



# NCOA CONNECTIVITY PROCEDURES

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# 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 address bar. The browser's toolbar includes navigation buttons (back, forward, refresh), a search bar, and several bookmarks: 'Apps', 'Getting Started', 'Facebook', 'Military Pages', 'Home Websites', 'Keys (Password Pro...', 'MilitaryCAC's Infor...', 'Google', and 'Google Maps'. A notification banner at the bottom of the toolbar says 'Google Chrome isn't your default browser' with a 'Set as default' button. The main content area of the browser is a light blue background with the Google logo and a search bar at the bottom that says 'Search Google or type a URL'.

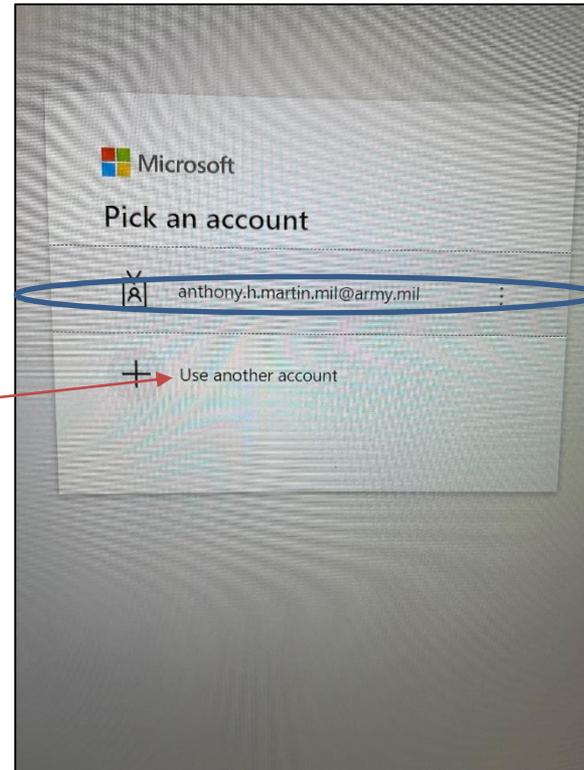
Type this address in Google Chrome, or Microsoft Edge Web browser.



