

OUTLOOK WEB ACCESS (OWA) FROM A PRIVATELY OWNED COMPUTER:

(Note – Everything explained below is designed to work on US Air Force equipment. If there are any problems, the NCC does not provide any Tech Support for any equipment or software installed on any equipment outside the Kadena domain.

Please be aware that OWA requires Internet Explorer 7 or 8 to work properly. Internet Explorer 9 and above, Firefox, and Google Chrome, will not allow OWA to work properly.)

Common Access Card (CAC) required OWA access is available to users who have an unclassified email account on the base network. Members can access OWA from military or private networks as long as the following requirements are met:

- User must be have a current CAC with PIN
- Install the ActiveCard Gold software (v3.X) and drivers
- Minimum system requirements are found here:
<https://afpki.lackland.af.mil/html/terequire.asp>
- A list of where to purchase Smart Cart Readers can be found below (Note, there is no federal endorsement of these sites):
http://www.envoydata.com/shopping/display_products.php?catid=25
<http://www.cdw.com/shop/products/default.aspx?EDC=801774>
<http://www.cdw.com/shop/products/default.aspx?EDC=1044563>

(NOTE: Members using a government laptop with an internal CAC reader should not require additional software.)

To download ActivCard Gold software, follow the procedures below:

From government computer (work):

1. Download the ActiveCard Gold software and drivers from the following site
https://nosc.pacaf.af.mil/links_downloads.asp (.mil restricted) to a CD.
 - a. This is available on the Kadena SAN via this [LINK](#). Copy all files...approx 70MB.
2. Download Norton Virus Scan for home use at this [LINK](#). Load virus scanner if current scanner on system is out of date prior to continuing the following setup instructions.
3. These software items are licensed for home use for government employees.

HOME COMPUTER:

To install card reader:

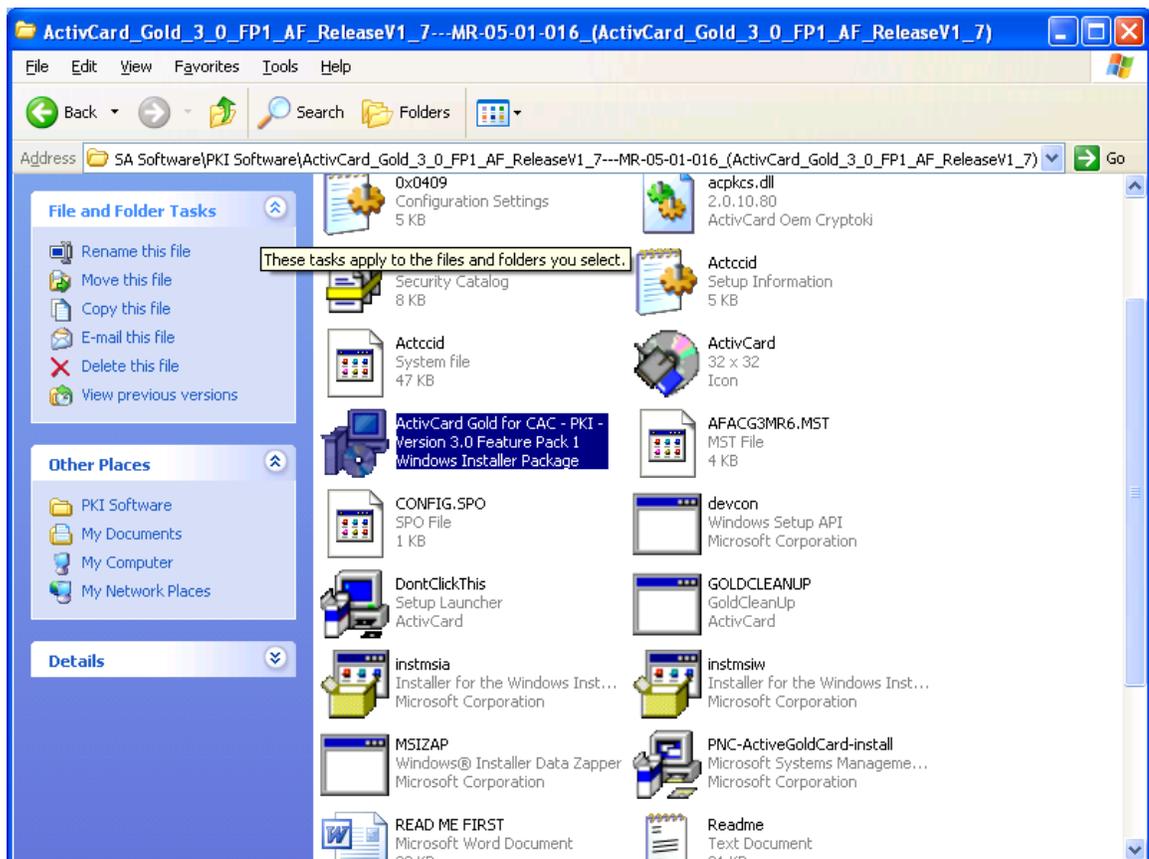
1. **Install card reader** on home machine
 - A. Plug in USB cable to computer

