



NCOA CONNECTIVITY PROCEDURES





AGENDA AND SETUP



- HOW TO GET ON MLC MICROSOFT 365 TEAMS
- HOW TO CONFIRM IF YOUR ARMY.MIL, OR 365 ACCOUNT HAS BEEN MIGRATED
- HOW TO REQUEST TO BE MIGRATED TO TEAMS MICROSOFT TEAMS 365

- 1. Before you begin, ensure you know which certificate is your authentication cert.**
- 2. Ensure you have Microsoft Edge and Google Chrome apps installed on your pc.**
- 3. If you will be using a dod pc, ensure it has Microsoft teams installed on it.**
- 4. If you have not been migrated to Microsoft 365, request to be migrated. See slides 13-17**



ADDING MS TEAMS ON A PERSONAL COMPUTER

A screenshot of a web browser window. The address bar shows the URL 'https://login.microsoftonline.us'. A red arrow points from a text box to the URL. The text box contains the instruction: 'Type this address in Google Chrome, or Microsoft Edge Web browser.' The background shows the Google search page with the Google logo and a search bar.

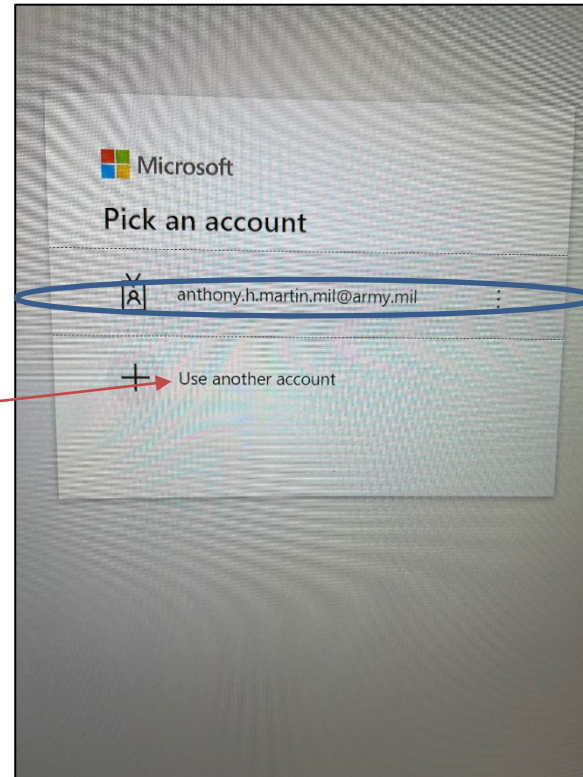
Type this address in Google Chrome, or Microsoft Edge Web browser.



ADDING MS TEAMS ON A PERSONAL COMPUTER



If you initially see your john.doe.mil@mail.mil, account
Click, **USE ANOTHER ACCOUNT**
Then type in your john.doe.mil@**army**.mil





HOW TO ADD MICROSOFT TEAMS FOR MLC USING PERSONAL PC



"THIS IS WHAT GOOGLE CHROME WILL LOOK LIKE"

GLOBAL DIRECTORY

Once you have your army.mil account showing as you see here, click on "Sign in with CAC/PIV"



U.S.
DEPT OF
DEFENSE

douglas.k.adams.civ@army.mil

Password

Sign in

Sign in with CAC/PIV

I have read & consent to terms in the [Information Systems User Agreement](#).



HOW TO ADD MICROSOFT TEAMS FOR MLC

"THIS IS WHAT MICROSOFT EDGE WILL LOOK LIKE"



Select a certificate for authentication

Site certauth.sts1.auth.ecuf.deas.mil:443 needs your credentials:

	MARTIN.ANTHONY.HARRISON.1237787966 DOD ID CA-50 Authentication - MARTIN.ANTHONY.HARRISON.1237787966 9/2/2019
	MARTIN.ANTHONY.HARRISON.1237787966 DOD EMAIL CA-51 Signature - MARTIN.ANTHONY.HARRISON.1237787966 9/2/2019

[Certificate information](#)

GLOBAL DIRECTOR

Log In | Microsoft Teams Sign In

https://sts1.auth.ecuf.deas.mil/adfs/ls/?login_hint=anthony.h.martin.mil%40army.mil&client-request-id=feb36c30-6aa7-48dc-bc1f-d0ec3d5123ae&username=anthony.h...

You have to know your authentication cert. It's the same one you would use for NIPR outlook account.



