Presentation By:
MAG-12 S-6 x4041
05 Jan 2006

Overview

What is needed for Outlook Web Access

- ID Card
- PKI Certificates on ID Card
- CAC Reader
- CAC Software installed
- NMCI Email Account

Purpose

- This brief is to be used as an aid of reference for users on the USMC NMCI network who need to access their work Email from home or deployed locations.

Objectives

- Acquire PKI certificates for your ID Card (Common Access Card (CAC))
- Acquire and install a CAC reader
- Acquire and Install CAC software (ActivCard Gold 2.2)
- Access NMCI E-mail Account via Outlook Web Access (OWA)

What is Outlook Web Access?

- OWA is a web based program that allows users to access their work related Emails from any internet connection
  - For example : from home or a deployed location

Acquiring PKI Certificates

The first step to accessing OWA

Acquiring PKI Certificates

- PKI Certificates are issued at the IPAC ID Card section Building 1 Room 223

- At the IPAC ID Card section ask the clerk to install or update your PKI Certificates

Acquiring PKI Certificates

- What you will need when visiting the IPAC ID Card section:
  - Your ID Card
  - Your ID Card PIN
  - Your NMCI Email Address
    - (your_login_id@usmc.mil)
      - (Your e-mail address will be embedded in your ID Card, make sure you give the clerk your correct address or your PKI Certificates will be invalid)

Acquiring and Installing a CAC Reader

Once you have your PKI Certificates on your ID Card this is the next step to accessing OWA

Installing CAC Reader

- Acquiring a CAC Reader
  - If you are using your NMCI laptop, a CAC reader is already installed. Please skip to the <u>Accessing NMCI Email</u> section.
    - It is located on the left hand side of the laptop
  - If you need a CAC Reader for your home computer or are using a non-NMCI computer you can obtain one from MAG12 S6 by calling 253-4041 or 253-4615

Installing CAC Reader

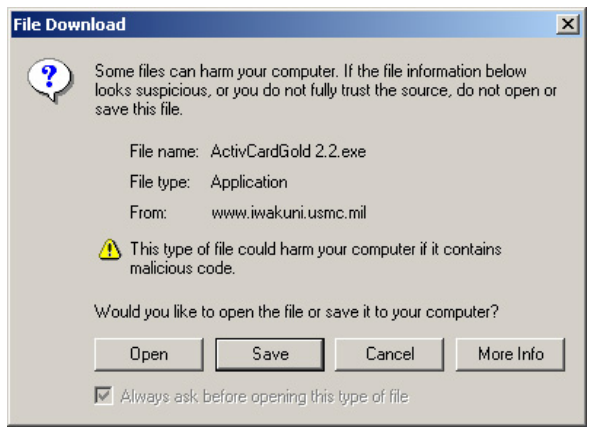
- Connect the CAC reader to your computer
  - Connect your CAC Reader to an open USB Port on your computer
    - (Cancel any installation attempts that may appear)

Acquiring and Installing CAC Software

Now that you have your PKI Certificates, and CAC Reader, you need to install the CAC Software

