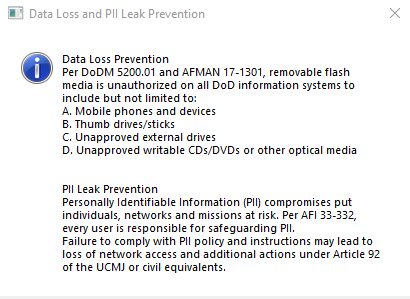
**The POC for this guide is the 509th Communications Squadron Communication Focal Point**

**660-975-2666 / 687-2666**

[**cfp@us.af.mil**](mailto:cfp@us.af.mil)

**SharePoint Guides can be Located** [**Here**](https://cs2.eis.af.mil/sites/13879/509BW/collaboration/Shared%20Documents/Forms/AllItems.aspx)

\*\*\*\*\*\*\*\*\*\*\*REMINDER\*\*\*\*\*\*\*\*\*\*\*\*\*

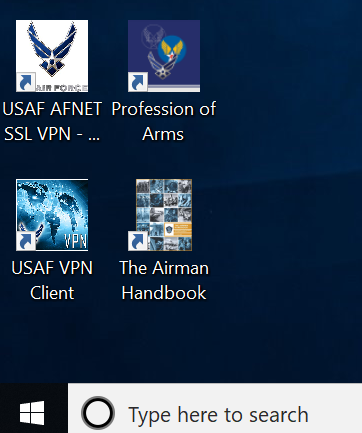


If you are using a government owned laptop, you have the ability to connect to the NIPRNet using a Virtual Private Network (VPN) connection. Through this connection you will have access to not only your government email, but also shared storage and most other resources that require a government system to access. If all you require is government email access and you are using a personally-owned computer (and a CAC reader), you can make use of Outlook Web Access (OWA). Either way, the government or personal owned computer must have a commercial Internet connection available. There are various other tools and options available. We’ll catalog them all here.

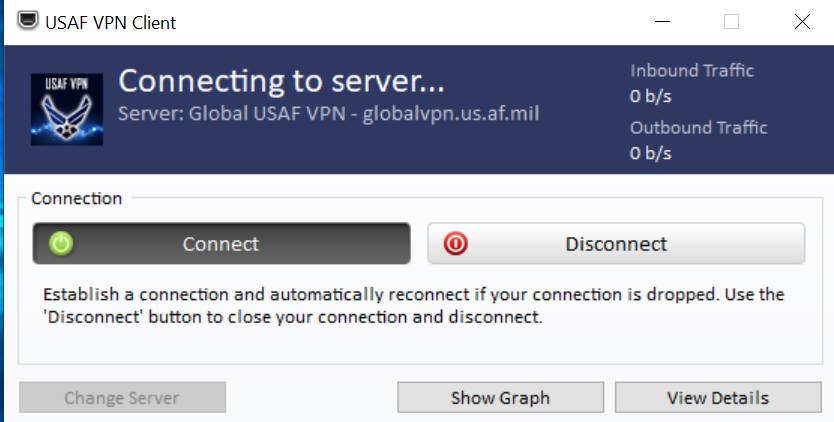
**Table of Contents**

1. VPN Setup
2. Mapping Network Drives
3. Accessing OWA
4. Defense Collaboration Service (DCS)
5. Microsoft Teams
6. Desktop Anywhere
7. Skype for Conferencing
8. Webex
9. Intelink
10. **VPN (Virtual Private Network)**: Allows user access to Whiteman AFB networking, providing email as well as network functions.

