

Getting started

OWA enables you to check your NMCI e-mail from any computer that is not connected to the NMCI network. To get started, you must have a PKI (Public Key Infrastructure) certificate and Personal Security Password. Before using OWA to access your NMCI email, please review the Department of Navy policy.

<http://www.nmci.navy.mil/Primary_Areas/Policy/Index.htm>

Note: Although other browsers will work, certain OWA features and functions are available only with Internet Explorer 5.0 or later. Using the recommended browser enables you to properly perform all desired tasks.

1. Double click the **Internet Explorer** icon.
2. Select **Tools**. Then select **Internet Options**.
3. Click the **Content** tab.
4. Click the **Certificates** button. The Certificates window displays.
5. Click the **Import** button. The Certificate Import Wizard is activated. At this point, you should make sure that your 3½-inch floppy disk with your PKI certificate is loaded in your computer.
6. Click **Next**.
7. Click the **Browse** button to locate the file on your 3½-inch floppy disk. Your PKI certificate should be the only file on this disk. Highlight the file and click **Open**, or type the file name of your PKI certificate and click **Open**.
8. Click **Next**.
9. Enter your Personal Security Password. This is the password you created when you downloaded your certificate onto your floppy disk.
10. Click the first box to ensure there is a check beside "Enable strong private key protection." You will be prompted every time an application uses the private key if you enable this option.
11. Click **Next**.
12. By default, the wizard will select the radio button next to "Automatically select the certificate store based on the type of certificate." Keep this default.
13. Click **Next**. The next window displays the settings you have specified for your certificate.
14. Click the **Finish** button. The "Importing a new private exchange key!" window appears.
15. Click the **Set Security Level** button. Then click the **High** radio button.
16. Click **Next**. The next window displays, prompting you to provide a user name and password to store and protect the certificate in Internet Explorer.
17. Enter your name (e.g., Jack Smith) in the User Name field and create your password. You can use a new or previous password.
18. Click **Finish**.
19. Click **OK**. When you receive the message, "The import was successful," you will see your certificate information in the Certificates window. You have successfully imported your PKI certificate into your Internet browser.
20. Click the **Close** button then the **Cancel** button to exit the Internet Options menu.



Logging into OWA

1. Double click the **Internet Explorer** icon on your desktop. Internet Explorer launches and displays your default home page.
2. Click the **Address** field of the browser.
3. Delete the address in the Address field.
4. Enter the appropriate address in the Address field **EXACTLY** as it appears below:
Navy Users <https://webmail.nmci.navy.mil>
Marine Users <https://webmail.nmci.usmc.mil>
5. Click the **Go** button or press the **Enter** key on your keyboard. Once the site is reached, the Enter Network Password dialog box displays.
6. Click the **User Name** field. Enter your domain (**nadsusea**, **nadsuswe**, **mcdsus**, **mcdsjs**), followed by a backslash and your NMCI User Name. For example,
Jack Smith's User Name is jack.smith and his domain is **nadsusea**. Therefore, Jack must enter the following in the User Name field: **nadsusea\jack.smith**. If you do not know your domain name, see the NMCI New User Information insert in the Getting Started packet, or call the NMCI Help Desk (**1-866-THE-NMCI**) for assistance.
7. Click the **Password** field and type your NMCI password.

Important: Do not click the "Save this password in your password list" checkbox. This checkbox should be left unchecked to keep other users from accessing your mailbox.

8. Click the **OK** button.
9. Wait while you are connected to the mail server. Once connected, the main OWA window displays.

Using OWA

While connected through OWA, you can access your e-mail, calendar, and contacts in Microsoft Outlook. Follow the same steps you use in Outlook to receive, create, reply to, forward, and delete e-mail messages.

Logging out of OWA

1. Select **File** from the Internet Explorer menu bar. The File menu appears.
2. Select **Close**. The Outlook Web Access window closes.

Important: If you have more than one Internet Explorer window open, you must close all of the Internet Explorer windows to securely log out of OWA.



**For further assistance, call the NMCI Help Desk at 1-866-THE-NMCI.
Visit: <http://homeport> or www.eds.com/nmci**

Copyright © 2003 Electronic Data Systems Corporation. All rights reserved.