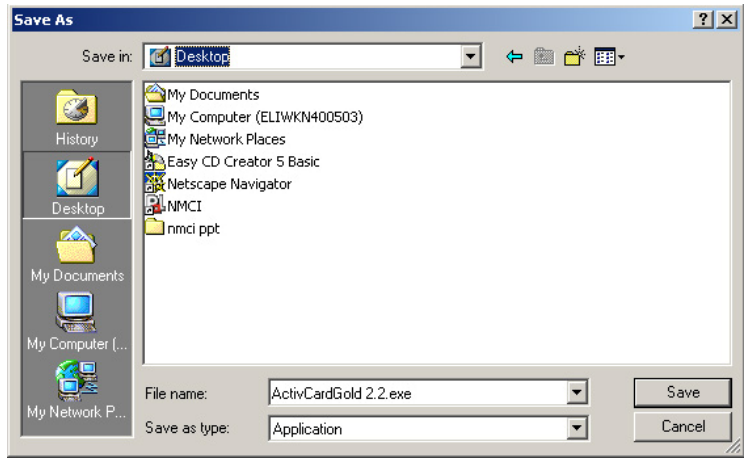
Installing CAC Software

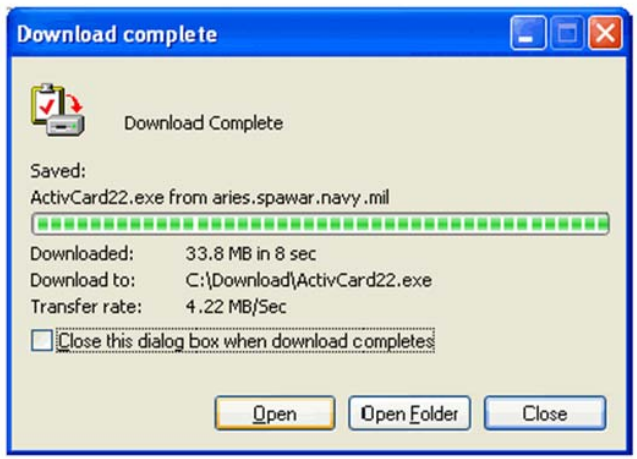
- To download the CAC Software (ActivCard Gold 2.2 Click on the link below
  - Activ Card 2.2 Gold
- If you are using Microsoft Windows XP you will also need to download this patch:
  - XP Activ Card 2.2 Patch
- The following window will appear, Press Save



Installing CAC Software

- The Save As window will appear, choose a location such as your Desktop and click Save to save the file to your computer



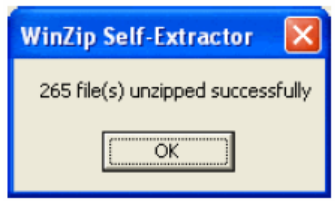


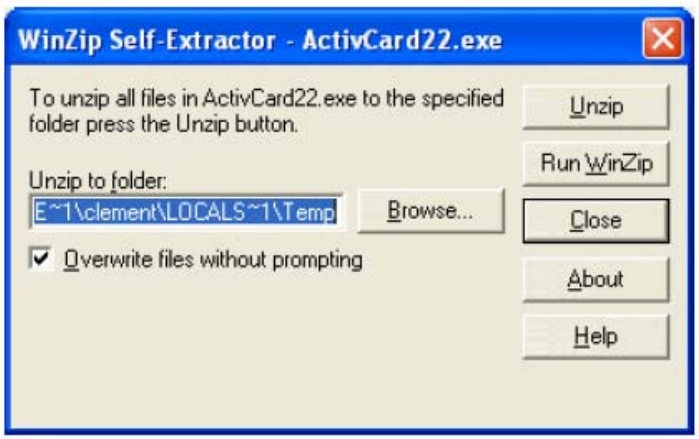
- The file will save to your computer and the Download Complete window will appear. Click Open

Installing CAC Software

- Winzip will open. Click Unzip to extract the ActivCard22 files to a temp directory such as C:\Temp