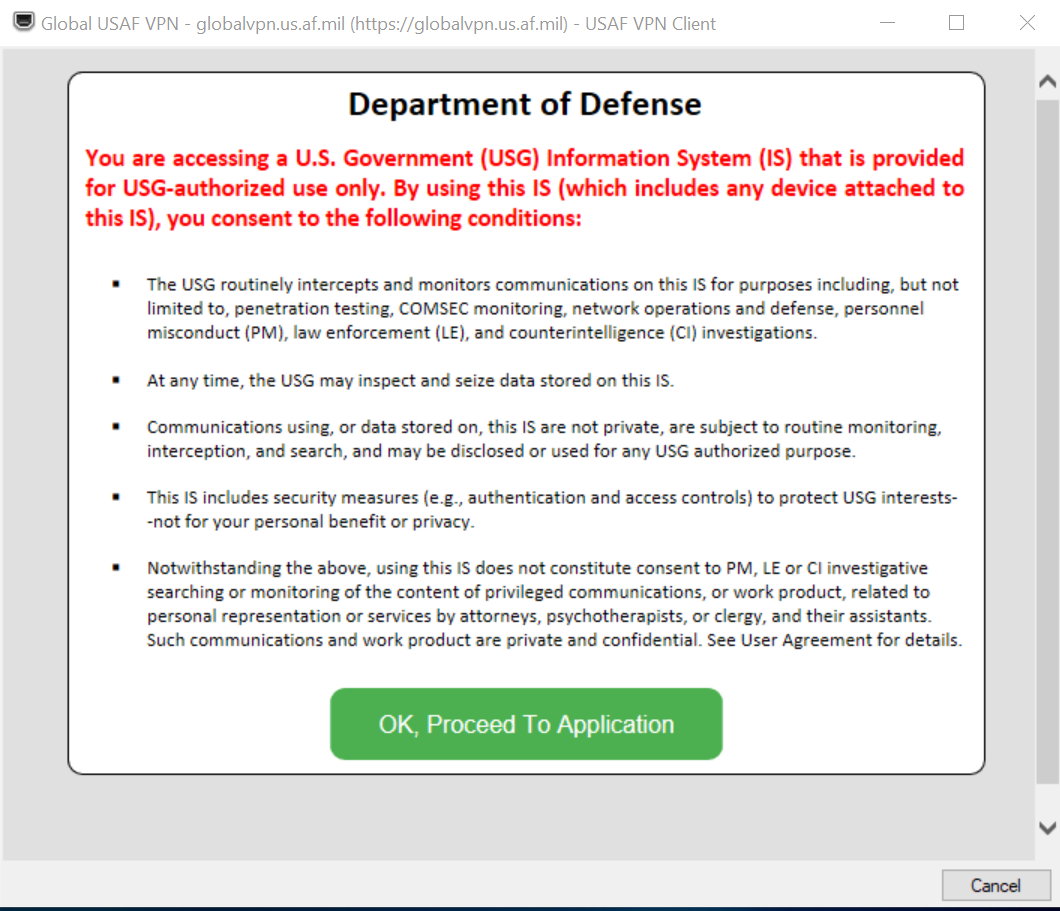
* Ensure system is connected to your ISP (Internet Service Provider)
* Insert CAC
* Click the “USAF VPN Client” icon located on the desktop.



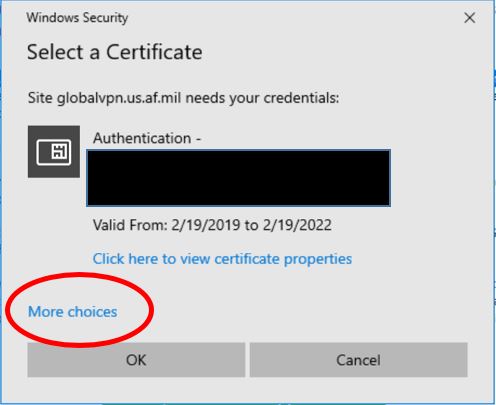
* Click “Connect” on the next screen. It will automatically default to the Global USAF VPN server. As long as the banner states “Connecting to server…” it’s working.
  + NOTE: If connectivity is problematic switching servers may help improve your experience.

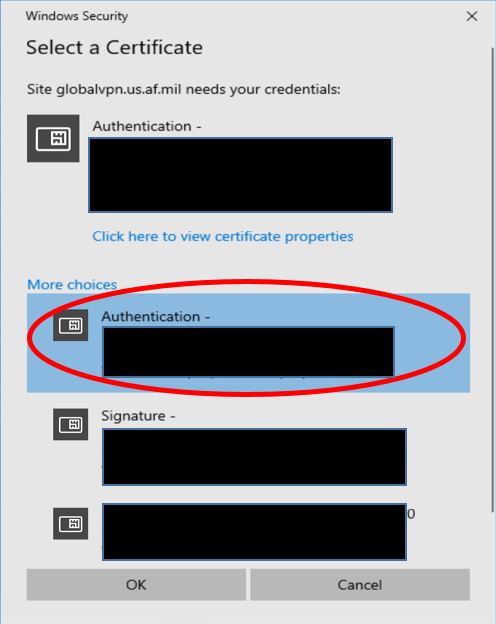


* Click “OK, Proceed to Application” on the next screen.
  + NOTE: If connectivity is problematic switching servers may help improve your experience. *(See Red Arrow above)*



* When the next screen comes up, click “More choices”. Select and click the “**Authentication**” certificate. (You may need to drag to box up with your mouse to see all the choices.)





