



# How to Configure Your Enterprise Email profile on your Government computer using Outlook

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Last Revision / review: 12 March 2017

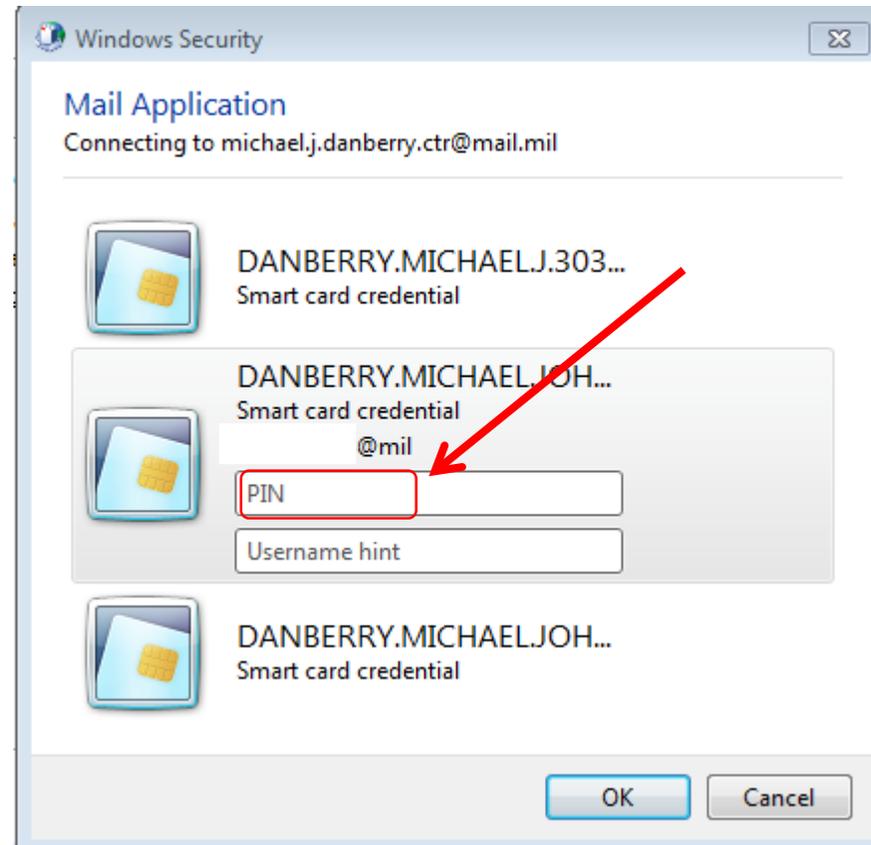
# Configuring Outlook on a Government Computer

- This process is usually done automatically when double clicking the Outlook icon



# Configuring Outlook on a Government Computer

- Enter your CAC PIN in the PIN box for your correct CAC Email or PIV certificate

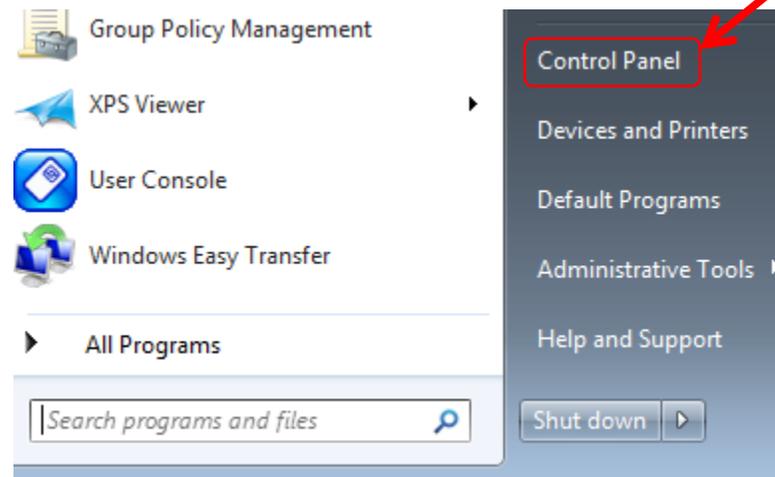


If the automatic process does not work, it probably won't work, as there could be a connectivity problem between your computer and your email server. Remember, this computer has to be Government owned on the Government network. It will NOT work from a personal computer at home.