- Click Ok once the unzip has finished

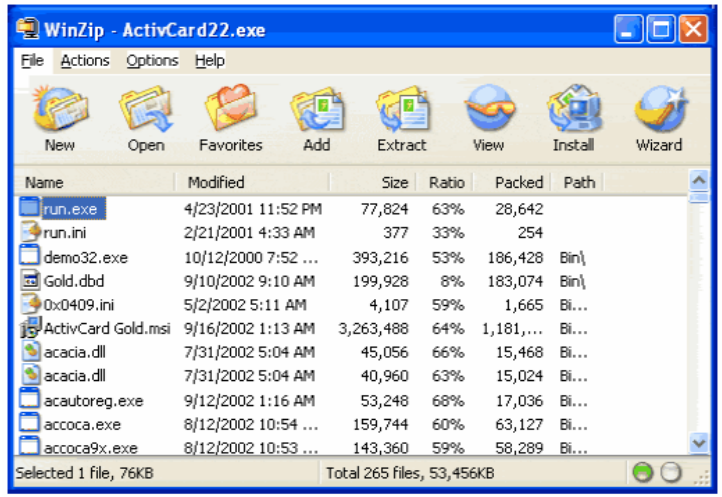




- Then Click Run Winzip

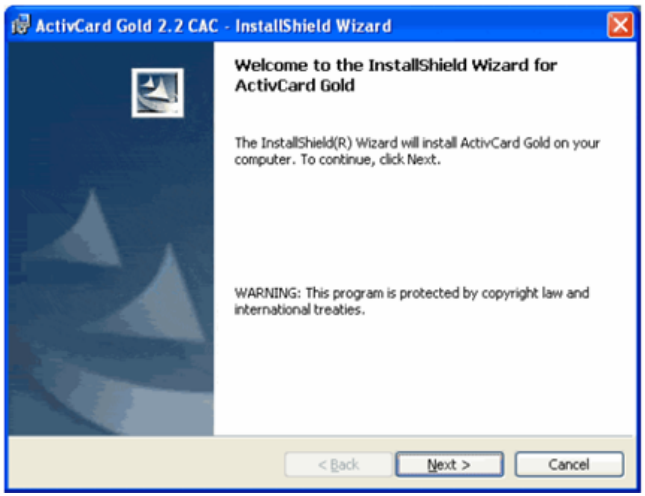
Installing CAC Software

- Winzip will open. Find the run.exe file and double click it



- The ActivCard Window will appear. Click Install Product

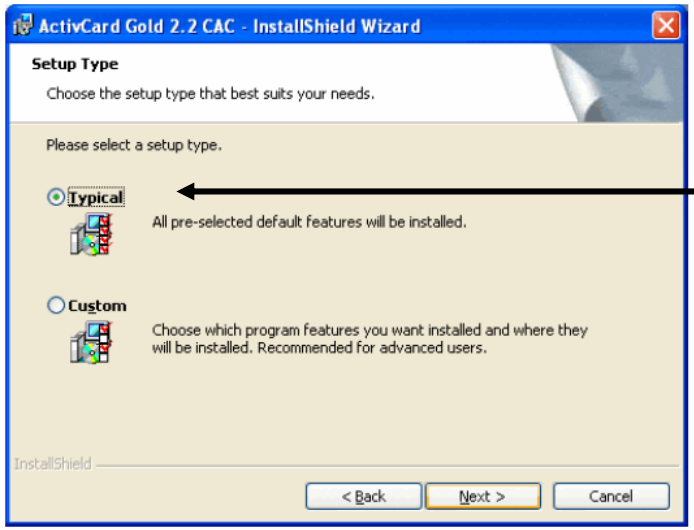
Installing CAC Software



- Select Next

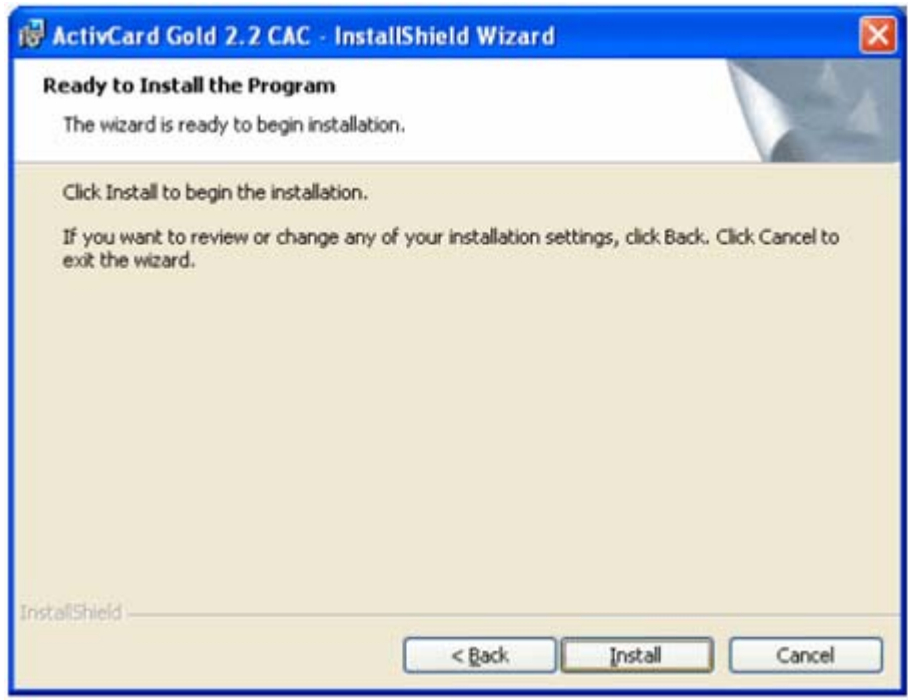
- Accept the terms in the license agreement and select Next

