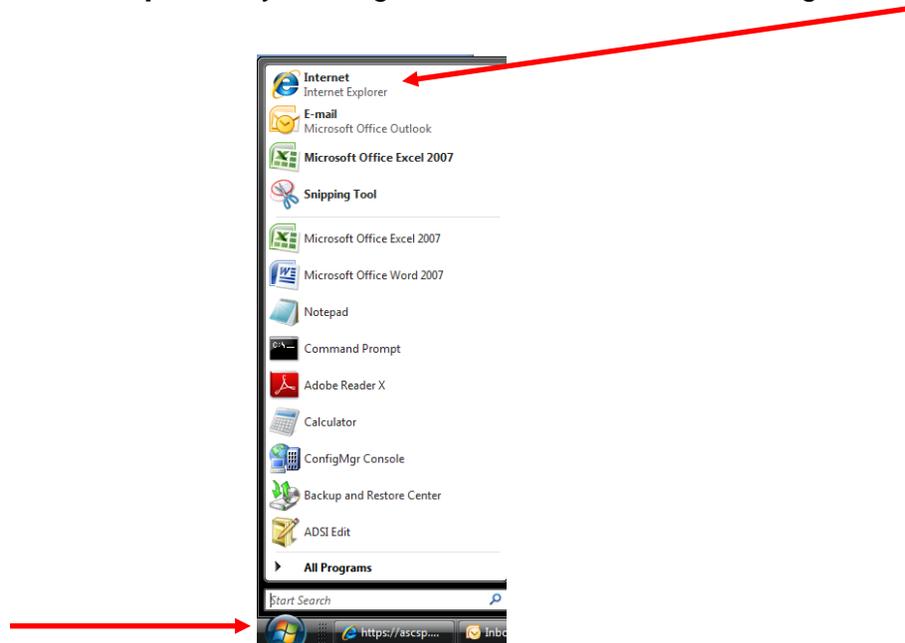


**Enterprise Email**  
**Post-Migration Step 1A**  
**Log in to Outlook Web Access (OWA)**

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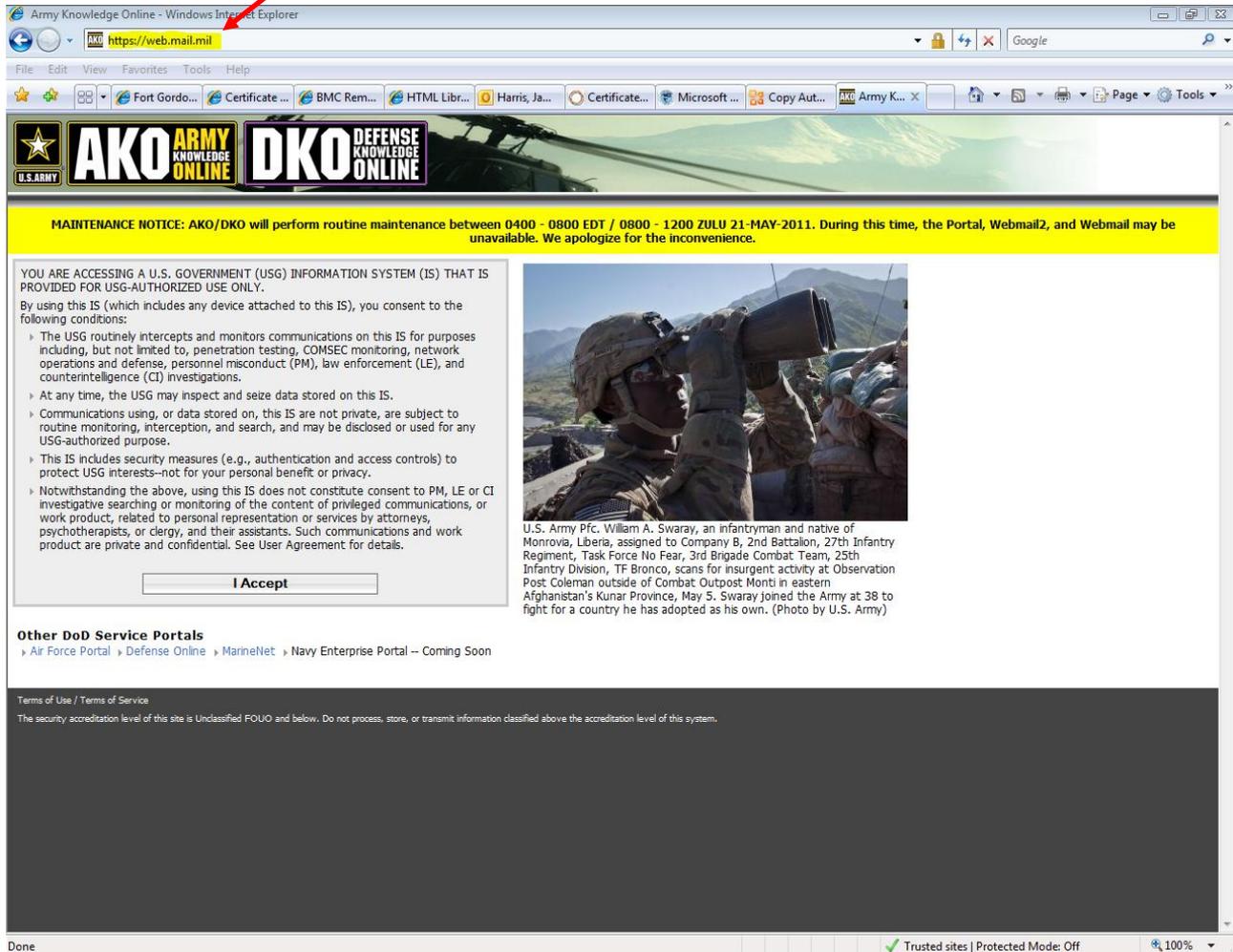
Outlook Web Access (OWA) is available to all migrated account holders. It is plausible that software patches, hotfixes, etc. may prevent migrated account holders from accessing DISA mail via Microsoft Office Outlook. An uncompromising method for checking DISA mail is via Outlook Web Access. This guide will assist in logging into OWA.

1. Open **Internet Explorer** by clicking the **Start** button and selecting the **Internet** icon.



## Enterprise Email Post-Migration Step 1A Log in to Outlook Web Access (OWA)

2. Type “<https://web.mail.mil>” in the URL field press the Enter key.



The screenshot shows a Windows Internet Explorer browser window with the address bar containing <https://web.mail.mil>. A red arrow points to the address bar. The page content includes a maintenance notice, a disclaimer, and a photo of a soldier.

**MAINTENANCE NOTICE: AKO/DKO will perform routine maintenance between 0400 - 0800 EDT / 0800 - 1200 ZULU 21-MAY-2011. During this time, the Portal, Webmail2, and Webmail may be unavailable. We apologize for the inconvenience.**

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.  
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- ▶ The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- ▶ At any time, the USG may inspect and seize data stored on this IS.
- ▶ Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- ▶ This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- ▶ Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

**Other DoD Service Portals**  
▶ Air Force Portal ▶ Defense Online ▶ MarineNet ▶ Navy Enterprise Portal -- Coming Soon

**Terms of Use / Terms of Service**  
The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system.

Done ✔ Trusted sites | Protected Mode: Off 100%

**Enterprise Email  
Post-Migration Step 1A  
Log in to Outlook Web Access (OWA)**

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3. Click the **I Accept** Button.