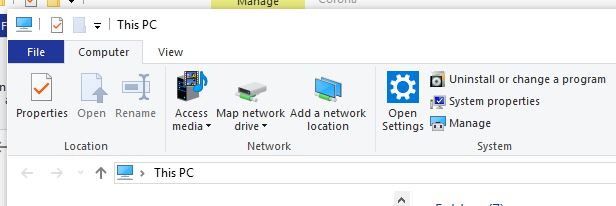
* Click “OK”
* The screen will say “Initializing…” (This may take a few minutes to appear), then go away when connected. You can validate your VPN connection by attempting to access your shared drives.

**\*\*\*\*\*ALWAYS remember to disconnect your VPN session when you are finished\*\*\*\*\***

1. **Mapping Network Drives:**

* Click the Windows icon in the lower-left corner of your screen. Click “This PC”.
* Click on the “Computer” tab at the top of the window.

* Click “Map network drive”. Select “Map network drive”.

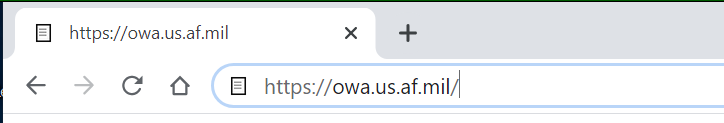


* Select a letter in “Drive”. Then in “Folder” type [**\\YWHG-FS-001V**](file:///\\YWHG-FS-001V)and select browse.
* Select the drop down arrow, until you find the desired folder you need to map to.

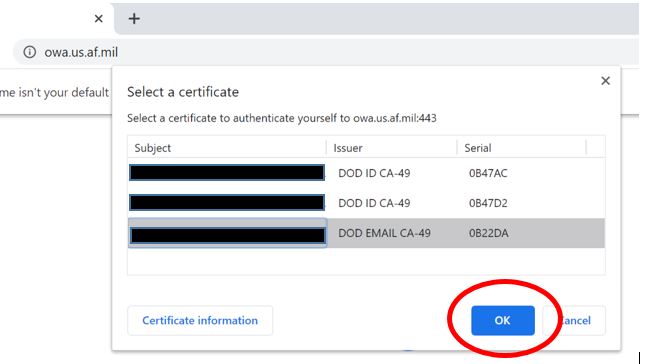
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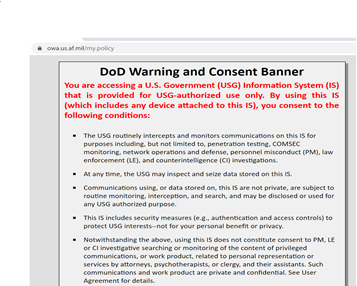
1. **Outlook Web Access (OWA):** OWA can be accessed from a government owned, or personally-owned computer. With either system, it is highly recommended you use Edge or Chrome as your browser.

* Personally-owned computers: You will need to have a CAC reader with the appropriate software installed.
* To obtain/access CAC software, please use this link, [https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c6925EC192DEA0FB5E044080020E329A9&channelPageId=s6925EC13419A0FB5E044080020E329A9&programId=t2D8EB9D63B957A7F013BB4A56B97073B](https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c6925EC192DEA0FB5E044080020E329A9&channelPageId=s6925EC13419A0FB5E044080020E329A9&programId=t2D8EB9D63B957A7F013BB4A56B97073B%20)
* **Accessing OWA:**
  + To access OWA using your home ISP connection, type:
    - [**https://owa.us.af.mil/**](https://owa.us.af.mil/)
  + To access OWA when connected to the AFNET or VPN:
    - [**https://webmail.apps.mil/**](https://webmail.apps.mil/)



* + Select “**Authentication”** certificate
  + Click “OK”.

