Off-Site Connectivity

Outlook Web Application (OWA) CONNECTION

Outlook Web Access (OWA) is recommended as the primary option for users accessing cloud services at off-site locations. OWA can be used to access AFNET e-mail, OneDrive and Microsoft Teams. It also offers the ability to create, save and share documents in MS Word, Excel, PowerPoint and SharePoint.

OWA Connectivity Requirements: AFNet account, CAC reader, personal or government computer.

Internal to AFNet:
> Open browser (Edge/Chrome), go to site: https//webmail.apps.mil/
> Select the <u>email certificate</u> to access your email via the internet

External to AFNet:
> Open browser (Edge/Chrome), go to site:
> https//owa.us.af.mil/
> Select the <u>email certificate</u> to access your email via the internet

Notes: 1) S/MIME software is required to open encrypted email in OWA for both home and work computers. This was previously pushed to AFNet devices for Edge/Chrome, and requires manual installation for personal devices. Of note, there is not an S/MIME solution for Chrome home use. 2) For additional information see SMIME Instructions in resources section below, NOTAM 2019-255-001 and MTO 2019-350-001.

Further guidance on installing S/MIME can be found in S MIME Setup Guide.

EURAM USAF VPN

EURAM VPN (new): New EURAM VPN capability deployed to AFNet laptops and laptop-like devices on 11 Mar 20. If systems have not had recent software updates the app may not be available.

VPN allows users to access all services provided by OWA and any documents located in shared/personal folders stored on the base servers. It cannot provide access to items on users government computer hard drives.

VPN Requirements: Government issued NIPRNet PC which has previously accessed AFNET by the user desiring VPN access.
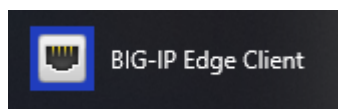
USAF VPN Instructions