Installing CAC Software

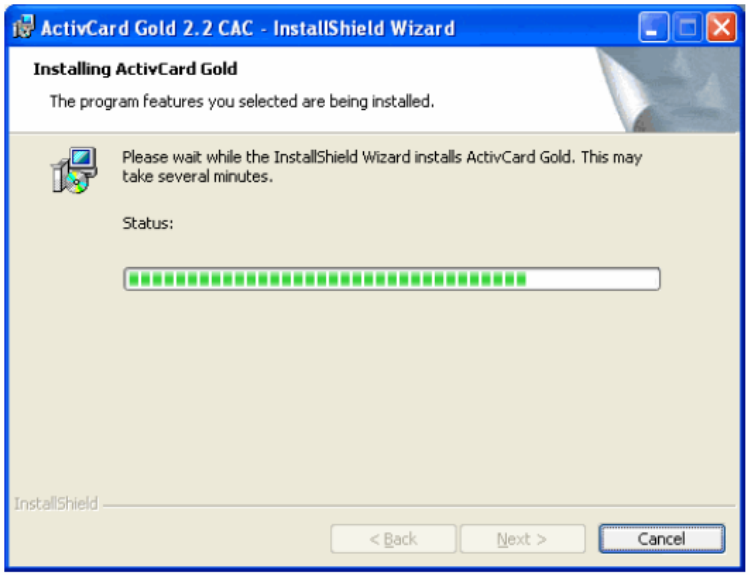


- Click Next to start a Typical Installation

- Then Click Install to install the CAC Software

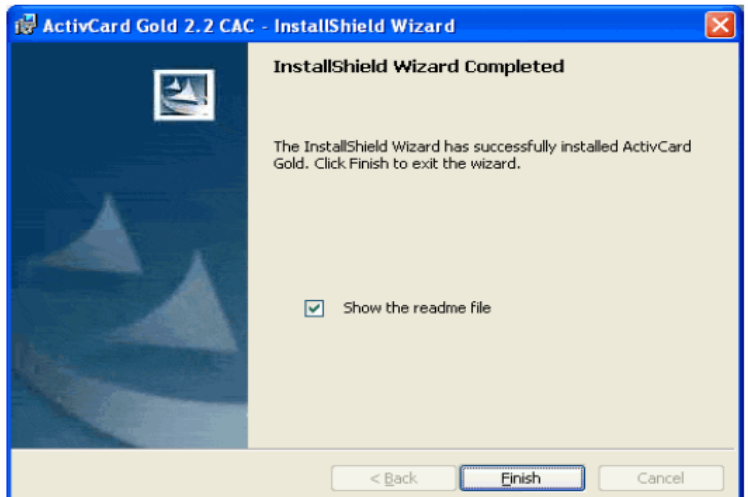


Installing CAC Software



- Wait for the installation to complete

- Once the installation is complete Click Finish



Accessing NMCI Email

This is the final step, here you will learn how to access your NMCI OWA