****

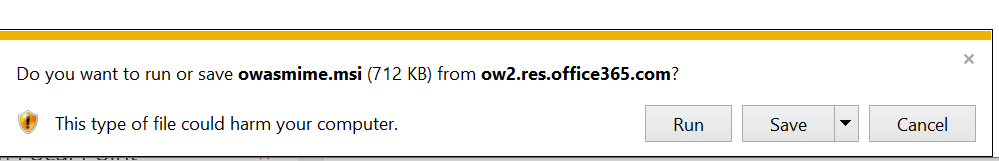


**OK**

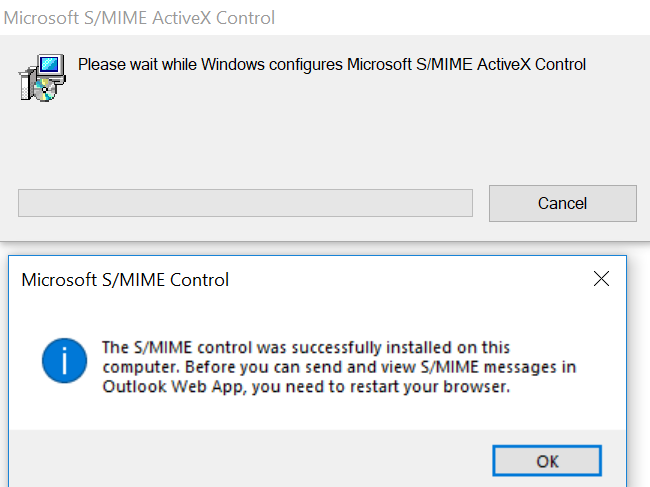
* + Click “OK” when you receive the DOD Warning and Consent Banner.
  + The Outlook page will load up. Remember, you will not be able to access shared drives when using OWA. You will only be able to access shared drives when logged into VPN.
* **Enabling S-MIME:** S/MIME software is required to open encrypted email in OWA for both home and work computers.
  + When trying to open an encrypted email you will see this:



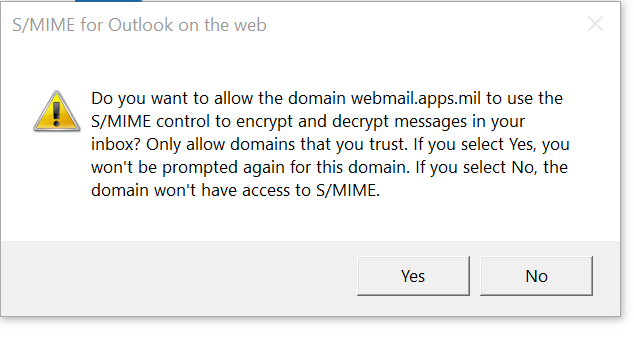
* + Click on “Click Here” to open the email in a new window.
  + You will be prompted to install S/MIME.
  + The following box below will pop up. “Click Run”.



* + You will see the control run box, followed by the successful install of the control.
  + Close all browser pages.

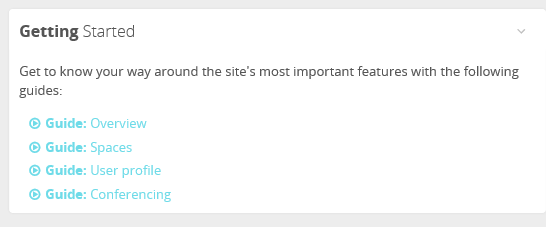


* + Once you open the OWA Link you will be receive the following message “Click Yes”.



