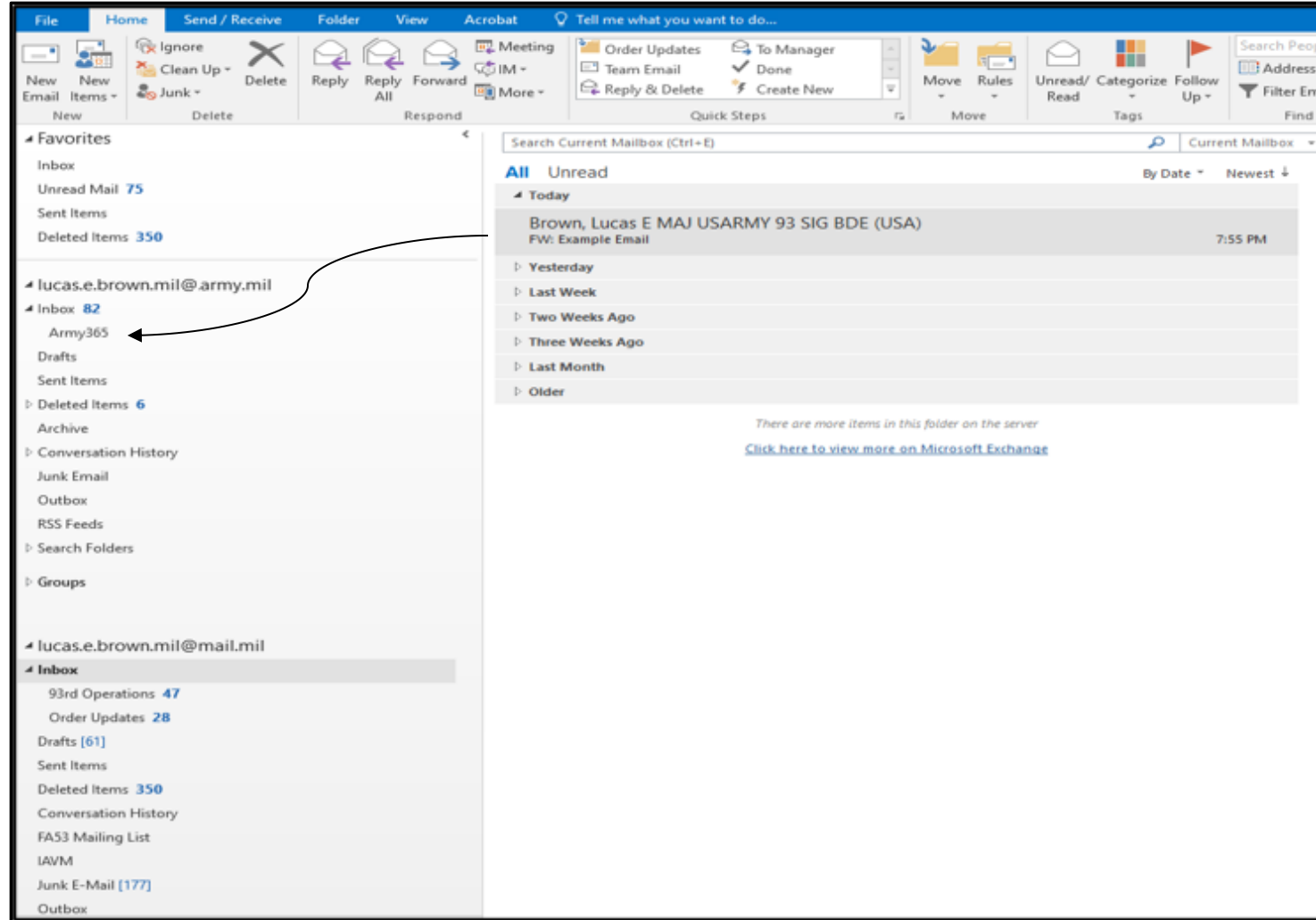
Cancel < Back Next > Finish

Select **Finish**



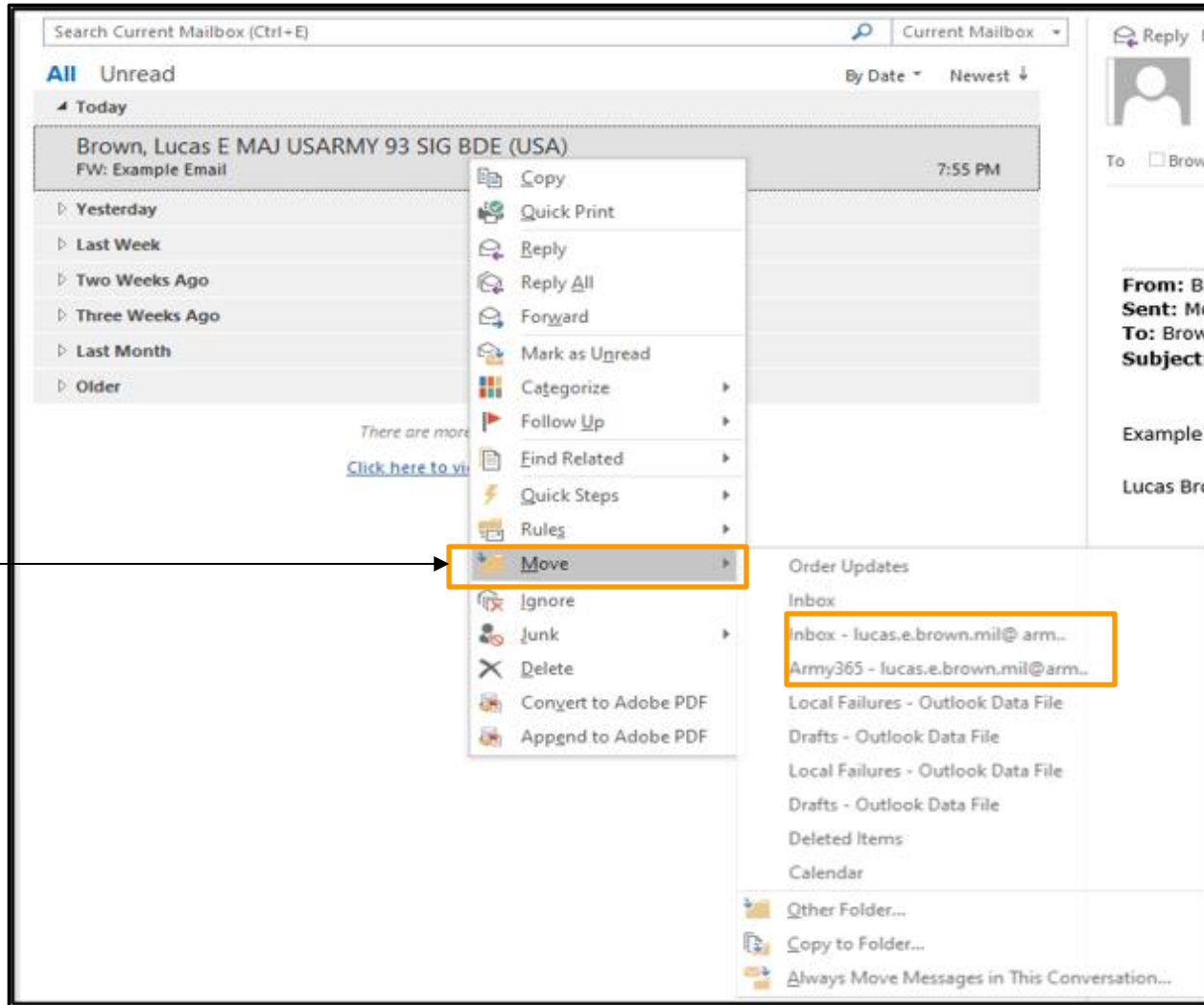
Email Management

Drag and drop emails between @mail.mil and @army.mil





Email Management



Or - right click and move emails between @mail.mil and @army.mil

Note that this process will take time in the background as files are copied.