# 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 MISCOSFT 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.



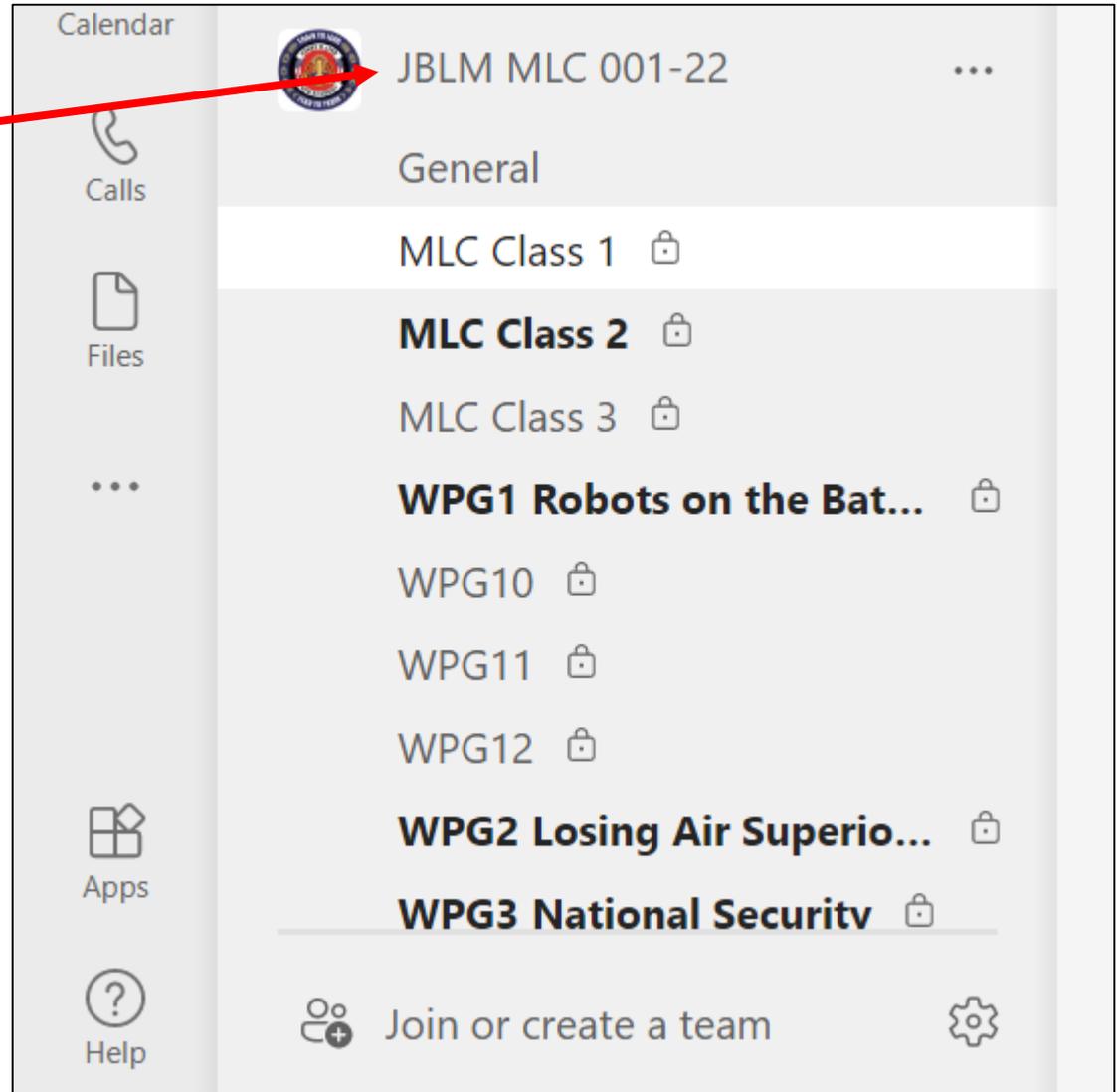
# ADDING MS TEAMS FOR MLC



You should see this

*If you don't see the MLC Team, search for "JBLM MLC 001-22" in Search bar at top of 365 Teams*

*If you are using TEAMS app  
This is also what you will  
Search for.*



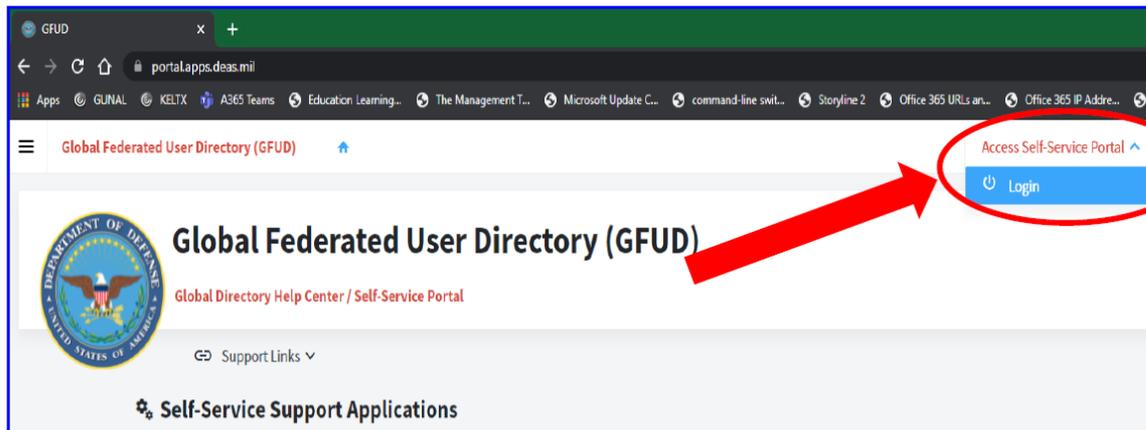


# ADDING MS TEAMS FOR MLC



## 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) [User Name] Default Theme

Dashboard  
User Managed Groups  
**My Account**  
**Account Info**  
My Profile  
My Owned Mailboxes