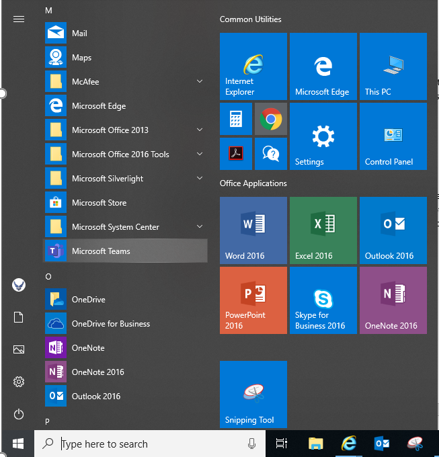
1. **Defense Collaboration Services (DCS)**

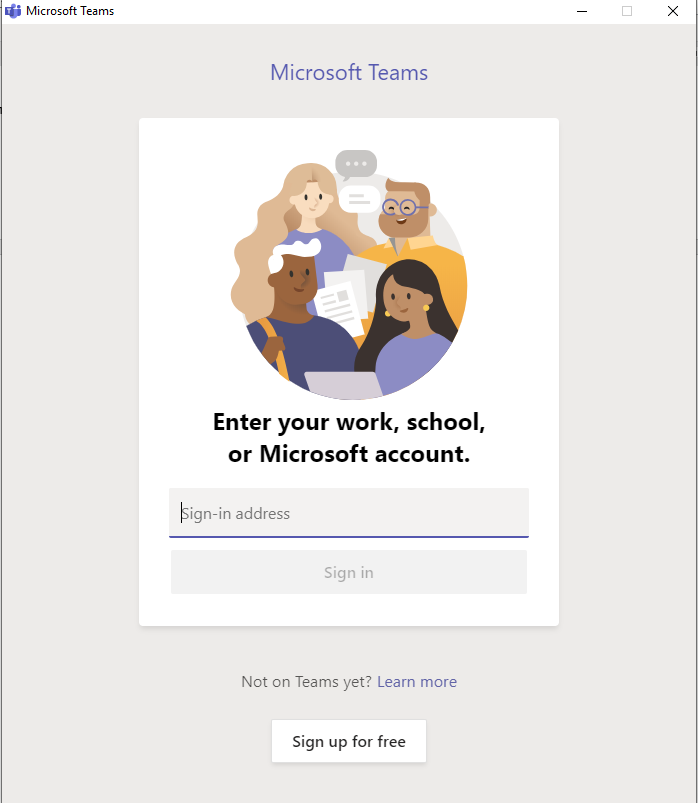
* Accessing DCS (Defense Collaboration Services): DCS is an Interactive “Collaboration” tool for meetings up to 200 people in a desktop/laptop environment (not supported on mobile devices).
* To access DCS, please use the following link and be sure to select you PIV-Auth cert when prompted for your credentials (if you are given an error message close your browser and try again with a different cert): <https://conference.apps.mil/>
* Use the “Getting Started” tutorials situated on the right side of your browser window to learn about using the site.

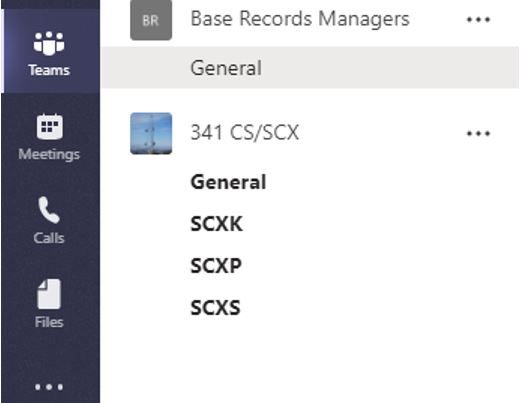


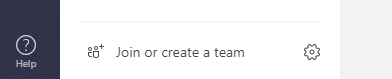
1. **Microsoft Teams:** Microsoft Teams gives users a digital workspace, persistent chat, cloud file storage, online meetings and live document collaboration for every member of a created team.Customersoften find the private group chat useful, as it allows them to collaborate with members sitting at different work stations, when connected to the AFNet and/or through VPN.

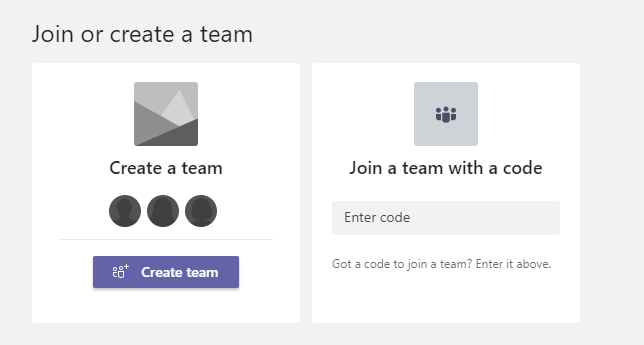
* Select Microsoft Teams from your windows start menu.