Calendar Management

Drag and drop meetings

Accepting a meeting on @mail.mil will forward the meeting to @army.mil

The screenshot displays the Outlook calendar interface for the week of May 17-21, 2021. Two calendars are visible: 'Calendar - lucas.e.brown.mil@mail.mil' (left) and 'Calendar - lucas.e.brown.mil/army.mil' (right). The @mail.mil calendar shows a meeting on Wednesday, May 19, titled 'Army365 How-Tr'. An arrow points from this meeting to the @army.mil calendar, where the same meeting is now listed. The interface includes a navigation pane on the left with 'My Calendars' and 'Other Calendars' sections, and a main calendar grid showing various events and their details.



Let Others Know

Use your out of office to let senders know your email address has changed.

The screenshot shows the Outlook 'ACCOUNT INFORMATION' settings for a Microsoft Exchange account. The account name is 'michael.w.brown500.mil@mail.mil'. The 'Automatic Replies (Out of Office)' section is expanded, showing the following configuration:

- Send automatic replies
- Only send during this time range:
 - Start time: Thu 9/9/2021 8:00 AM
 - End time: Fri 9/10/2021 8:00 AM
- Automatically reply once for each sender with the following messages:
 - Inside My Organization: Segoe UI, 7
 - Outside My Organization (On): [Empty text box]

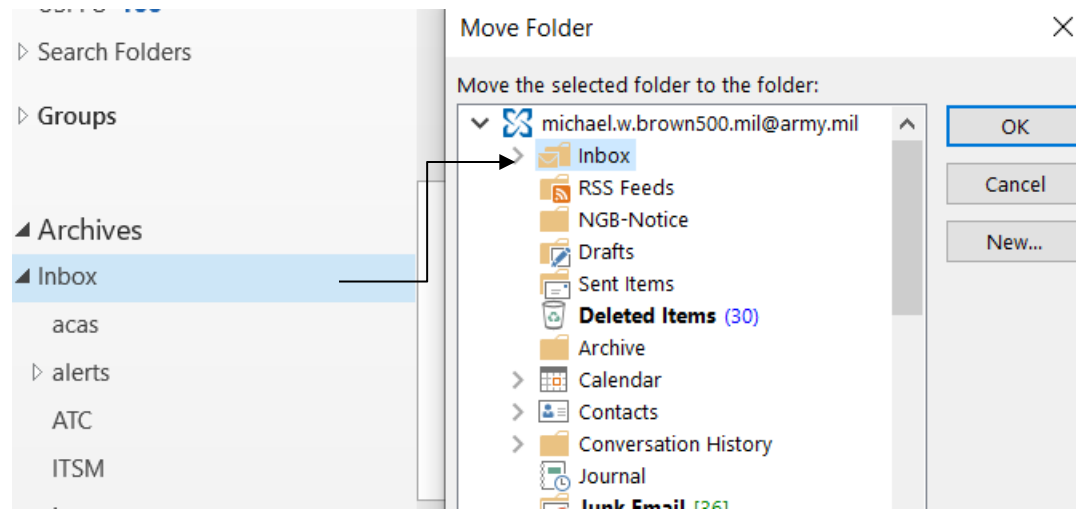
The text in the 'Outside My Organization' message box reads: "I have received your email, however my email address has changed. Please update your contacts to use @army.mil rather than @mail.mil".



Upload your .pst files into Army 365

If you have archived files you must move them between your archives and @army.mil

Right click the folder and select move. Move to the @army.mil inbox, or a sub folder.





Request DEE mailbox be deprovisioned

Copy/Paste the link below into your browser to access the DEE Deprovision request form. *(You must be on the DODIN network)*

<https://armyeitaas.sharepoint-mil.us/teams/EXOMigration/SitePages/Self-Submit-for-DEE-Deletion--Info-Page.aspx>

Self-Submit for DEE Deletion: Info Page

Before proceeding with this form:
Please ensure you have followed one of the [approved self-migration guides](#) for moving the contents of your DEE (mail.mil) email to your Army.mil email.

Self-Migration Guides:

1. [Preferred Method - Export/Import Mailbox](#)
2. [Alternate Method - Using Outlook "Move" Function](#)

Additionally, validate that your email has been setup successfully by following the [self-migration checklist here](#).

Once you submit this form, you are validating that you are ready for your DEE to be deleted and transition to fully using the Army 365 Email (@army.mil). If you have not already done so, additional information about this email migration can be found on the [home page here](#).