Accessing NMCI Email

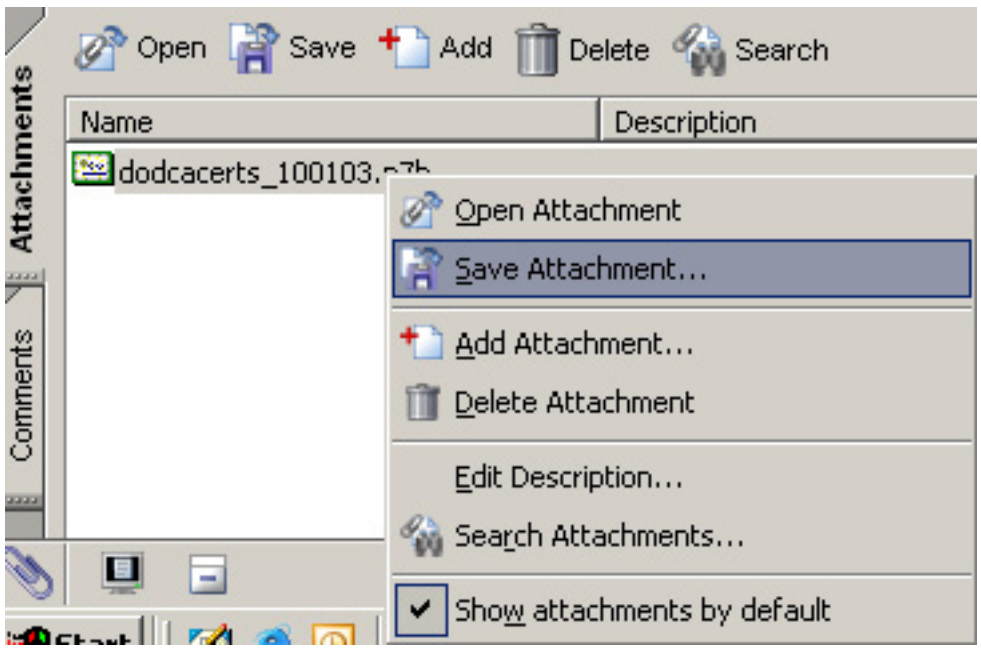
- First insert your ID Card into the CAC Reader

From Home Computer

From NMCI Laptop

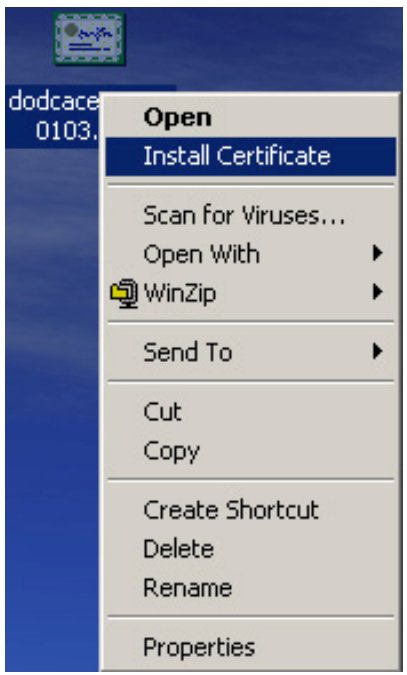
Accessing NMCI Email

- In this file right click the File Attached and choose Save Attachment…
- Save the file to a convenient location such as the Desktop