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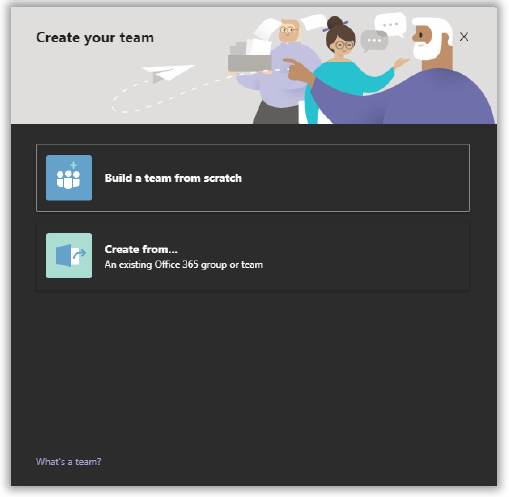
* Log in with email address (first.last@us.af.mil)
* For additional information, please consult the following link: <https://usaf.dps.mil/teams/AFTeamsLaunch>
* **Creating a team** 
  + Select TEAMS in the navigation Bar



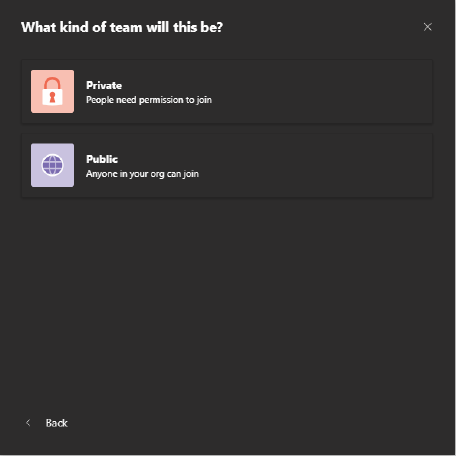
* + Select Join or Create a Team
  + After selecting “Join or create a Team”, the main area will populate with a new window as seen below.



* + If you wish to create a new team select “Create a team”.
  + You will then be prompted to “Build a team from scratch” or “Create from an existing Office 365 Group or Team.

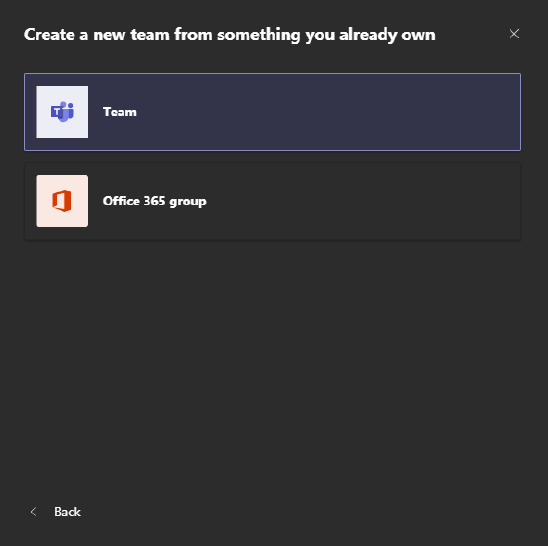


* + If you wish to build a team from scratch, the next step is to decide on what kind of team it will be in regards to search. Once you decide on your level of permissions, the next step is to give your team a name and a description (optional).
* **Establishing Private and Public Teams**:
  + 1. Private– People need permission to join
  + 2. Public– Anyone in the USAF can join



Note: *It could take up to approximately 10 minutes for the team to fully provision (show up in your Teams list, General channel to appear/load).*

* + The next step is to add members to your team. To add members now, type in the name of the user and select.
* **Create from an existing Office 365 group or team**:
  + Choose Team or Office 365 Group, depending upon your requirement.



* + If you are creating a team from an ***existing*** team, you can choose from any team of which you are currently an owner or member. The existing team will not be changed.

1. **Desktop Anywhere:** By installing the appropriate software utilities on a personal computer you can use a virtual PC to remotely connect to the Air Force network, providing the same capabilities of a government laptop with a VPN connection. Requires a CAC reader, personal computer and commercial internet connection.