# Configuring Outlook on a Government Computer

- If it did not work automatically, by double clicking the Outlook icon, try this...
- If Outlook is open, close it before proceeding
- Click the Windows ORB 

- Click Control Panel



# Configuring Outlook on a Government Computer

- Select Large or Small icons from *View by:* drop down



# Configuring Outlook on a Government Computer

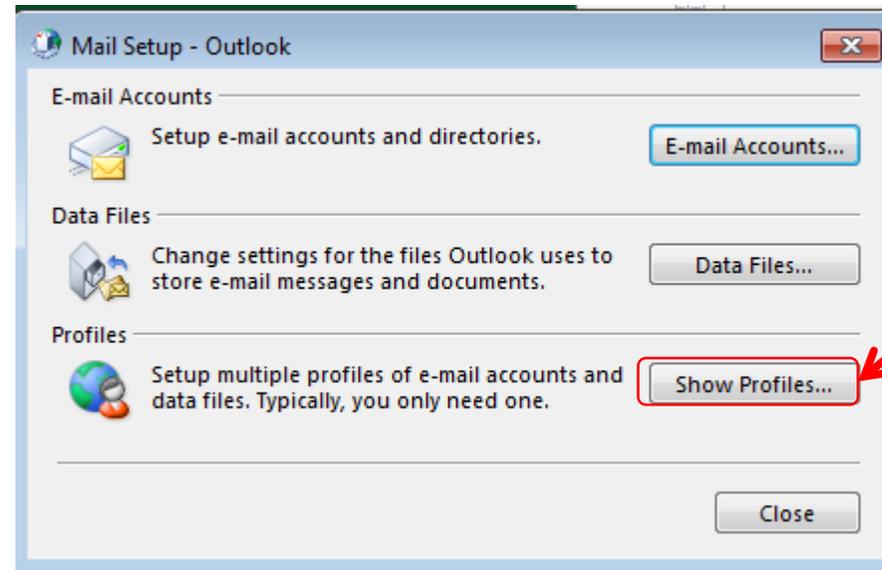
- Select Mail

Adjust your computer's settings View by: [Small icons](#) ▾

Action Center	Administrative Tools	AutoPlay	Backup and Restore
BitLocker Drive Encryption	Color Management	Configuration Manager	Credential Manager
Date and Time	Default Programs	Desktop Gadgets	Device Manager
Devices and Printers	Display	Ease of Access Center	Flash Player
Folder Options	Fonts	Getting Started	HomeGroup
Indexing Options	Intel® HD Graphics	Intel® PROSet/Wireless Tools	Internet Options
Java	Keyboard	Location and Other Sensors	Mail
Mouse	Network and Sharing Center	Notification Area Icons	Performance Information and Tools
Personalization	Phone and Modem	Power Options	Program Download Monitor
Programs and Features	Recovery	Region and Language	Remote Control
RemoteApp and Desktop Connections	Run Advertised Programs	Sound	Speech Recognition
Sync Center	System	Taskbar and Start Menu	Troubleshooting
User Accounts	Windows CardSpace	Windows Defender	Windows Firewall
Windows Mobility Center	Windows Update		

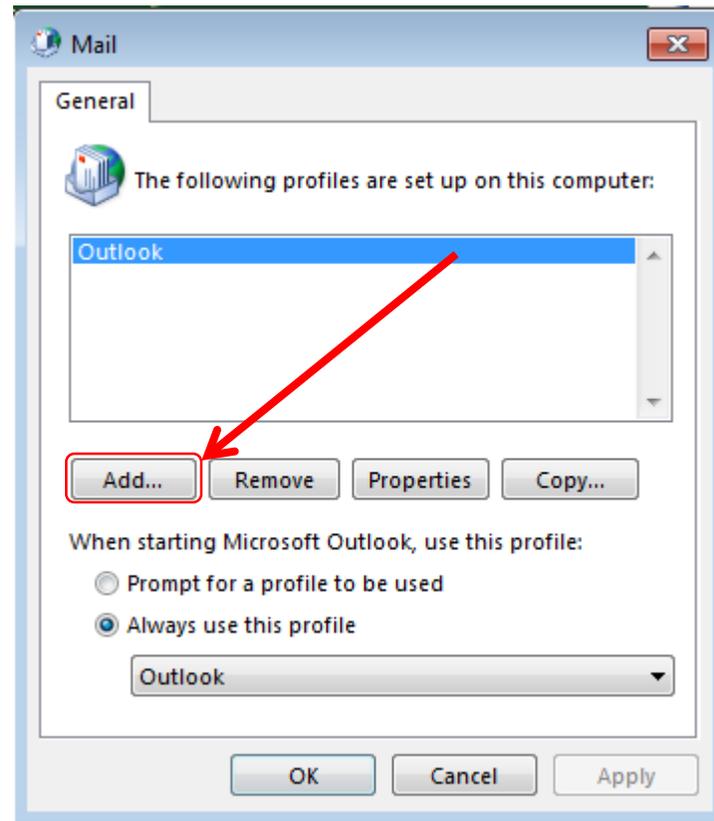
# Configuring Outlook on a Government Computer

- Select Show Profiles...