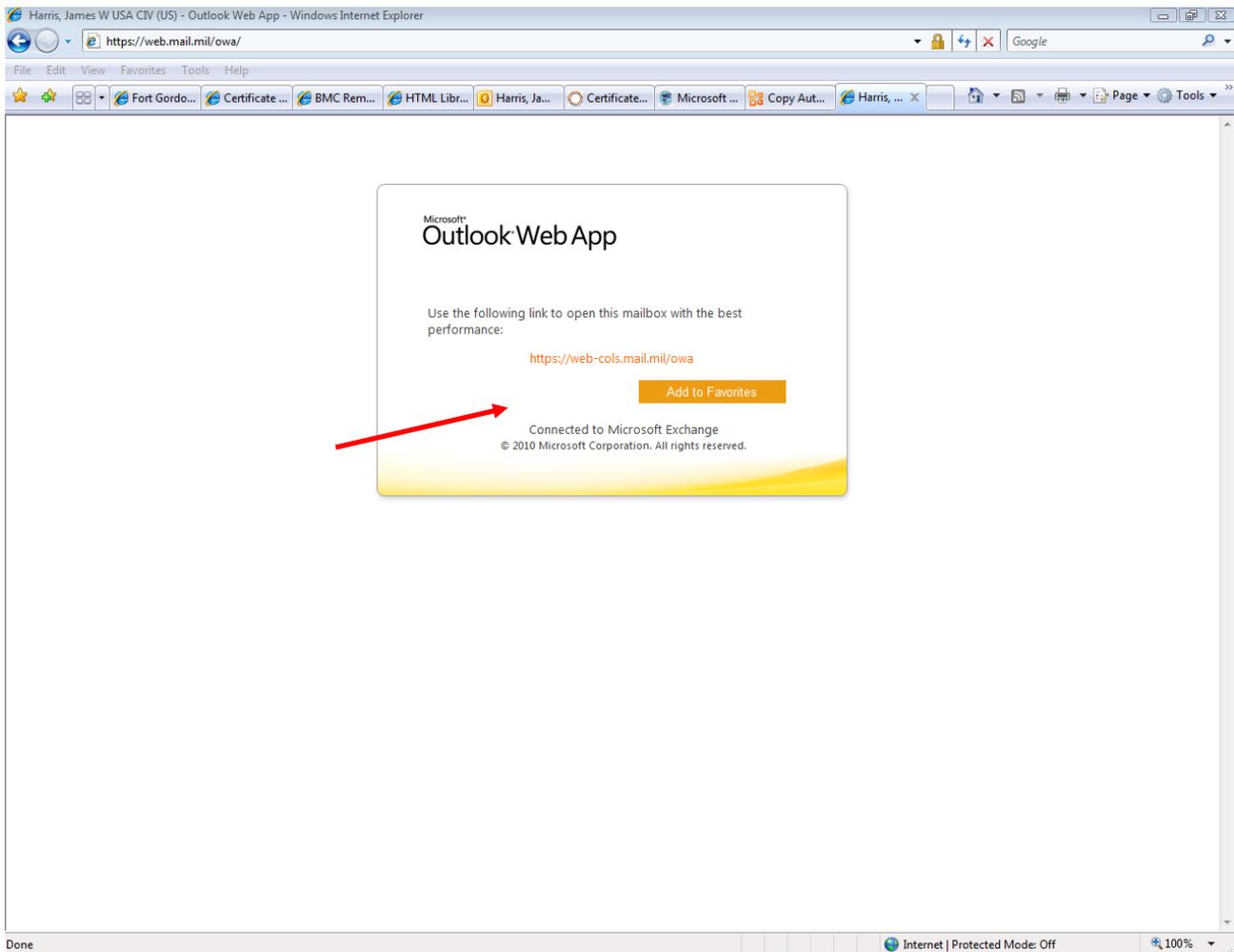


**\*\*\* NOTE \*\*\*** Logging into OWA the first time might cause a certificate prompt to appear. If so, select the email certificate.