1. Log onto your computer as normal, with CAC authentication.
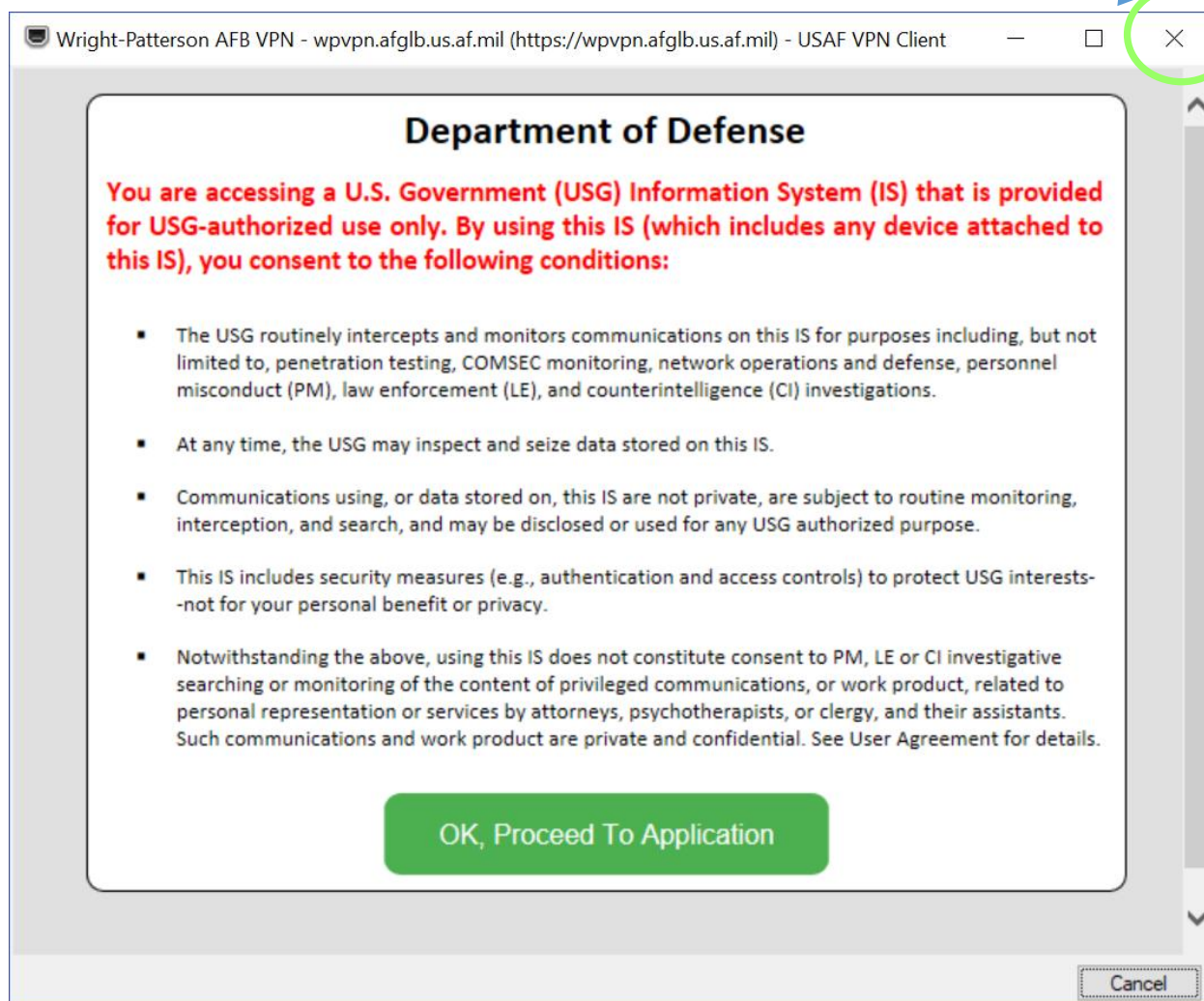2. Left click on Internet Connection in bottom right corner of screen.
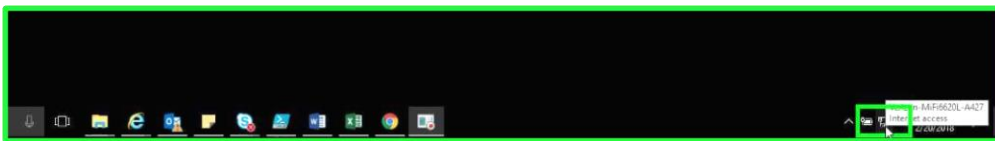
3. Connect to your choice of Wifi
4. Double click on USAF VPN or BIG-IP Edge client located on desktop
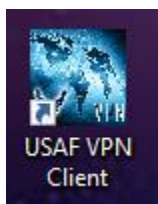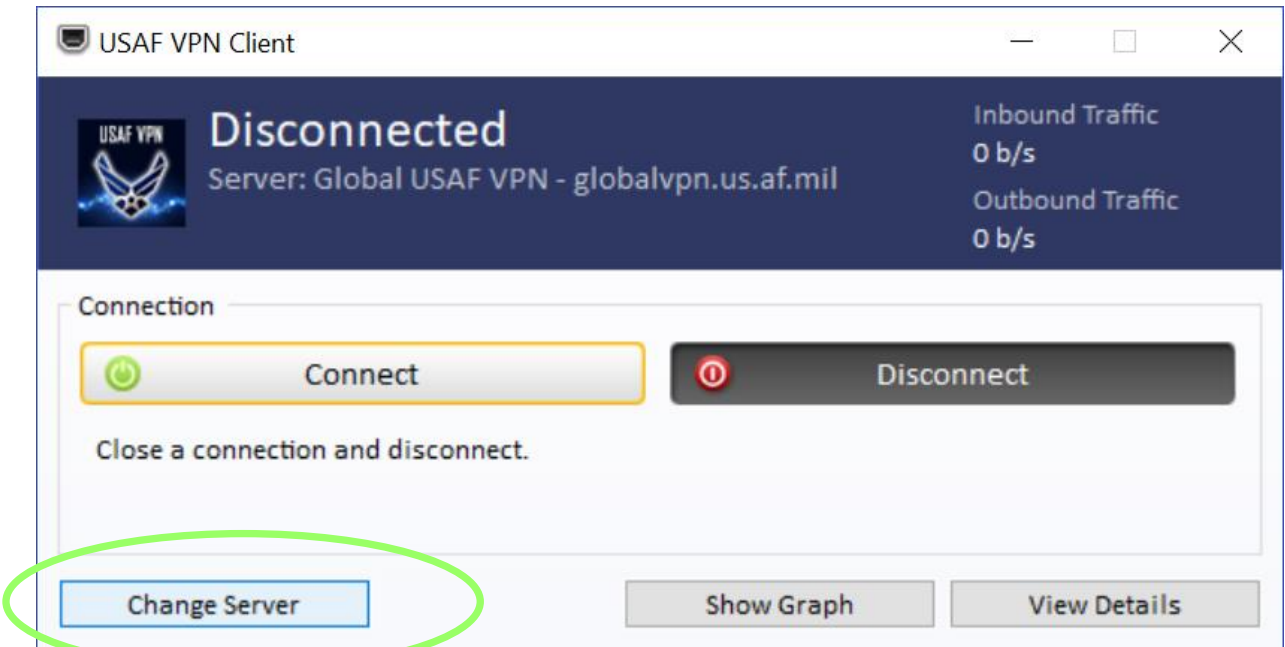
 OR