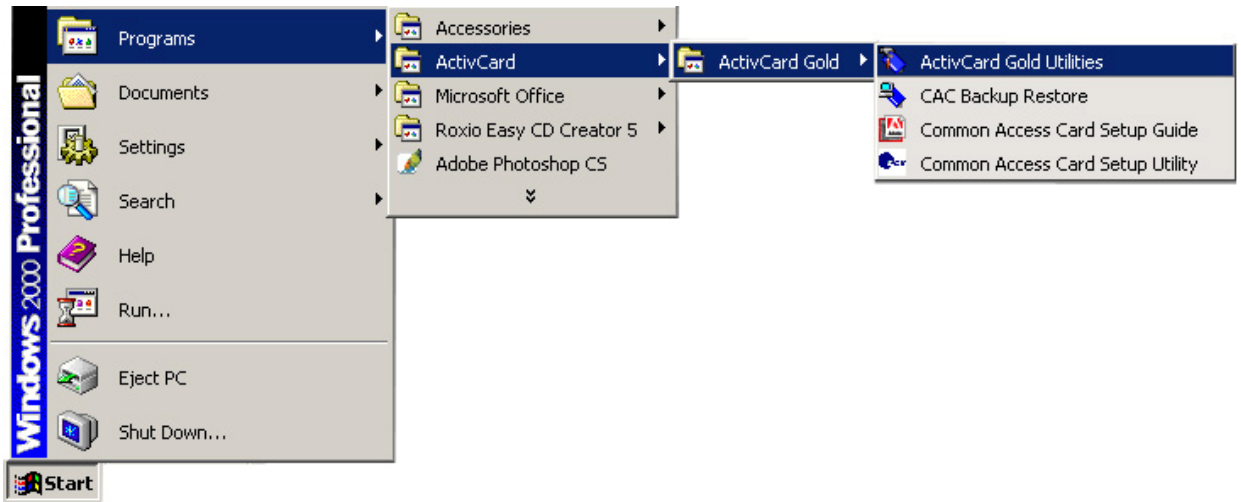
Accessing NMCI Email

- Right Click the dodcert file
- Click Install Certificate
- A Diaglog Box will Appear, Press Next, Next, Finish
- The Import Successful Dialog Box will appear, press ok



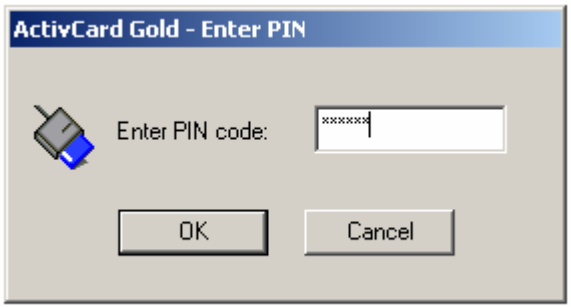
Accessing NMCI Email

- If this is the first time you are using your ID Card on your computer then you will have to install your PKI Certificates.
  - Click Start, Programs, ActivCard, ActivCard Gold, ActivCard Gold Utilities