### 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

portal.apps.deas.mil/user-account-info

Global Federated User Directory (GFUD) Velasquez-hussein, Mauricio H (Mauro) CPT USARMY MDW (USA) Default Theme

Dashboard

User Groups

My Account

Account Info

My Profile

Account Info

Display Name	Velasquez-hussein, Mauricic	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	A
Persona Title	CPT	Phone Other		Tenant Domain	@usa.army.mil
Persona User Name	mauricio.h.velasquezhussei	Phone Other		Tenant on MSFT	@usarmy.mil.onmicrosoft.

UNCLASSIFIED

10

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





# REQUESTING TO BE MIGRATED 1/5



UNCLASSIFIED

Microsoft 365 with Office apps | x +

← → ↻ [microsoft.com/en-us/microsoft-365](https://www.microsoft.com/en-us/microsoft-365)

Microsoft | Microsoft 365 Products ▾ Resources ▾ Templates

## USE THIS WEBSITE:

<https://www.microsoft.com/en-us/Microsoft-365>

### Microsoft 365

Bring out your best in school, work, and life

Find the right plan for you

Personal and family	Business
Enterprise	Education

Microsoft 365 is a suite of apps that help you stay connected and get things done

Type here to search

78°F Sunny 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 sidebar, the 'Apps' icon is highlighted with a yellow star. A red arrow points from the 'CLICK ON ARMY HUB' text box to the 'Army Hub' app card in the main content area. The 'Army Hub' card is the first one in the grid and includes a description: 'The Army Information Hub is your centralized repository for Army 365 information, training, and support.' Other app cards visible include Channel calendar, Lists, OneNote, Planner, SharePoint, and Visio. A notification banner at the bottom right 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 11:54 AM.



# 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 a navigation pane on the left. The main content area displays the "Army Hub" with several tiles. A red star and arrow point 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", "Ask Your Questions Here | Meet Bishop Bot" with a robot character, and "Champions How-Tos" with a trophy icon. A "News" section at the bottom shows "Army Leaders Playbook" and "Army 365 Stand-To". 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, task view, and several open applications.



# REQUESTING TO BE MIGRATED 5/5



SUBMIT FOR MIGRATION HERE

The screenshot shows a Microsoft Teams window with the following content:

- Header: Microsoft Teams, Search bar, and user profile.
- Left sidebar: Activity, Chat (2), Teams, Calendar, Calls, Files, Apps, Help.
- Main content area:
  - Top banner: "Please make sure you understand the typical, weekly, migration cycle cadence. An outline can be viewed [here](#)." with a "Scroll to learn more" arrow.
  - Large graphic: "BEGIN TRANSITION" with a red star and "SUBMIT FOR MIGRATION HERE" below it. A red arrow points from the external text box to this star.
  - 29-30SEP Weekly Migration Roster: Includes a calendar snippet showing dates 5, 6, 12, 13, 19, 20, 27.
  - Learn about Self-Migration Procedures: Image of stacked blocks with text "YOU CAN DO IT".
  - Where's my Teams calendar?: Image of a dog under a blanket with a Teams icon and a calendar icon.
  - PowerBI Dashboard (DEPO-2): Image of a laptop screen showing a line graph.
- Bottom bar: "View User Submission Lists"

Windows taskbar at the bottom shows: Search bar, taskbar icons, system tray with weather (78°F Sunny), date (10/5/2021), and time (12:00 PM).