* Setting up Desktop Anywhere on your personal computer is more involved than most of these methods. Required software, installation guides, support and frequently asked questions visit [this](https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c2DA148126B2372F0016B2D09E194009A&channelPageId=s6925EC13560D0FB5E044080020E329A9&programId=t587B5C096B2372F1016B2D080835010F) AF Portal page or log into the AF Portal and search “Desktop Anywhere”.

1. **Skype for Conferencing:** In addition to traditional calls and messaging services, Skype can be used for conference calling.

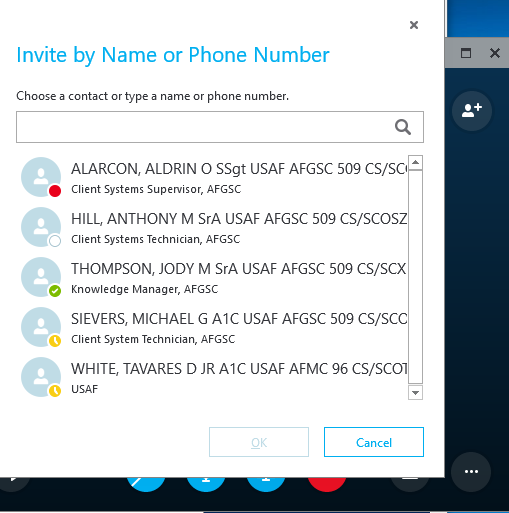
* From the Skype for Business home screen, select the Groups tile, other contacts, and lightly swipe downwards or right-click each contact you want in the conference call.

C:\Users\1545426125A\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Capture.PNG

* Right click your contact and Select **Call** from the app commands that display automatically.



* Your invitation will display on your contacts’ devices and they’ll join the call after they accept the invitation.
* Once your invitation has been accepted, there will be a + symbol at the top right which will be used to add more participants.



* If you want to add more participants:
  + Swipe in from the bottom of the call window or right-click with a mouse, and select **Participants**.
  + Select **Invite more people**, and type the name or phone number of the contact you want to invite.
  + From the search results, select the name or phone number you want, and select the plus sign (+).
  + If you selected a name, an invitation is sent to the contact. The contact joins the call after accepting the invitation. If you selected a phone number, the conference will dial the contact at that phone number.
  + The call window displays the mic button to mute/unmute yourself and the handset button to end the conference call. To access other commands during the call, swipe in from the bottom of the call window or right-click with a mouse, and then do the following.

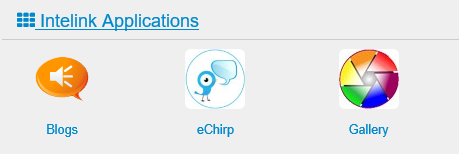
1. **Webex:** Free web-based video conferencing service, run by CISCO. For use on personal computers.

* Establishing a session requires that you create an account, but those you invite to a conference can attend without creating a login. You can access the service here: <https://www.webex.com/>

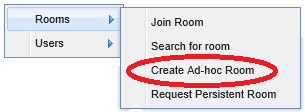
NOTE: The site currently dealing with heavy demand and they state that “there may be cases where our free users degraded services”.

1. **Intelink:** Offers various web applications. There are many applications, but some useful collaboration tools include Inteldocs, (file sharing and storage) and Messenger (group chat). A CAC reader is required.

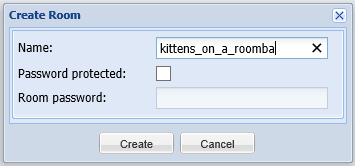
* Navigate to https://www.intelink.gov/ to access the site. Log in with your CAC.
* To view all applications, click the “Intelink Applications” link on the main page.



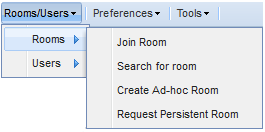
* **Messenger**
  + NOTE: Detailed instructions can be located here: <https://intellipedia.intelink.gov/wiki/IIM_WebClient>
  + Create an Ad-hoc Room (room will only exist as long as there are users in it)

[](https://intellipedia.intelink.gov/wiki/File:IIM-Create-Ad-hoc-Room-Option.PNG)

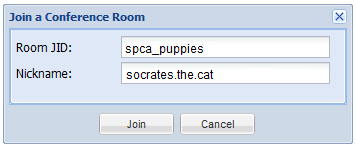
* + - Click the Rooms menu
    - Select Create a room from the drop-down
    - Enter the room information in the Create Room dialog. Setting a password will prevent access to anyone who has not been provided the password.