Submit before the timer runs out to go on the next migration batch!

05 05 24 09
days hrs min sec

Deletion of DEE will occur between 0800-1700EST on 01SEP.

ARMY 365 EMAIL MIGRATION

Ready to proceed?

Scroll down until you see the green button. Click the button and fill out the form per instructions on the next slide.





Request DEE mailbox be deprovisioned

Fill in your email address. *Be sure to enter your @mail.mil email address.*

DEE Email Address *

Your official, DoD issued, DEE (mail.mil) email address. If you are not sure what that is, you can login to <https://portal.apps.deas.mil/> and under My Account, Account Info, it should be listed under "Current Email"

Select NGB as your MACOM

Organization Details

MACOM, COCOM, ASCC, or DRU *

NGB

Parent Organization, see <https://www.army.mil/organization/> for structure. Note, PEO's fall under USAASC

Select ARMY-GUARD as your customer Code

Customer Code *

ARMY-GUARD

You can identify this information by visiting <https://portal.apps.deas.mil/>, logging in with your CAC, select MY ACCOUNT, then ACCOUNT INFO, and look at the field for CUSTOMER CODE

Select Yes

By submitting this form, I understand that I am submitting for my DEE email address 1

Manual Migration Checklist - Completed *

Yes

No

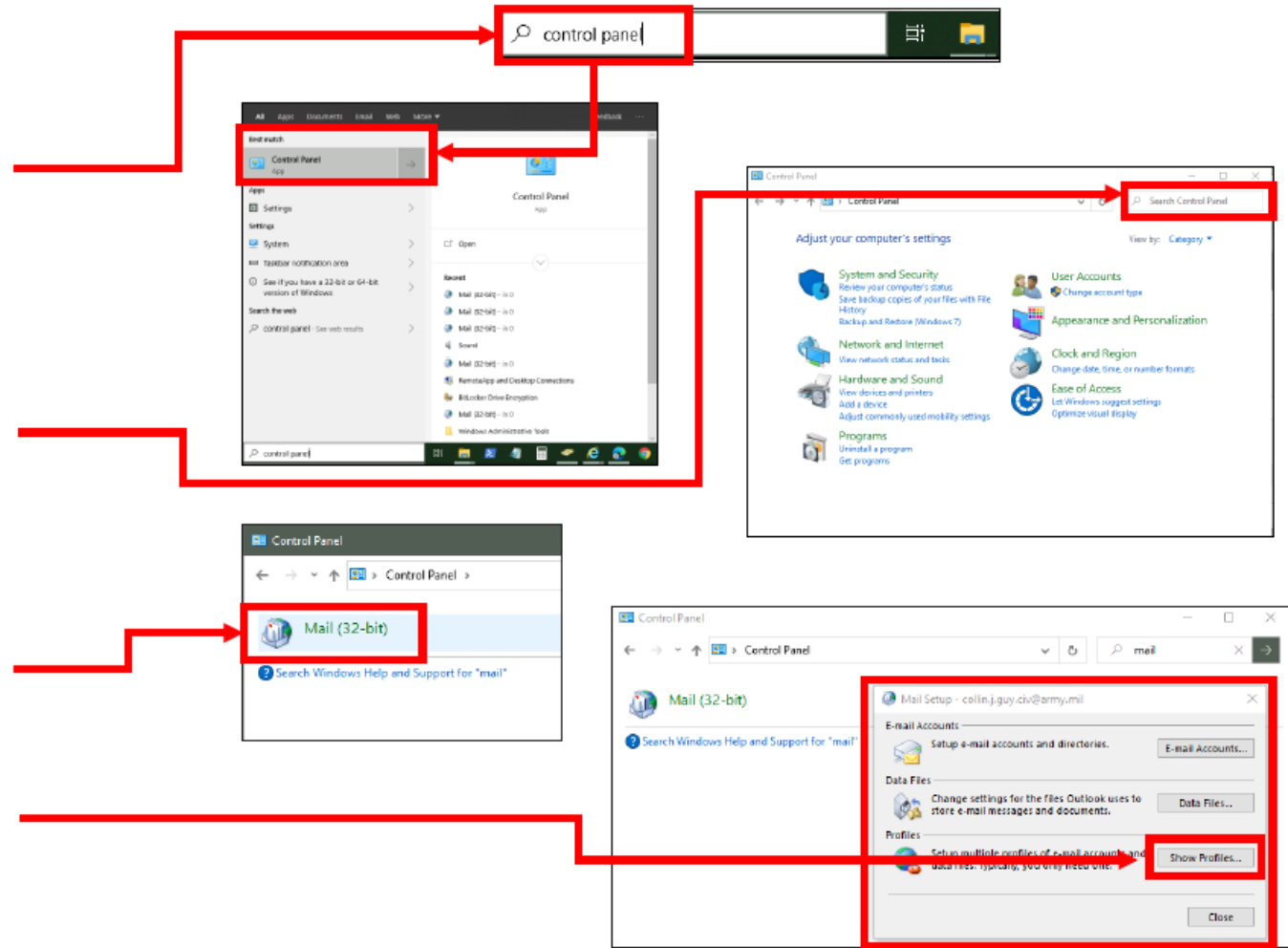
Scroll down and save.