**Enterprise Email**  
**Post-Migration Step 1A**  
**Log in to Outlook Web Access (OWA)**

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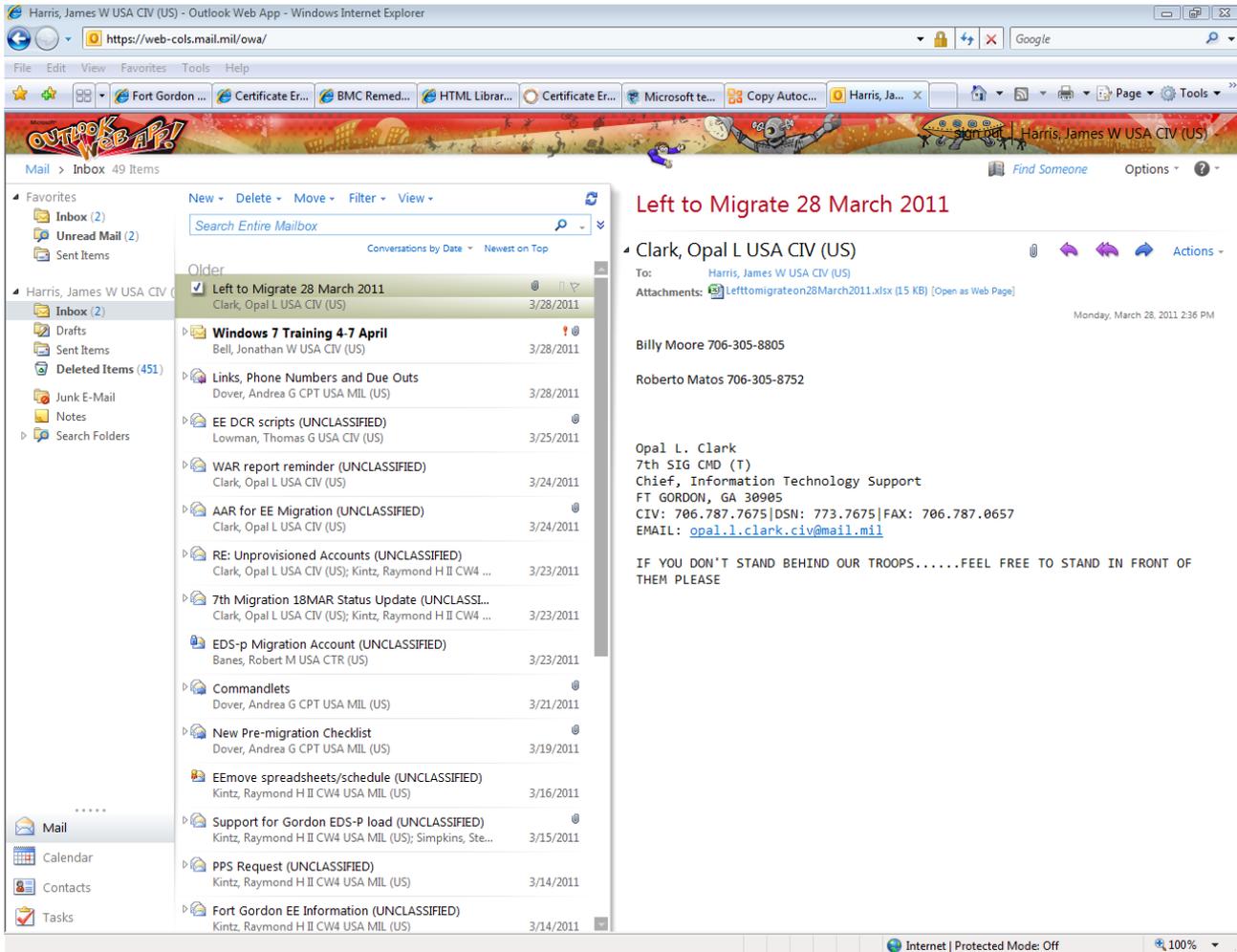
4. Click the provided link. This link may change in the future. You may also click the **Add to Favorites** button provided to add the displayed link into your Favorites folder.



**\*\*\* NOTE \*\*\*** If prompted select the appropriate Time Zone.

**Enterprise Email  
Post-Migration Step 1A  
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5. The Outlook Web Access environment is then displayed.



6. This completes Step 1A.

7. Go to step 1B.