ADDING MS TEAMS FOR MLC



Once you are in Teams you will be added to the class a couple days prior to the start of class.

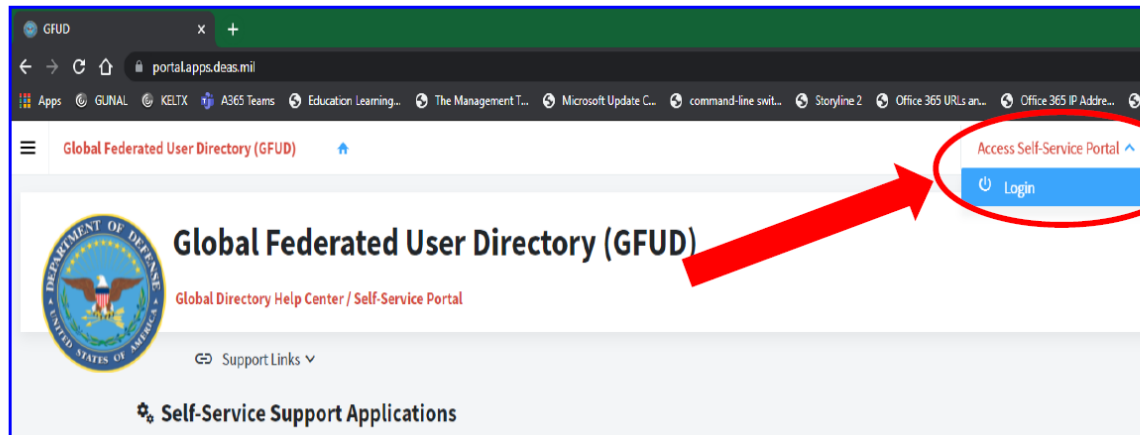


ADDING MS TEAMS FOR MLC



How to check if you've been migrated to Army 365

- 1.) NETCOM will notify users before they're migrated by sending them an email before they migrate them to Army 365.
- 2.) To check if you've been migrated to Army 365 - Open link to: <https://portal.apps.deas.mil>
- 3.) On the upper right, Click on 'Access Self Service Portal' so that the Login link appears.





ADDING MS TEAMS FOR MLC



4.) On the left side column- click on 'My Account' and then click on 'Account Info'

Global Federated User Directory (GFUD)

Account Info

Display Name	[REDACTED]	Duty Bldg Name	4291 / Rm Basement Left side	Service Code	A
Last Name	[REDACTED]	Duty Room Name	Basement Left side	Admin Org Cd	USARMY
First Name	[REDACTED]	Duty Installation	jblm	Gov Agency Cd	AR2A
Middle Name	[REDACTED]	Duty Phone	(253) 967-4692	Customer Code	ARMY-NETCOM
Pref. First Name		Fax		Cadency	
Job Title	IT Specialist (CUSTSPT)	Mobile		Tenant Code	Army
Persona Title		Phone Other		Tenant Email Domain	@army.mil
Persona User Name	[REDACTED]	Phone Other		Tenant on MSFT Domain	@armyeitaas.mail.onmicrosoft
Persona UPN	[REDACTED]	Work Phone		Tenant ID	d3e45a15-02fe-4f9a-b77c-e5db
CAC Address		Phone TTYTDD		Duty Org	106th Signal Brigade
EDIPI	[REDACTED]	Phone Relay		Duty Office Code	NETC-SFB-DIK
PTC	CIV	Pager		Duty Installation Code	Joint Base Lewis-McChord, WA
EDIPI-PTC	[REDACTED]	Secure Phone		Course Anchor	[REDACTED]



ADDING MS TEAMS FOR MLC



5.) If you see – “**usa.army.mil**” – then you have **NOT** been migrated to Army 365 yet.

UNCLASSIFIED

HTTPS://PORTAL.APPS.DEAS.MIL

Global Federated User Directory (GFUD)

Velasquez-hussein, Mauricio H (Mauro) CPT USARMY MDW (USA)

Default Theme

Account Info

Display Name	Velasquez-hussein, Maurici	Duty Bldg Name		Service Code	A
Last Name	VELASQUEZHUSSEIN	Duty Room Name		Admin Org Cd	USARMY
First Name	Mauricio	Duty Installation	mcnair	Gov Agency Cd	
Middle Name	H	Duty Phone		Customer Code	ARMY-MDW
Pref. First Name	Mauro	Fax		Agency	
Job Title	Deputy Chief IT Services Div	Mobile		Tenant	
Persona Title	CPT	Phone Other		Tenant	
Persona User Name	mauricio.h.velasquezhussei	Phone Other		Domain	@usa.army.mil
				Tenant on MSFT	@usarmy.mil.onmicrosoft.