Have you completed the steps outlined in the manual migration checklist? The checklist can be found below:

Create your new Outlook Profile

Remove DEE Mailbox / Add EXO Mailbox [1]

1. To begin: In the Windows Search Bar next to the Windows Start Menu, type **Control Panel** and hit Enter to open the app that appears
2. In the Windows Search at upper-right corner of the Control Panel window type in "mail" and hit Enter
3. From the results, click on **Mail (32-bit)**
4. From the Mail Settings window, click on **Show Profiles**



The screenshots illustrate the following steps:

- Windows Search bar: "control panel" is entered.
- Control Panel window: "mail" is entered in the search bar.
- Search results: "Mail (32-bit)" is selected.
- Mail Setup window: "Show Profiles..." is clicked.

Create your new Outlook Profile

Remove DEE Mailbox / Add EXO Mailbox [2]

5. In the **Mail** window, highlight your current profile and click **Remove**.
6. Click **Add**, then type a name for your profile. It can be anything you want, but it is recommended to identify it as "Army 365" somehow.
7. The **Add Account** wizard appears. It should automatically populate your name and email based on your Active Directory user account attributes. Edit your email address to *@army.mil* and leave password fields blank. **Click Next**.
8. You'll be presented with a sign-in window. Make sure the address is your *@army.mil*, then click **Sign in with CAC/PIV**. Select your **Authentication** certificate. If you do not see "U.S. Dept of Defense" window shown to the right you are likely missing the computer policy updates required for Army 365 integration with Outlook. Please contact your S6/G6, IMO, or Servicing NEC for assistance.

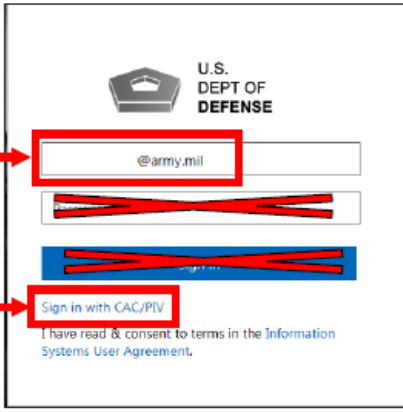
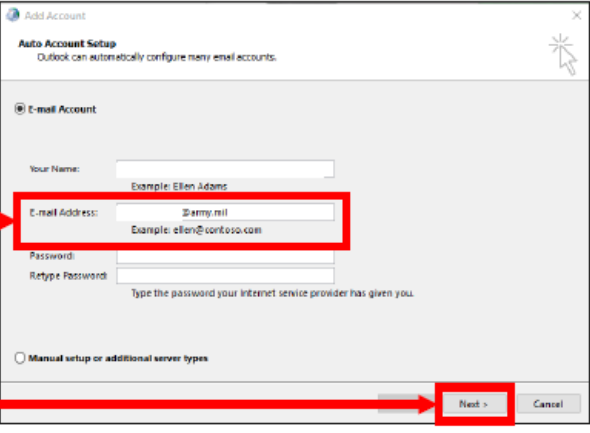
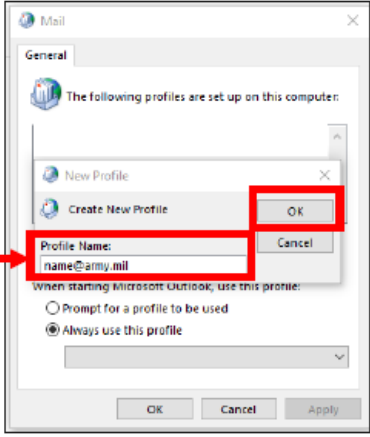
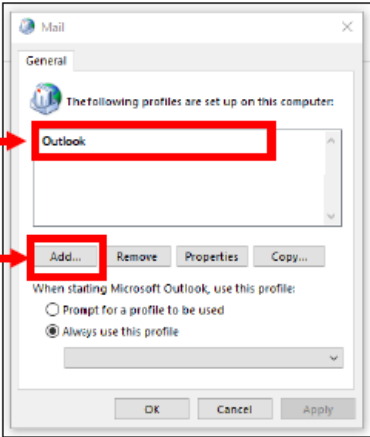