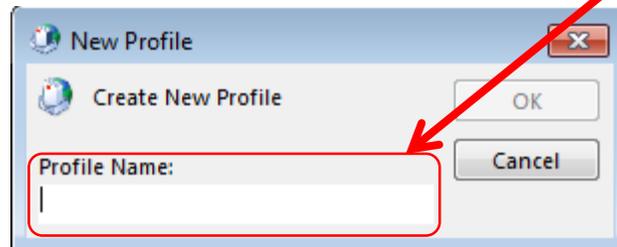
# Configuring Outlook on a Government Computer

- Select *Add...*



# Configuring Outlook on a Government Computer

- Type something like *Enterprise Email* in the Profile Name: block



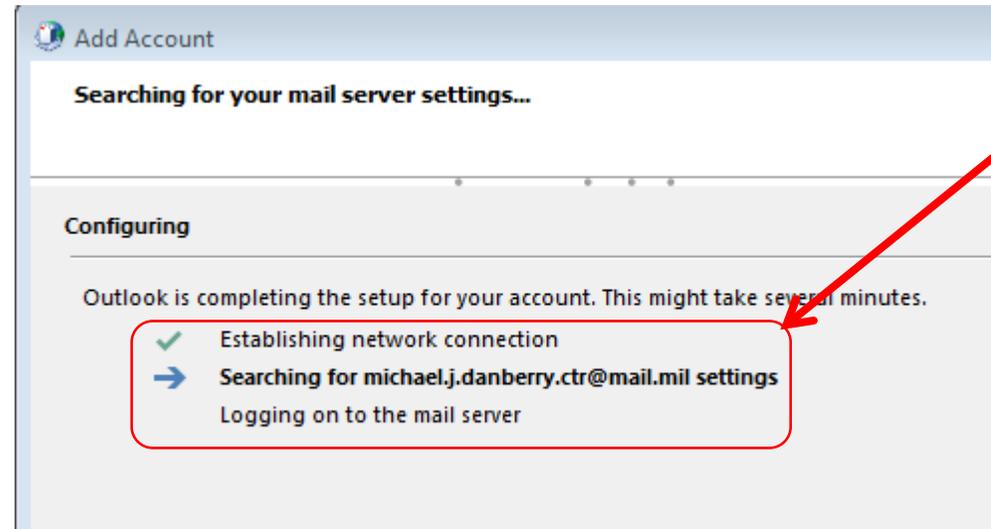
# Configuring Outlook on a Government Computer

- Your name and email address “normally” will auto populate in the fields, if not. type it into the blocks
- Select Next >

The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account'. Below it, the section is titled 'Auto Account Setup' with the subtitle 'Outlook can automatically configure many email accounts.' There are two radio button options: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. Under 'E-mail Account', there are two input fields. The first is labeled 'Your Name:' and contains the text 'Danberry, Michael J. CTR USA AESD'. Below it is an example: 'Example: Ellen Adams'. The second is labeled 'E-mail Address:' and contains the text 'michael.j.danberry.ctr@mail.mil'. Below it is an example: 'Example: ellen@contoso.com'. At the bottom right, there are two buttons: '< Back' and 'Next >'. A red arrow points from the top right towards the 'E-mail Address' field, and another red arrow points from the bottom right towards the 'Next >' button.

