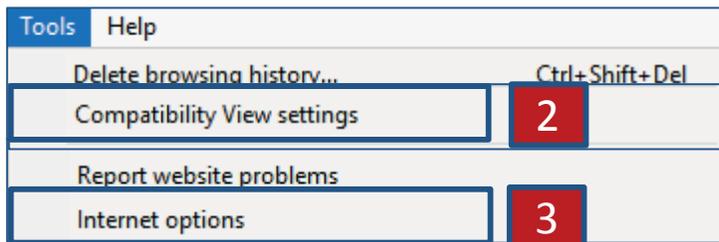


Thank you for participating in USSTRATCOM's TeleworkAccess test. Using the instructions below, please do the following:

- Configure your home browser
- Connect USB CAC reader
- Install DoD Root Certificates
- Test access to E-Mail and other key DoD employee sites

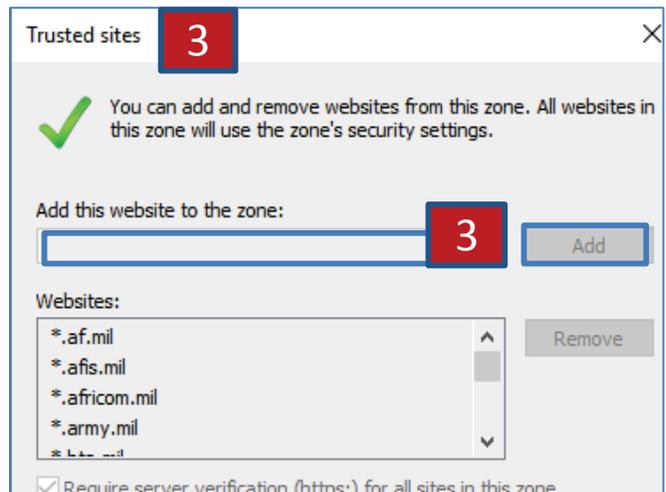
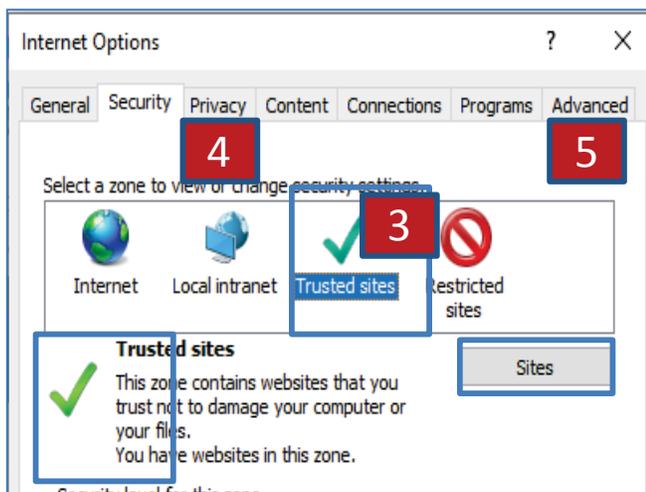
### Start with Internet Explorer

1. Open Internet Explorer
2. Select the Tools Tab, Change Compatibility View Settings and enter: "army.mil", "osd.mil", "navy.mil", "apps.mil" "mail.mil" and "af.mil" in the "Add this website:" box.
3. Close Window
4. Select Tools Tab again and go to → "Internet Options" → "Security Tab", click the **Trusted Site** Icon. Click the "Sites" button. Uncheck the box  before statement "Requires server verification (https:)" for all sites in this zone.
5. Click Internet Options again, Privacy Tab and uncheck "Pop up Blocker"
6. Go to **Advance Tab**; scroll down the **Settings List** and check / uncheck the following boxes: →  Use TLS 1.0-ON  Use TLS 1.1-ON  Use TLS 1.2-ON
7. Click **Apply** and **OK** to exit the **Internet Options** window