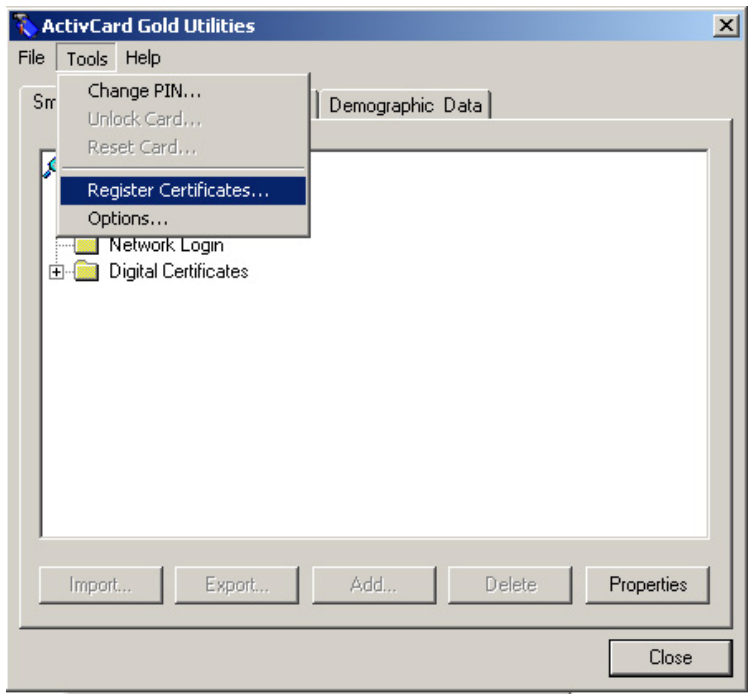


Accessing your NMCI Email

- Enter your PIN when this screen appears

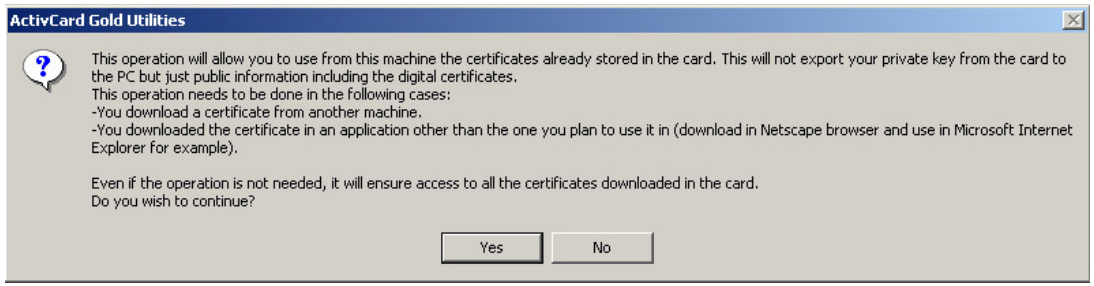


- Then click Tools, Register Certificates…



Accessing NMCI Email

- When this screen appears, press Yes

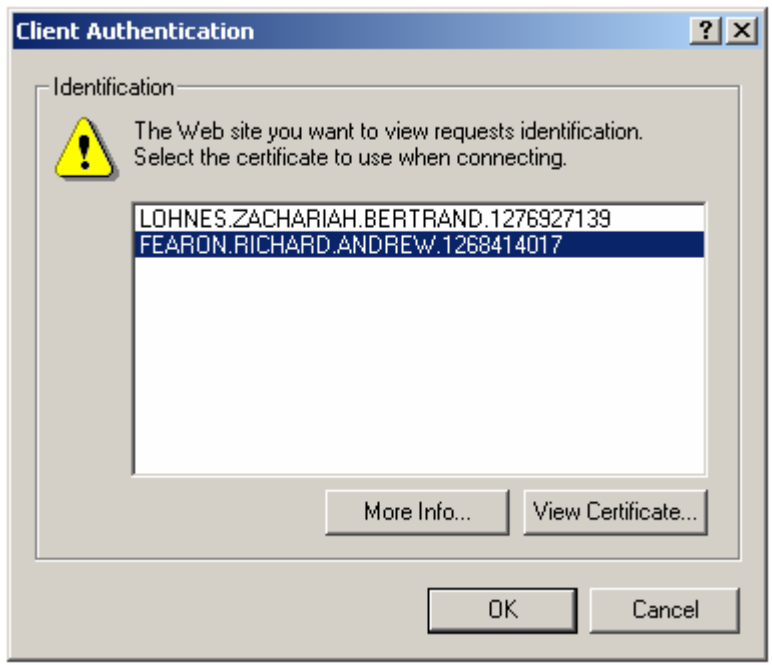


- When this screen appears press Ok

Accessing NMCI Email

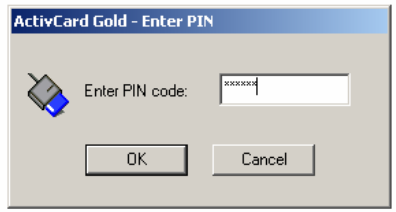
- To access NMCI OWA visit this site:
  - https://webmail.nmci.usmc.mil