Diagram illustrating the steps to create a new Outlook profile:

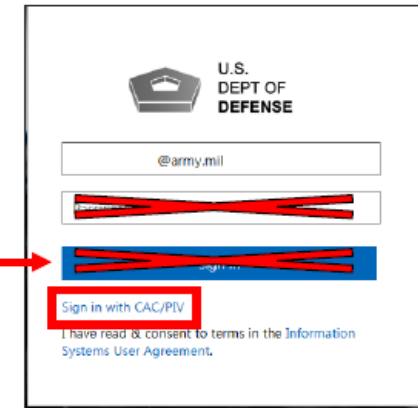
1. In the **Mail** window, highlight the current profile and click **Remove**.
2. Click **Add...**, then type a name for your profile (e.g., "Army 365").
3. The **Add Account** wizard appears. Edit your email address to *@army.mil* and leave password fields blank. Click **Next**.
4. You'll be presented with a sign-in window. Make sure the address is your *@army.mil*, then click **Sign in with CAC/PIV**.



Create your new Outlook Profile

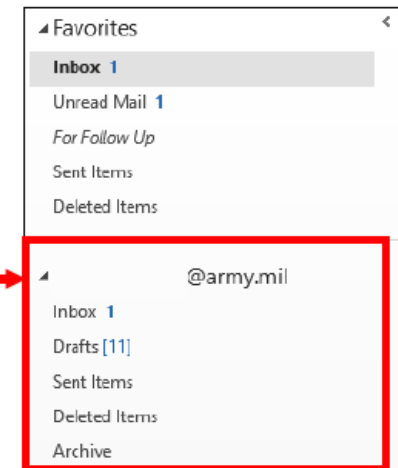
Remove DEE Mailbox / Add EXO Mailbox [3]

9. If you receive the “Congratulations!” message to the right you have successfully connected your Army 365 Mailbox to Outlook 2016. Click **Finish** to continue.



10. Launch Outlook 2016. You will be presented with another authentication prompt. Select **Sign in with CAC/PIV** and choose your **Authentication certificate**.