- i. Common drivers for CAC readers are SCR 331 and SCR 531 and can be located on the SAN via this [LINK](#).

B. Follow instructions on software to finish loading Card Reader drivers

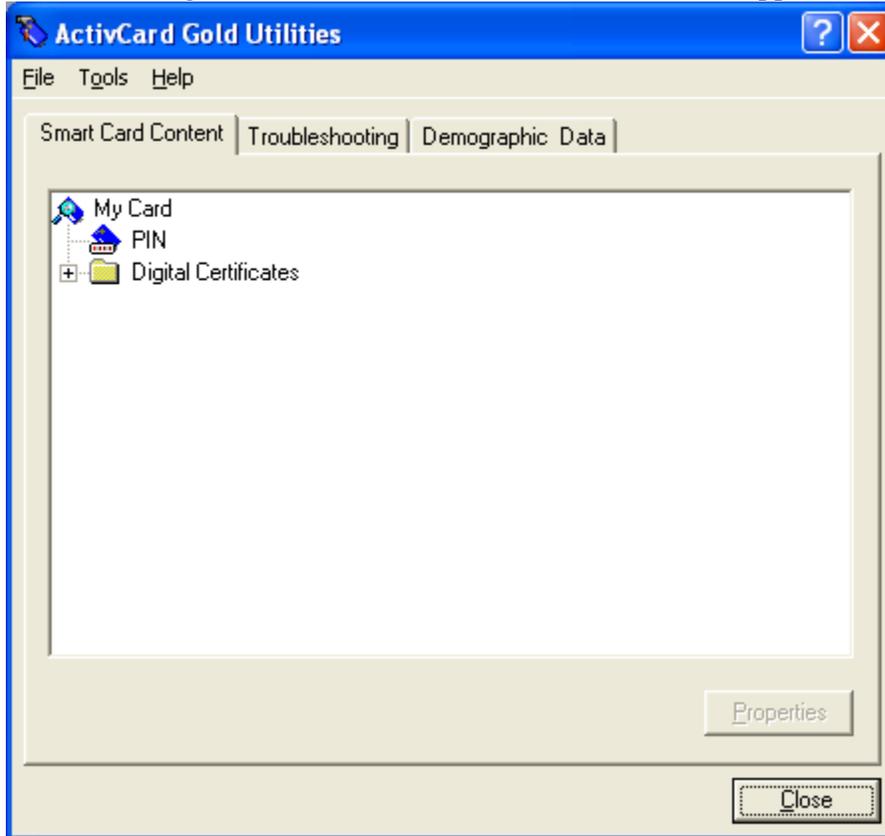
To install ActiveCard Gold on home machine:

1. Insert CD into home computer
2. Double click drive.
3. Double click **Active_Gold_3_0 FP1_AF...** Folder
4. Double click **ActivCard Gold for CAC-PKI version 3.0 Feature Pack 1 Windows Installer Package**
(This will install ActiveCard Gold software on your machine)

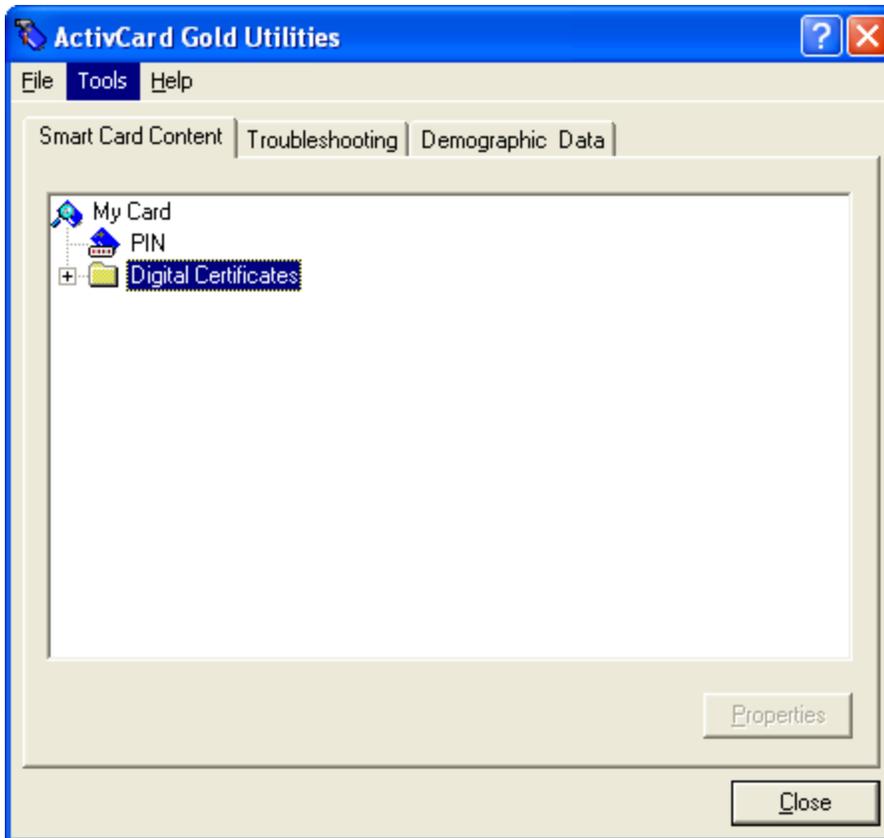


5. Once installation is complete, **reboot your system.**
6. Insert CAC into the card reader.
7. Locate the **ActiveCard Gold** icon located on the right side of the taskbar.
8. **Double click on icon to access smart card information.**