5. The below screen will appear. For FIRST TIME use of USAF VPN , close this window as you must select a server to connect to prior to authentication.

Wright-Patterson AFB VPN - wpvpn.afglb.us.af.mil (https://wpvpn.afglb.us.af.mil) - USAF VPN Client

Department of Defense

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

- At any time, the USG may inspect and seize data stored on this IS.

- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
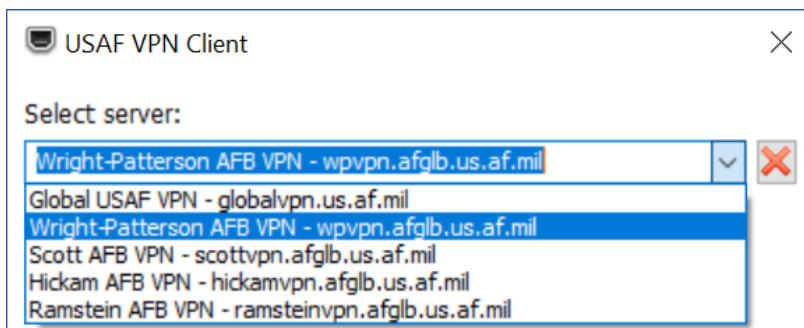
OK, Proceed To Application

Cancel

6. This window will be behind the window you just closed. Select Change Server.
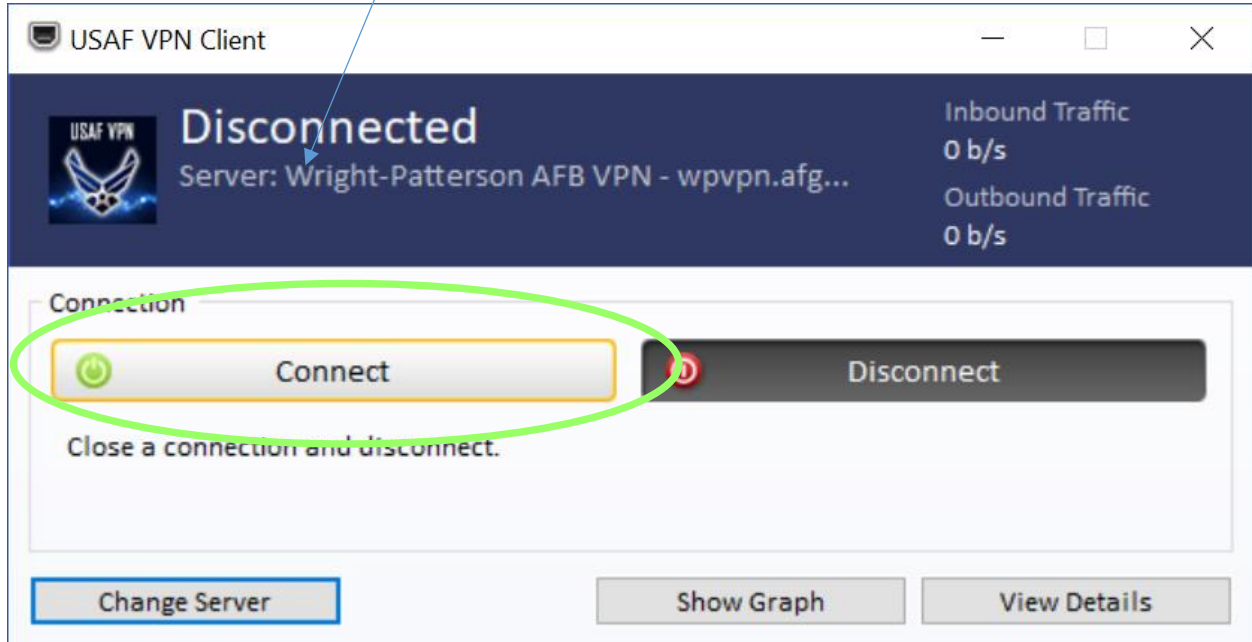

7. Click on the drop down arrow
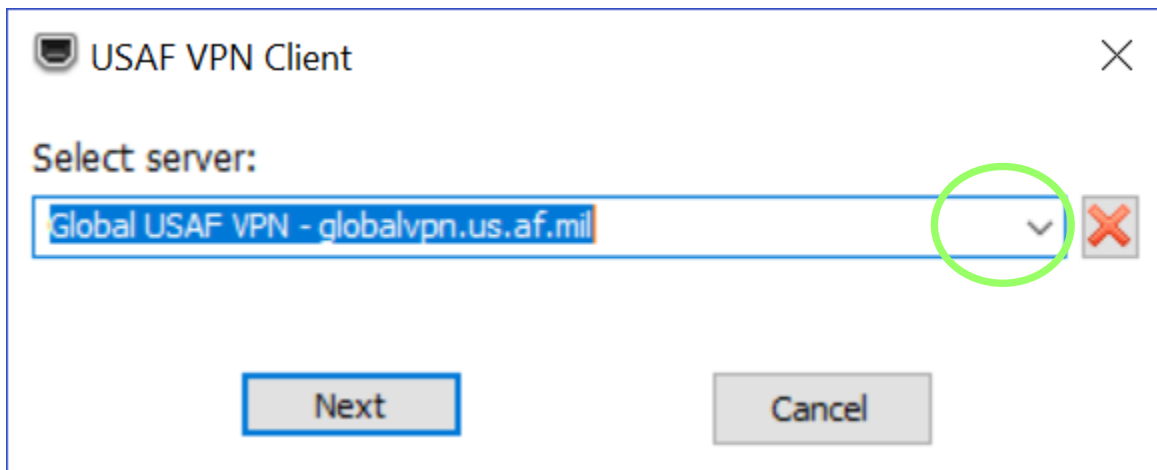
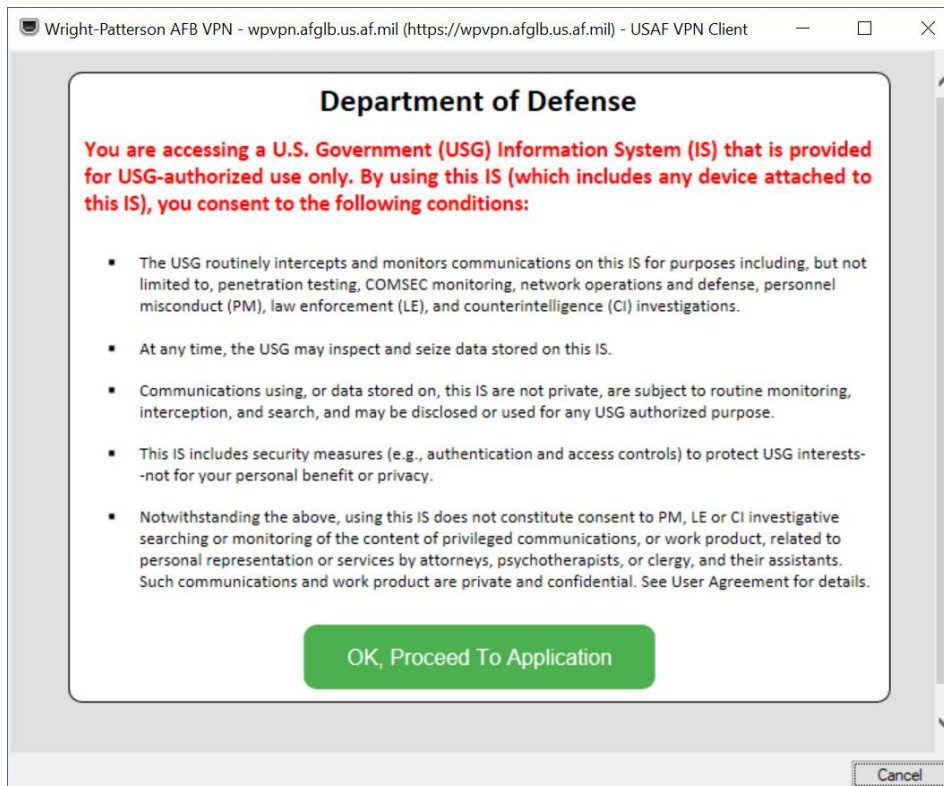8. Select one of the hosting sites, you may select any of them