UNCLASSIFIED

6.) If you see – “**@army.mil**” – then you **are** migrated to Army 365.



REQUESTING TO BE MIGRATED 1/5



The screenshot shows a web browser window displaying the Microsoft 365 website. The address bar contains the URL <https://www.microsoft.com/en-us/microsoft-365>. A red star is placed over the URL, and a red arrow points from a callout box to it. The callout box contains the text "USE THIS WEBSITE:" followed by the same URL. The website content includes the Microsoft logo, navigation links for "Products", "Resources", and "Templates", and a large graphic of 3D application icons (Word, Excel, PowerPoint, Teams). Below the icons, the text reads "Microsoft 365 Bring out your best in school, work, and life Find the right plan for you". Four blue buttons are displayed: "Personal and family", "Business", "Enterprise", and "Education". At the bottom of the page, the text "Microsoft 365 is a suite of apps that help you stay connected and get things done" is partially visible. The Windows taskbar at the bottom shows the search bar, task view, and several application icons, along with system tray information including weather (78°F Sunny) and date/time (11:46 AM 10/5/2021).



REQUESTING TO BE MIGRATED 2/5



UNCLASSIFIED

All apps | Microsoft Office x +

ohome.apps.mil/apps?auth=2

Office 365

Office 365 Tips and Tricks

Tips and Tricks

- Create an instant meeting
Teams
- Make your work shine with intelligent fea...
PowerPoint
- Unleash your creativity with digital ink
PowerPoint
- Let Editor be your writing assistant
Word

★ CLICK ON TEAMS APP

javascript:void(0);



REQUESTING TO BE MIGRATED 3/5



CLICK ON ARMY HUB

The screenshot shows the Microsoft Teams interface. On the left-hand side, there is a vertical navigation pane with several icons. A yellow star is placed over the 'Apps' icon, and a red arrow points from the 'CLICK ON ARMY HUB' text box to this star. The main area of the screen displays the 'Apps' gallery. At the top of this gallery, there is a search bar and the text 'Get more done with apps!'. Below this, there are several app tiles. The first tile is for 'Army Hub' by 'US ARMY'. It features a blue arrow icon and a description: 'The Army Information Hub is your centralized repository for Army 365 information, training, and support.' Other visible app tiles include 'Channel calendar', 'Lists', 'OneNote', 'Planner', 'SharePoint', and 'Visio'. At the bottom of the screen, the Windows taskbar is visible, showing the search bar, taskbar icons, and system tray with the date and time (11:54 AM, 10/5/2021).



REQUESTING TO BE MIGRATED 4/5



CLICK ON ARMY, "EMAIL MIGRATION PORTAL"

The screenshot shows a Microsoft Teams window titled "UNCLASSIFIED" with a search bar and navigation pane on the left. The main content area displays the "Army Hub" page. A red arrow points to the "Email Migration Portal" tile, which features a world map and yellow envelope icons. Other visible tiles include "MACOM Metrics" with a line graph, "Meet now" with options for "New meeting", "Schedule meeting", and "Live event", "Live Event Request", "Ask Your Questions Here | Meet Bishop Bot" with a robot character, and "Champions How-Tos" with a trophy icon. A notification bubble in the bottom right corner says "Stay in the know. Turn on desktop notifications." with "Turn on" and "Dismiss" buttons. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date 10/5/2021 and time 11:58 AM.



REQUESTING TO BE MIGRATED 5/5



SUBMIT FOR MIGRATION HERE

The screenshot shows a Microsoft Teams channel named 'Army Hub'. The main content area features a large graphic with the text 'BEGIN TRANSITION' and 'SUBMIT FOR MIGRATION HERE' below it. A red star is positioned over the word 'TRANSITION'. A red arrow points from the text box above to this star. To the right of the main graphic are several smaller tiles: '29-30SEP Weekly Migration Roster', 'Learn about Self-Migration Procedures', 'Where's my Teams calendar?', and 'PowerBI Dashboard (DEPO-2)'. The bottom of the screen shows the Windows taskbar with the date 10/5/2021 and time 12:00 PM.