9. A dialog box called **ActivCard Gold Utilities** will appear.



11. On the **ActivCard Gold Utilities** menu bar select **Tools** and then the **Register Certificates** option.



13. A confirmation dialog box up will appear. Select **Yes** to continue.



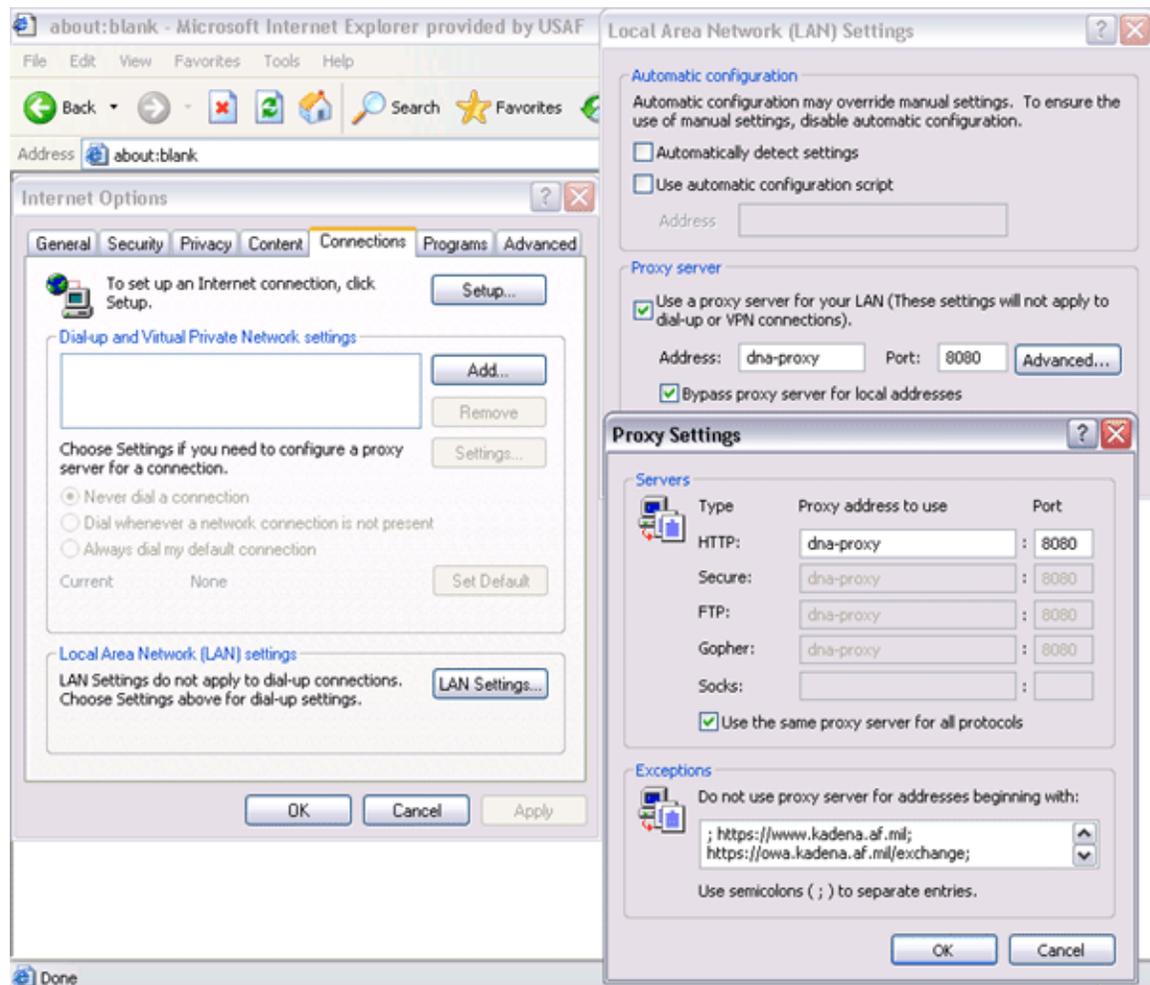
14. Once certificates are registered another dialog box will appear confirming that certificates from your CAC were successfully installed.

- Internet Explorer 7 users may receive a certificate error, avoid this by downloading the following DOD certificate file located at this [LINK](#)

15. Now you are ready to access web mail at <https://kadena.mail.us.af.mil/owa/>

- **To access an ORG box through OWA add a “/” and the email address to the URL.**
- **(ex. <https://owa.kadena.af.mil/exchange/user.name@kadena.af.mil>)**
 - Note: If accessing OWA within the Kadena domain the URL must be added into the proxy server exception list.
 1. Open Internet Explorer

2. Click the Tools tab
3. Click Internet Options
4. Click Connections tab
5. Click LAN Settings tab
6. Choose the Advanced tab
7. In the exceptions field add a “;” followed by <https://kadena.mail.us.af.mil/owa/> . Click OK.



16. Highlight **email certificate**
17. Click OK
18. Type in pin number
19. Enjoy working from home