

Step 1:

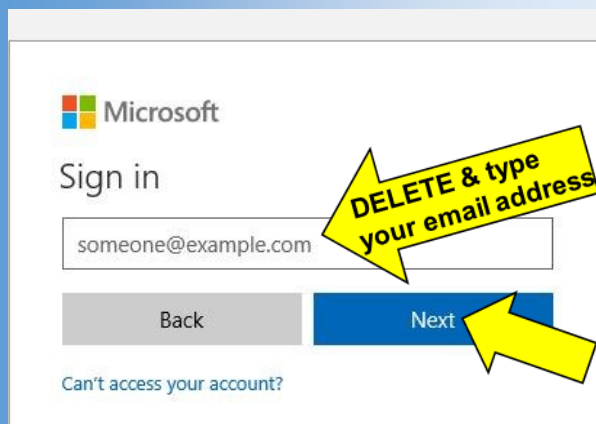
Verify CHES WebMail Access.

Post-migration, log in to Outlook Web Access (OWA) on a CAC-enabled computer using Internet Explorer.

*From the AF network or VPN:
<https://webmail.apps.mil/owa>

*From Commercial Internet:
<https://cp.mail.us.af.mil/owa>

DO NOT ENTER YOUR CAC PIN OR PASSWORD DURING LOGIN/SETUP



If you were successfully migrated, you will be able to log in and access your email/calendar.

If it states: "*Something went wrong / OwaUser HasNoMailboxAndNoLicenseAssignedException*," You have not been fully migrated yet and should wait a few hours before trying again.

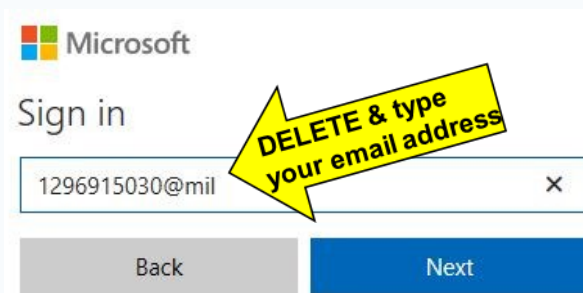
Once you verify your WebMail is working, you can use OWA for continuous email access while you work on steps 2 and 3.

Step 2:

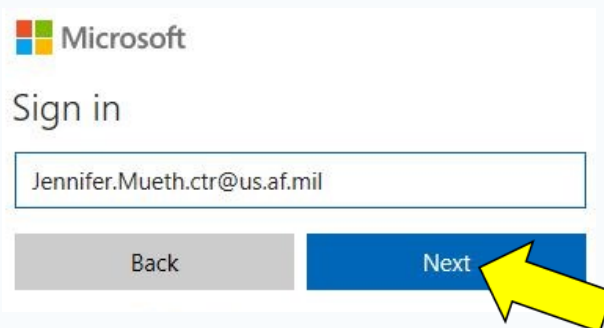
Setup Your Outlook for CHES.

Restart your computer and then open the Outlook application from the Windows start menu or via the search bar.

You will receive a sign-in pop-up like the one pictured below. Delete the contents of the sign-in box.



Type your "@us.af.mil" email address in the box. Click the next button.



Watch the bottom blue bar for the status of your mailbox updates. It may take hours for your Outlook profile to fully update.



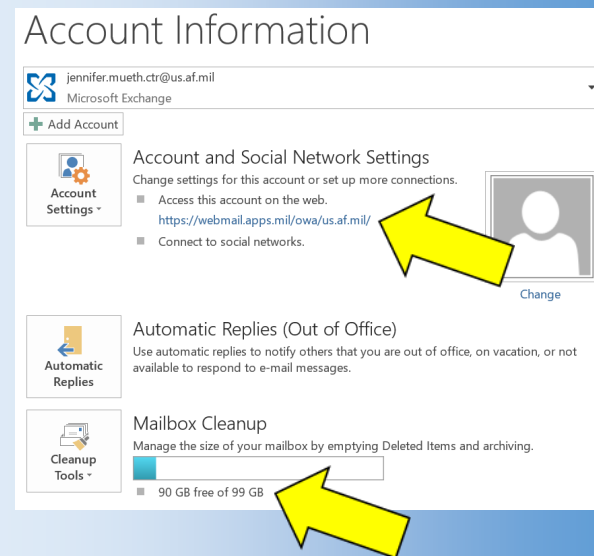
ALL FOLDERS ARE UP TO DATE. CONNECTED TO: MICROSOFT EXCHANGE

Step 3:

Verify Outlook Updates.

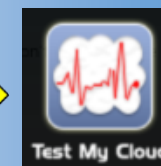
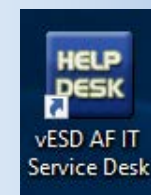
Your migration is complete! OWA can be used while Outlook completes the updates.

You can verify the changes by clicking "File" in Outlook. Notice the new OWA URL and mailbox size. This will update last.



HAVING ISSUES?

- 1) Try rebooting your computer.
- 2) Open the vESD application from your desktop and use the "Test My Cloud" function to open a trouble ticket.



- 3) Use OWA while waiting for assistance.

Patience is key!

Preparation

+

Partnership

+

Leadership

=

Success

WARNING!

Never enter password/PIN during login.

It will lock out your CAC.

Leave it blank or close out.

If unsure, contact your CFP.

Good to Know:

- ⇒ VPN is required for Outlook and Lync/Skype access while outside the AF network
- ⇒ 2 weeks before migrations:
 - ⇒ “Deleted Items” folder emptied daily
 - ⇒ “Recover Deleted Items” folder retains emails for 3 days
- ⇒ Never enter PIN or Password in “Windows Security” box
- ⇒ Use vESD to open a ticket and run OCE
- ⇒ Distribution Lists and Org Boxes cannot be managed in Outlook; tools required
- ⇒ DEE GPO will override CHES GPO
- ⇒ Install S/MIME to digitally sign in OWA
- ⇒ You could get the sign-in box before you actually migrate due to a delegate
- ⇒ PST before you PCS

CHES SharePoint:

<https://cs2.eis.af.mil/sites/10007/internal/afnicprojects/cp/sitepages/home.aspx>



CHES Overview:

Email is migrating to O365 Cloud, a Cloud Hosted Enterprise Service (CHES) that Microsoft operates with USAF oversight.

- ⇒ Keep your same @us.af.mil account
- ⇒ Everyone receives a 100Gb mailbox
- ⇒ Keep your PST files
- ⇒ More finely tuned data loss prevention rules

Future Capabilities — 2019-2020

- ⇒ Lync activation to Skype for Business
- ⇒ SharePoint migration to O365, including OneDrive