9. Click ok, you will be returned to the client screen and the server should have changed to your selection
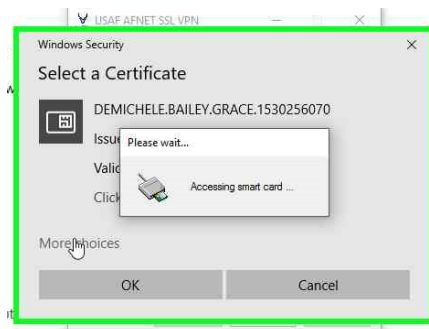
10. Click connect

11. This screen will appear again. Select, OK, Proceed To Application
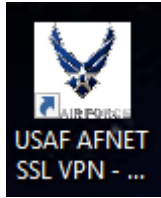
12. Click more choices

13. You will be prompted to select a certificate. Select your Authentication Certificate.

# LEGACY VPN CONNECTION

USAF AFNET
SSL VPN - ...

VPN allows users to access all services provided by OWA and any documents located in shared/personal folders stored on the base servers. It cannot provide access to items on users government computer hard drives.

VPN has limited bandwidth capabilities so users are encouraged to utilize OWA as much as possible.
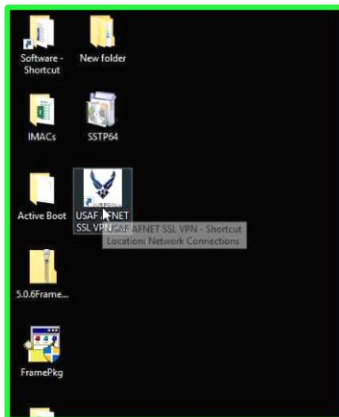
VPN Requirements: Government issued NIPRNet PC which has previously accessed AFNET by the user desiring VPN access.
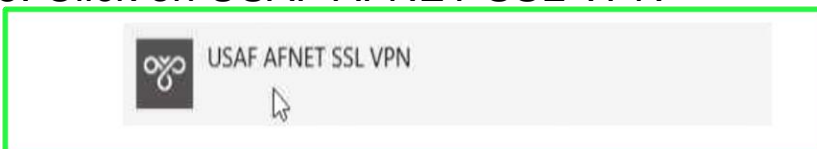
VPN Instructions