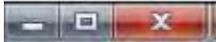


#### Requirements for Home Use

- DEE Account
- CAC Reader
- CAC & PIN
- InstallRoot



## Installing Card Reader and Root Certs

1. Drivers should auto install when the reader is connected
2. Install DoD Root Certificates: Download the latest InstallRoot software package from the DoD Cyber Exchange website ([https://public.cyber.mil/pki-pke/pkipke-document-library/? dl\\_facet\\_pkipke\\_type=tools](https://public.cyber.mil/pki-pke/pkipke-document-library/? dl_facet_pkipke_type=tools))
3. On the left navigation click ... End User → Getting Started → Window 32-bit or 64-bit or Mac
4. Run the executable (.msi) to launch the Installer
5. On the Welcome Screen, click **Next**
6. On the InstallRoot Features, click **Next**> (all features are selected to be installed by default)
7. On the Begin Installation screen, click **Install**
8. A loading bar will display the status of the installation. When the wizard completes installing, click **Run InstallRoot** to launch the application interface
9. When InstallRoot launches, two windows will appear, the InstallRoot 5.x application window and a Quick Start (tutorial) will open
10. In the **InstallRoot X.X** application **window**, go to the **Home** tab and click the **Install Certificates** icon
11. In **Security Warning** window, click **Yes**
12. Once install completes, verify there is a **green check** “**Install DoD Certificates**” below the **Microsoft Current User tab**
13. In the top right corner of the **InstallRoot** window, click X to close the **InstallRoot** program → 
14. When asked to save before exiting, click **Yes**

## Validate Access – EMail

1. Insert your CAC into Reader
2. Open IE
3. Type in the OWA URL: <https://web-ogdn02.mail.mil/owa>  
<https://web-ogdn01.mail.mil/owa>
5. Click OK at the USG Warning and Consent Banner
6. A client authentication certificate box will appear; choose your **DoD ID Certificate** in most cases for DEE ... Click **OK**
7. You should now see the window to the right.
8. Click on the appropriate link. Recommend ADD to favorites
9. Click OK on the USG Warning and Consent Banner
10. A client authentication certificate box will appear where you will need to choose your **DoD Authentication Certificate**
11. Enter your **PIN** and click **OK**



## Install S/MIME Client

1. Click on “Options” → All Options → Settings → S/MIME → Reinstall / Install the S/MIME control → Run
2. At the “Do you want this app to make changes ... click “Yes” → Click “Save” at bottom right of screen
3. Close IE → Navigate to ... C:\Program Files (x86)\Microsoft\SMIME Client (2010) ... (There should be two file)
4. Exsmime.dll and Mimectl.dll ... → Copy the two files to: ... → C:\Program Files (x86)\Internet Explorer
5. Open Internet Explorer → Open OWA → Open an encrypted email
6. CHROME: Install IE Tabs to allow the S/MIME install to work: <https://chrome.google.com/webstore/detail/ie-tab/hehijbfgiekmjfkfjpbkbammjbdenadd?hl=en-US>

## Validate Access - Other

Go to the following links and test your ability to access and interact with the sites. In some cases, a site may only work with Internet Explorer based on the age of the code on that site. Remember to try another browser if you experience a problem.

1. ATAAPS: <https://af.ataaps.csd.disa.mil/>
2. CCMD PAAS: <https://cocomcac.dc3n.navy.mil/>
3. MyPay: <https://mypay.dfas.mil/>
4. MilConnect: <https://milconnect.dmdc.osd.mil/milconnect/>
5. MyBiz: <https://compo.dcpds.cpms.osd.mil/>
6. USSTRATCOM NIPR SharePoint: <https://lynx.usstratcom.mil/News/Pages/default.aspx>

Once complete, please visit the following list to report results. Make a new record, enter your name, and check boxes where successful. In the case of total failure, make a note next to where it failed on this sheet and bring it back.