[](https://intellipedia.intelink.gov/wiki/File:IIM-Create-AD-hoc-Room-Screen.PNG)

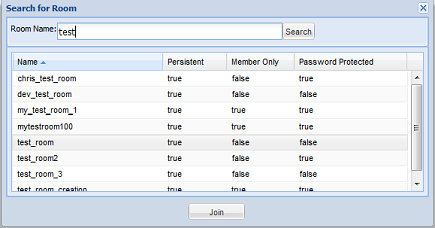
* + - Click the Create button when finished. The room will now appear in search results.
    - Provide the Room name and password (if set) to any you’d like to have join.
  + Joining a Room

[](https://intellipedia.intelink.gov/wiki/File:IIM-Rooms-Menu.PNG)

* + - Join Room allows a user to join a room.
      * To join a room, a user must know its name.

[](https://intellipedia.intelink.gov/wiki/File:IIM-Join-a-Room.PNG)

* + - * In the image above, the room is spca\_puppies. The field below that shows the user’s nickname as it will appear when they’re in that room.
    - Search for Room allows a user to search for a room.
      * Click the Rooms Menu from the toolbar
      * Select the Search for room menu option
      * Enter a room name or partial name and click the Search button

[](https://intellipedia.intelink.gov/wiki/File:Iim_wc_room_search_dialog.png)

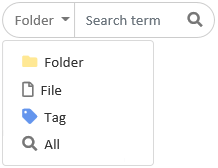
* + - * Click the Join button to enter the room
* **Inteldocs**
  + NOTE: Detailed instructions can be located here: <https://intellipedia.intelink.gov/wiki/Inteldocs_User_Manual>
  + Creating a new Folder

[Inteldocs top navigation options](https://intellipedia.intelink.gov/wiki/File:TopNavWithText.png)

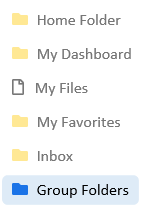
* + - Clicking on the Folder/Plus icon enables you to create a new sub-folder within your current location. The Create a New Folder form will prompt you for the following fields:
      * Folder Name
      * Title
      * Tags
      * Select Default Sharing Level
        + Inherit – Inherit permissions from the current folder.
        + Private – Only accessible by you. Select this option if you want to share the folder with specific people later.
        + Public – Read permission granted to everyone.
    - Click Save to create the folder
  + Uploading a File

[Inteldocs top navigation options](https://intellipedia.intelink.gov/wiki/File:TopNavWithText.png)

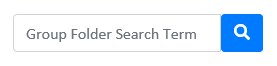
* + - Click the Upload icon to upload new file(s) into the current folder. You can upload up to 100 files at once.
    - Providing the name of a file in a public folder will allow others to Search for it
  + Searching for a file or folder

[](https://intellipedia.intelink.gov/wiki/File:InteldocsSearch.png)

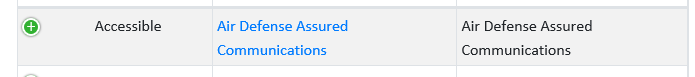
* + - The Search box located on the top right hand side of the page allows you to search for files, folders, tags or all three. It will only display items that you have access to, regardless of their location.
  + Using Group folders



* + - The Group folders page allows you to create a new root level folder to be used by a group/organization. Group folders require a minimum of 2 administrators.
    - Searching for a group folder will allow you to determine if the group folder you are looking for already exists.



* + - If you find the folder you’re looking for you can either
      * Click the name of the folder to gain access if the folder is public or you’ve been granted access:



* + - * Or, click Request Access to inform the folder administrators that you require access:



* + - If you cannot find the folder you’re looking for and would like to create a new one, click the link located above the search bar.
      * You will be brought to the Create New Group Folder page and prompted to provide the following:
        + Folder Name
        + Title
        + Tags
        + You will also be required to identify an additional administrator before clicking Save and creating the folder