# Army 365 Assisted Email Migration

# If you have gone to <u>https://webmail.apps.mil/</u> logged in and receive the 500 error below, and are a CPL or above, you are in the Assisted Migration category.

If you do not get this error, but see email, THIS IS NOT FOR YOU!



After confirming the 500 error, you must go to the EXO migration portal located at https://armyeitaas.sharepointmil.us/teams/EXOMigration/SitePages/Self-Submit-for-Migration.aspx

Then select the "Assisted Migration" box.



# Complete the Email Migration form

- In the field labeled "User Information" provide your old DEE email address (the one ending in mail.mil) in its entirety, i.e. john.a.doe.civ@mail.mil.
- In the field labeled "Organization Details" select: NGB
- In the field labeled
  "Customer Code" select:
  ARMY-GUARD
- Select **Yes** for the acknowledgement.



#### • Click Save.

Assisted migrations happen on Thursdays, if you submitted before 1700 EST Monday it will be this Thursday. If you submitted after 1700 EST Monday, it will be next Thursday.

If you normally view your email via the web browser (OWA) then you will change the url you log into to check your email. If you normally utilize Outlook continue on to the following pages to set up Outlook



U.S.ARMY

Configure your COARNG account for army.mil



- 1. Go to <u>https://congaccount.co.ngb.army.mil/EmailFix.aspx</u>, enter your full PIV Cert, to include the department code that you are with (examples are at the top of the web page).
- Click "Get User Data". It will tell you either whether you are configured for setting up either an @mail.mil or @army.mil account.
- 3. If you are configured for @army.mil do nothing here now and skip the next page
- 4. If you are configured for @mail.mil select the button @army.mil, and follow the steps on the next

bage.	CongAccount						
	Enter the full PIV for the	service member below. Then selec	t the appropriate but	tton for your needs. PIV = DODID PLUS> AIR FO	RCE: 157004, ARMY: 1210	04, CIVILIAN: 121002, CONTE	RACTOR: 121005, NFG: 121006
	Enter PIV Here			Get User Data			
	User Name			User is configured for setting up email for:			
	To set up mail.mil mailbox	@Mail.mil To	o set up Army.mil mailbox	@Army.mi			
	All Rights are reserved by COARNG/G6.						





- 1. On your desktop, in the bottom left corner in the search bar, type "CMD".
- 2. The command prompt window will display.
- 3. Type the command "GPUPDATE /FORCE".
- 4. This final step is very important: After the update has finished it will ask if it's ok to log off, type "N" for no. \*If you log off at this point, when you log back in everything will reset back to the original settings.







## Create your new Outlook Profile

#### 🔼 Remove DEE Mailbox / Add EXO Mailbox [1]





## Create your new Outlook Profile



#### A Remove DEE Mailbox / Add EXO Mailbox [2] 🔕 Mail 🗿 Mail 5. In the **Mail** window, highlight your current General General profile and click Remove. The following profiles are set up on this computer In the following profiles are set up on this computer. Outlook Click Add, then type a name for your 6. New Profile profile. It can be anything you want, but it Create New Profile is recommended to identify it as "Army Profile Name Cancel Add... Remore Properties Copy... 365" somehow. name@army.mi When starting Microsoft Outlook, use this profile O Prompt for a profile to be used O Prompt for a profile to be used Always use this profile Always use this profile 7. The Add Account wizard appears. It should automatically populate your name OK Cancel OK Cancel and email based on your Active Directory user account attributes. Edit your email address to @army.mil and leave password Add Account fields blank. Click Next. Auto Account Setup Outook can automatically configure many email accounts U.S. DEPT OF You'll be presented with a sign-in window. 8. E-mail Account DEFENSE Make sure the address is your @army.mil, then click Sign in with CAC/PIV. Select @armv.m Your Name your Authentication certificate. C-mail Address: Demy.nll Example: eten@contoso.c If you do not see "U.S. Dept of Defense" Password window shown to the right you are likely Retype Password: we the password your internet service provider has given yo on in with CAC/P missing the computer policy updates have read & consent to terms in the Information required for Army 365 integration with Systems User Agreement, Outlook. Please contact your S6/G6, IMO, or Servicing NEC for assistance.



Mountain Strong



## **Publish Certificates**



### Configure Certificates for A365 EXO Email [1]



## **Publish Certificates**



#### Configure Certificates for A365 EXO Email [2]