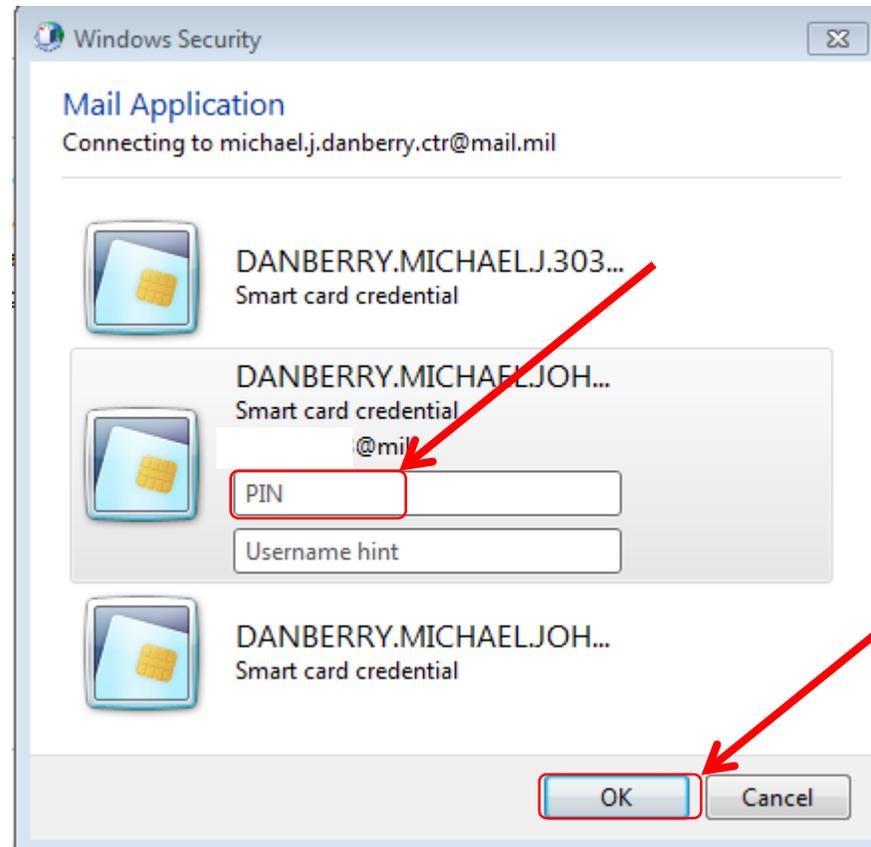
# Configuring Outlook on a Government Computer

