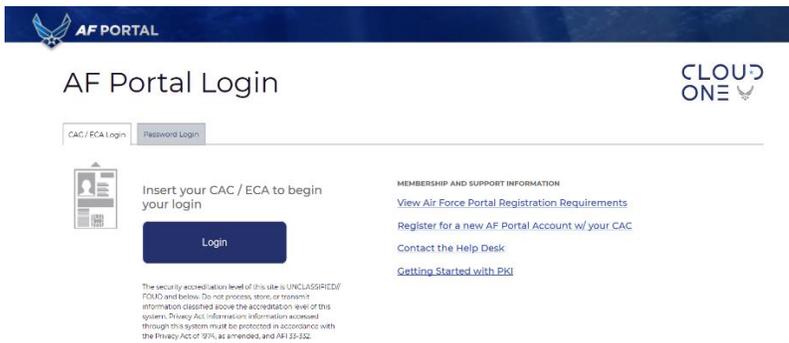


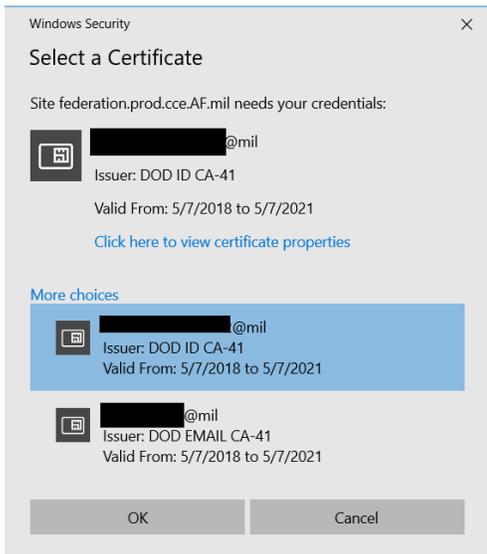
Connecting to Outlook Web Access and AF Portal from Personal Computer (Windows 10 Only)

DO NOT SAVE FOUO OR PII TO HOME COMPUTER

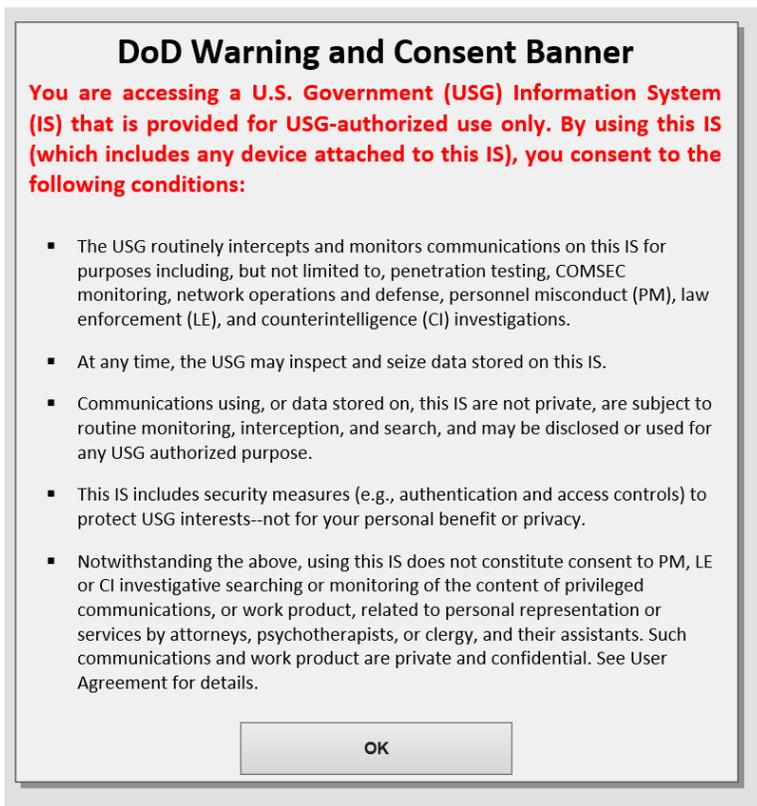
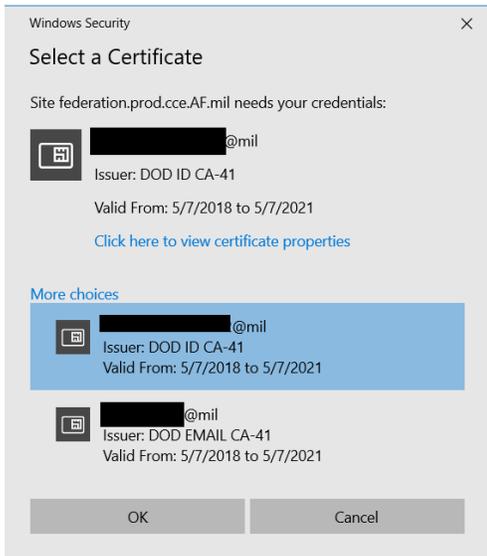
- To connect to OWA from you home computer you will need to take home your CAC enabled keyboard or standalone CAC reader.
- Once at your home workstation verify that you have Windows 10. If windows 10 is installed plug either your CAC enabled keyboard or reader into a vacant USB port on your home computer.
- Windows 10 should automatically register this device and read your CAC card.
- Put CAC Card into reader
- Once you have done this you will be able to log into the AF Portal as well as Outlook Web Access.
- To log into the portal you will go to <https://www.my.af.mil/>



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- Select Logon and select your certificate that **DOES NOT** say email.