- This screen will appear
  - Select your name and press Ok

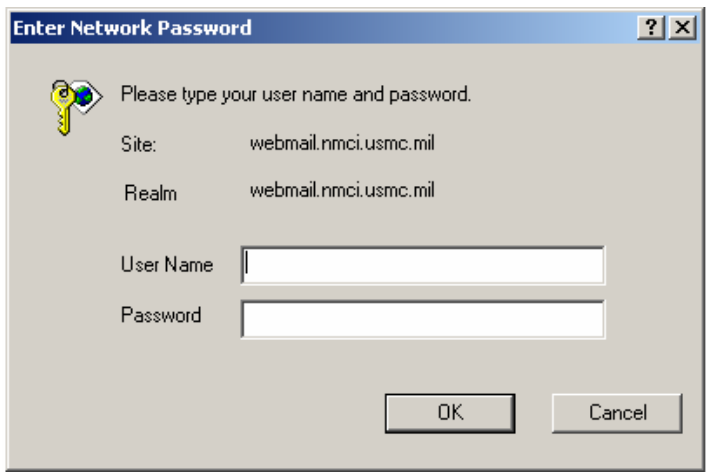


Accessing NMCI Email

- This screen will appear
  - Enter your PIN and press Ok

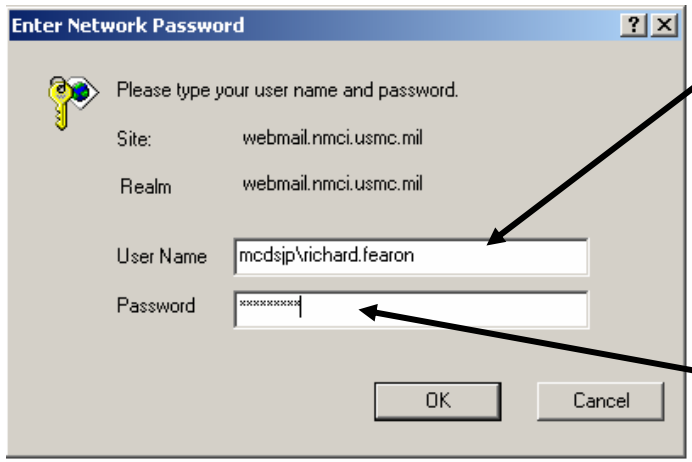


- You will then be prompted for your username and password



Accessing NMCI Email

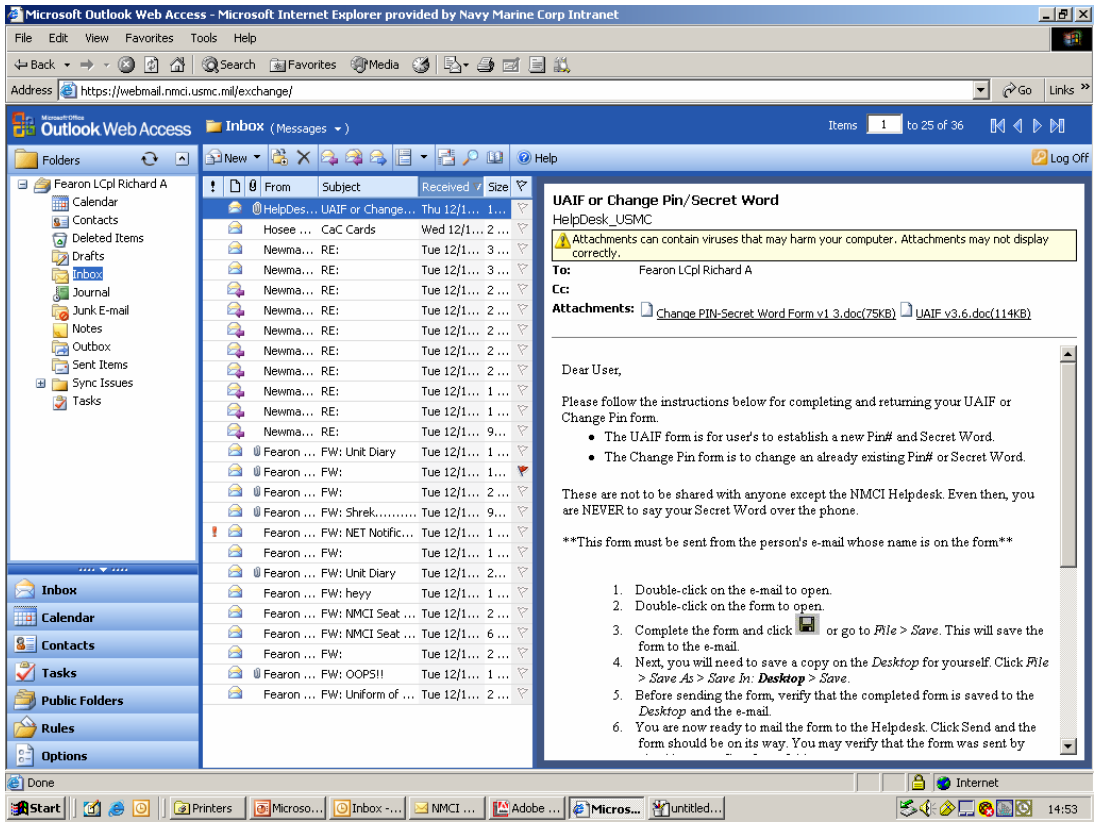
- Type in the following in the username field:
  - MCDSJP\your_nmci_user_id



  - Then enter in your password and press Ok

Accessing NMCI Email

- If all steps were followed correctly you should have access to your NMCI OWA



Accessing NMCI Email

- The view and function of your NMCI OWA Email are very similar to your regular Outlook Account, so browsing your email should be almost the same

- Remember to log out of OWA when you are finished

Questions

- Contact MAG12 S6 at 253-4041