- You will see it searching for your account



# Configuring Outlook on a Government Computer

- You will be prompted 1-3 times for your CAC certificate

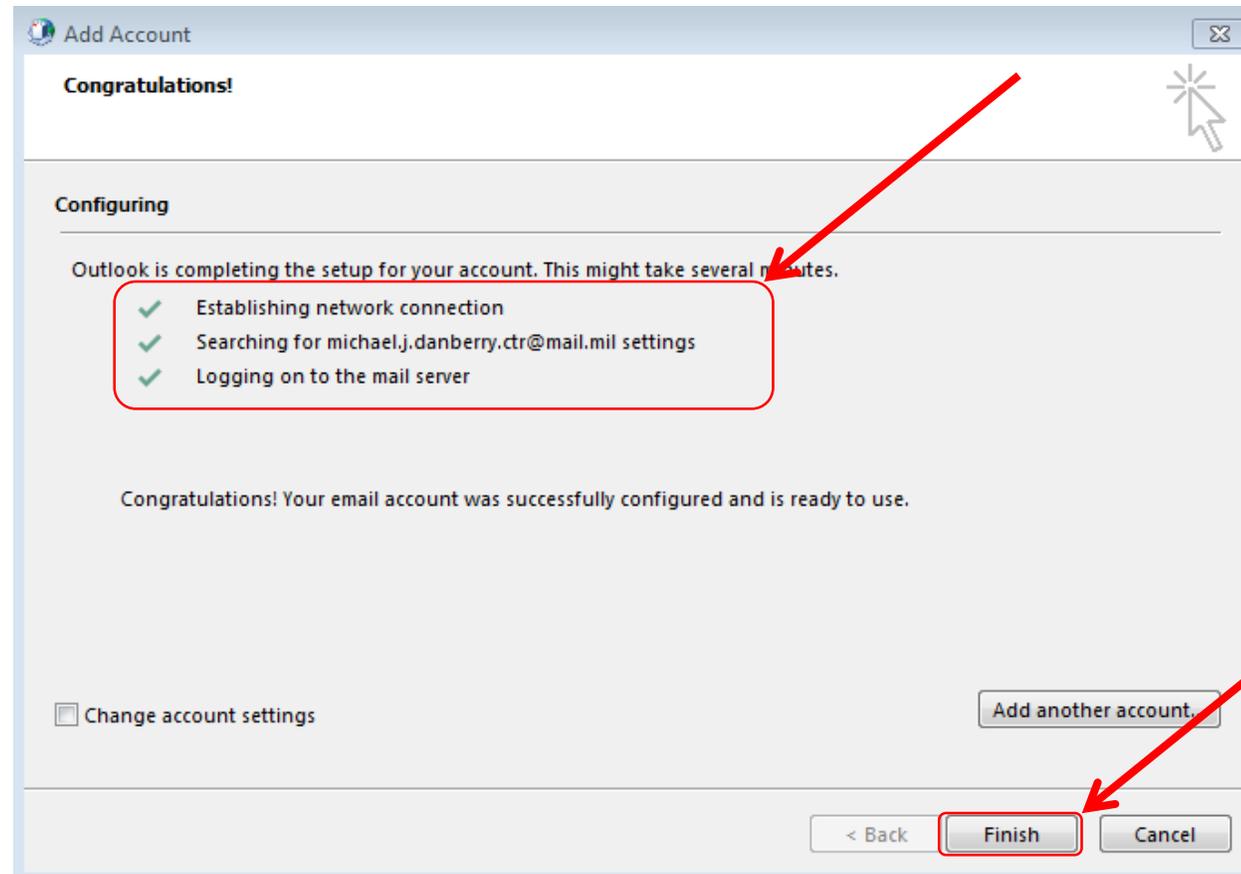


Most people will select the 10 digit @mil.

Dual persona personnel will select the 16 digit @mil

# Configuring Outlook on a Government Computer

- You will see 3 green check marks when it finds your account. Click *Finish*



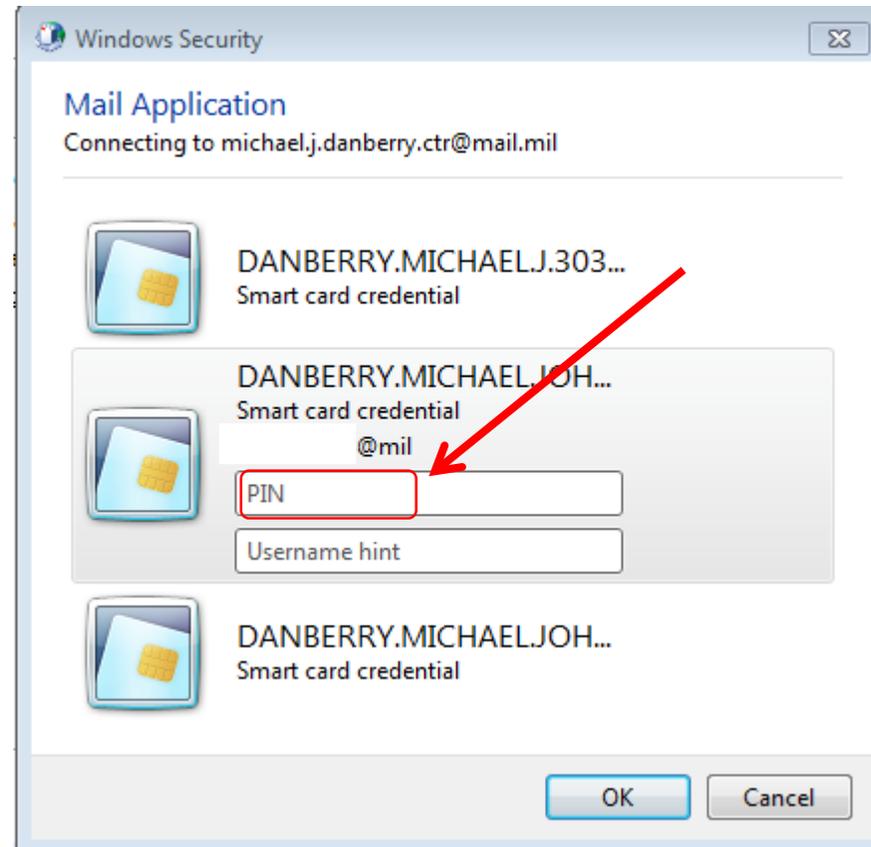
# Configuring Outlook on a Government Computer

- Double click the Outlook icon



# Configuring Outlook on a Government Computer

- Enter your CAC PIN in the PIN box for your correct CAC certificate



# Configuring Outlook on a Government Computer

- Not every government computer can be used to access your @mail.mil account via Outlook
- If the ideas in the preceding pages did not work, get with your S-6 / G-6 / IT person to see if there is a connectivity problem between your computer and DISA
- It is also possible that your DoD organization is not able to connect to DISA
- Your only option may be to use <https://web.mail.mil>



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<https://MilitaryCAC.com>

If you still have questions, visit:

<https://militarycac.com/questions.htm>