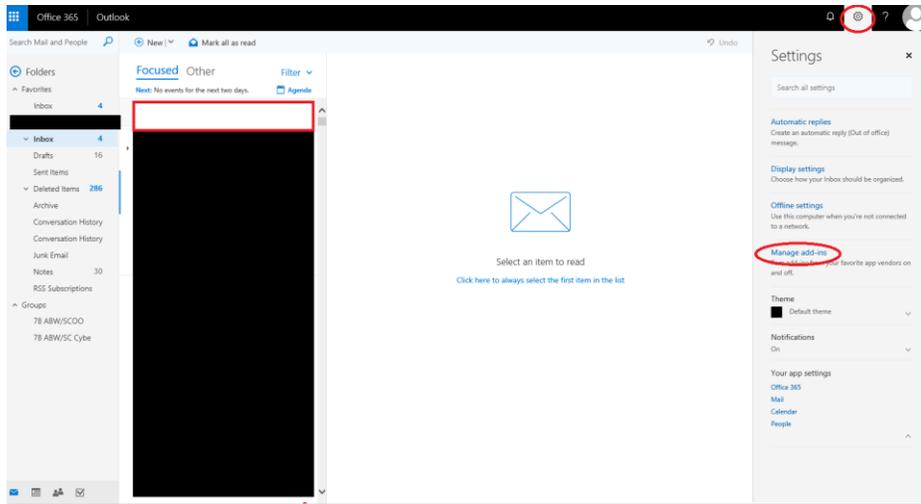


- You should now have access to the portal.
- To log into Outlook you will need to go to <https://owa.us.af.mil>
- Once you connect it will prompt you to choose a certificate. Be sure to choose the non-email cert for this as well.

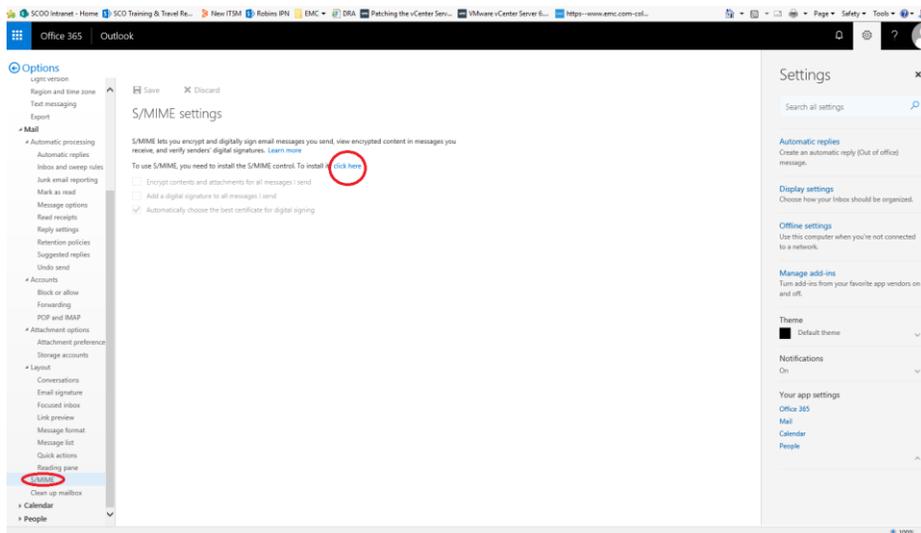


- Select OK once you connect and your Outlook should load. Due to high demands you might have to enter PIN multiple times

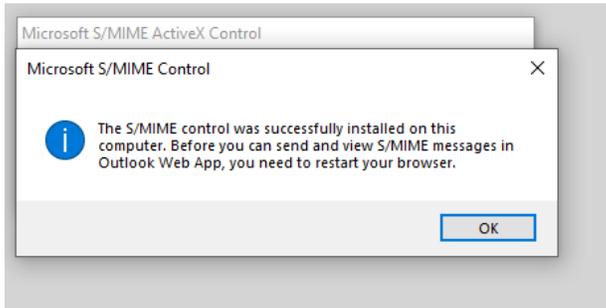
- Once inside you will need to load S/MIME to be able to view Encrypted Emails. To do so go to the top right of the screen and select the gear icon.
- Next select Manage Add-ons from the drop down



- From here on the left side of the screen select the drop down that says mail and then scroll down until you see S/MIME
- In the center of the screen you should see click here to install S/MIME



- Once you click a bar will open on the bottom. You will need to select run to install the S/MIME certificate. When it is finished the following screen will pop up.



- Now you will need to close completely out of Internet Explorer and open OWA back up.
- You should now be able to access Outlook from you home computer. Due to high demands there have been issues seeing and sending encrypted emails utilizing Outlook this way. If possible please try and use VPN to send and receive any encrypted emails.
- If you require Office on your home computer. You have the option to purchase Office using the Home Use Program. The following link will provide the instructions for accessing.
<https://www.my.af.mil/gcss-af/USAF/AFP40/d/sA1FBF31D2377130901237B8FD0440136/Files/editorial/Microsoft%20Home%20Use%20Program%20Guide.pdf>