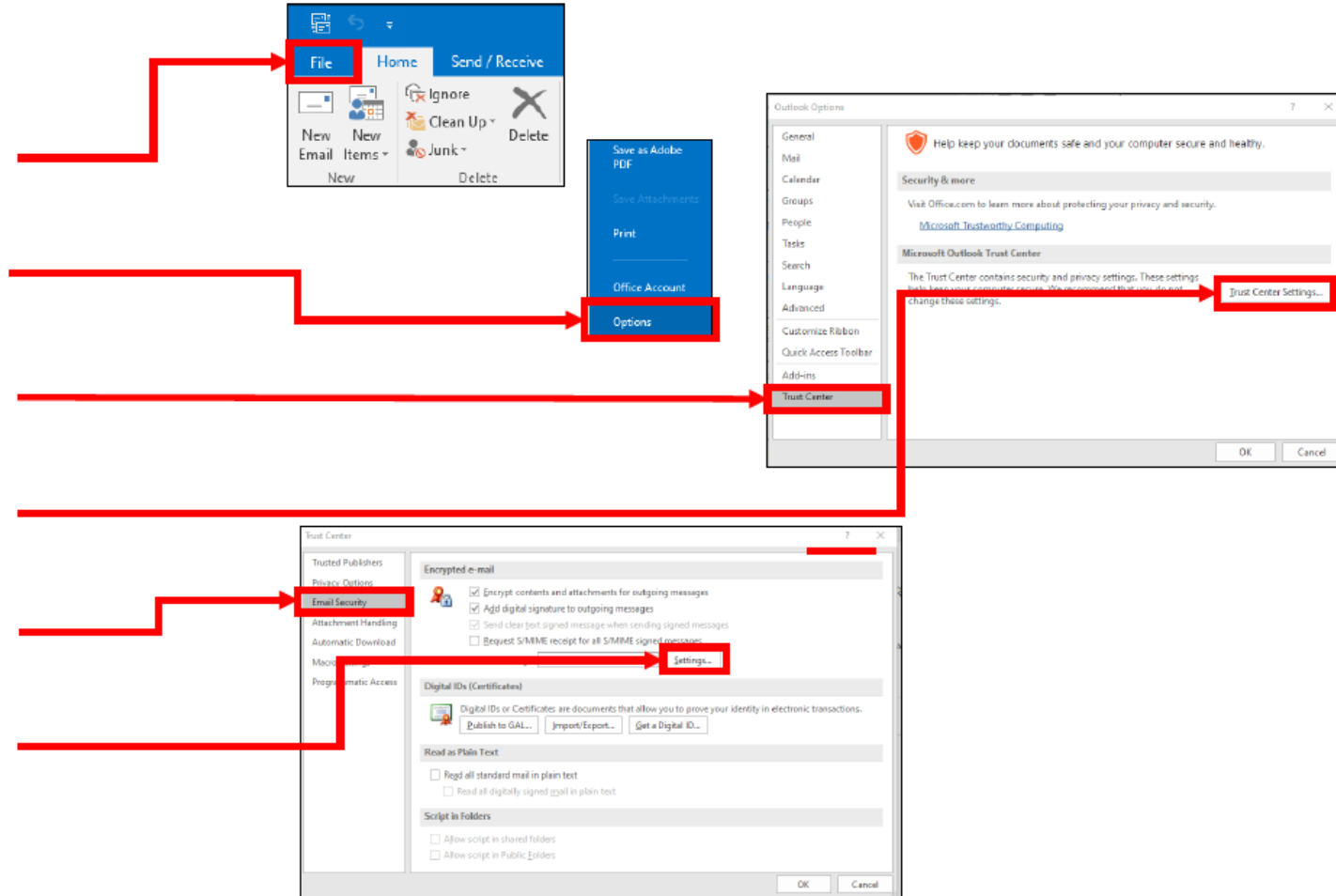
11. You may need to wait several minutes while it connects and downloads mailbox contents, but then you should see your A365 EXO mailbox listed in the folder view to the left in Outlook 2016.



Publish Certificates

Configure Certificates for A365 EXO Email [1]

1. To enable decryption and digital signing of emails, you'll need to configure your email security settings. Click File in the top-left corner of Outlook.
2. Select Options.
3. Select Trust Center.
4. Select Trust Center Settings.
5. Select Email Security.
6. Select Settings...





Publish Certificates

Configure Certificates for A365 EXO Email [2]

7. Select **New**, and name the configuration. It can be anything you want, but it is recommended to identify it as "Army 365" somehow.
8. Check the box for "Default Security Setting for this cryptographic message format".
9. Under Certificates and Algorithms, click **Choose...** next to the **Signing Certificate** and select your **Signature** certificate. Choose **SHA1**.
10. Under Certificates and Algorithms, click **Choose...** next to the **Encryption Certificate** and select your **Encryption** certificate. Choose **AES (256-bit)**.
11. Click **OK** when finished. You should now be able to open encrypted emails received in your EXO mailbox.