1. Log onto your computer as normal, with CAC authentication.
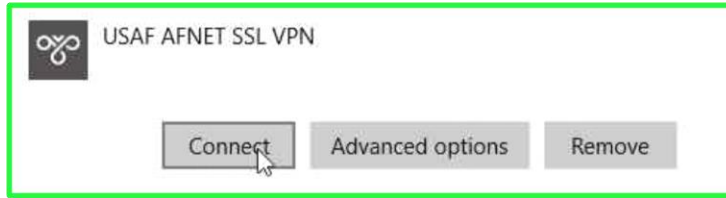2. Left click on Internet Connection in bottom right corner of screen.
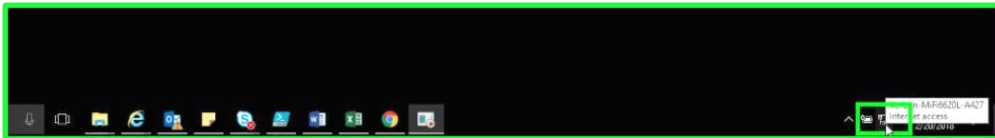
3. Connect to your choice of Wifi
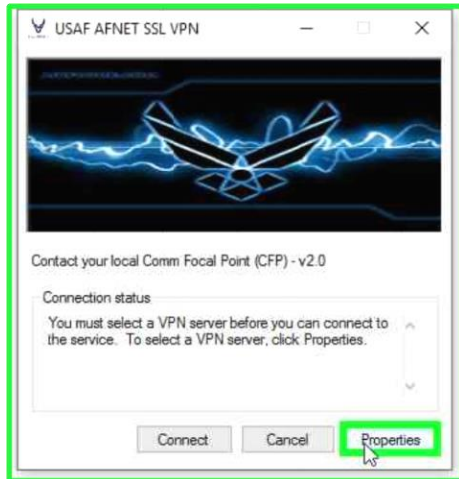4. Double click on USAF AFNET SSL VPN shortcut located on desktop
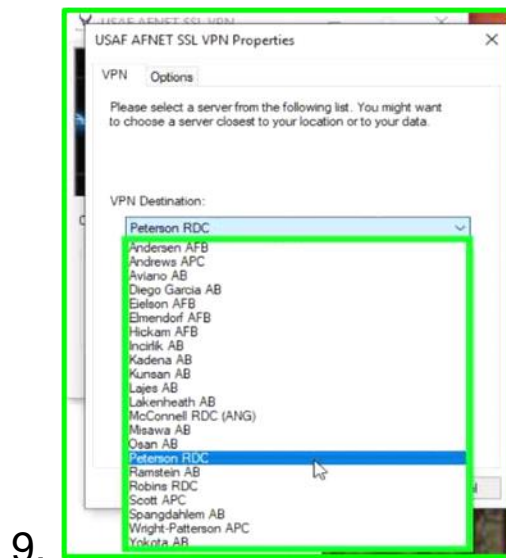

5. Click on USAF AFNET SSL VPN

6. Click on Connect

USAF AFNET SSL VPN

Connect | Advanced options | Remove

7. Click on Properties.

USAF AFNET SSL VPN

Contact your local Comm Focal Point (CFP) - v2.0

Connection status

You must select a VPN server before you can connect to the service. To select a VPN server, click Properties.
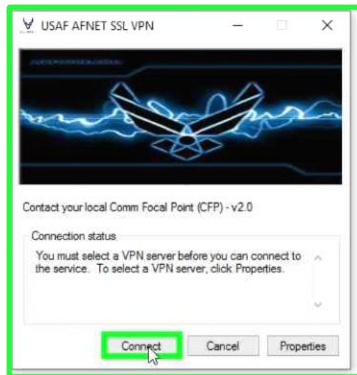
Connect | Cancel | Properties

8. Click on drop down box, and select your choice of VPN server. Select Peterson, you may also use Andersen, Scott, or Wright-Patterson but if you do so you will not have access to any of your shared folder or personal drives. If one server isn't working properly, exit out of VPN, and try a different one. Click OK when a server is selected.

USAF AFNET SSL VPN Properties

VPN | Options

Please select a server from the following list. You might want to choose a server closest to your location or to your data.

VPN Destination:

Peterson RDC

Andersen AFB
Andrews APC
Aviano AB
Diego Garcia AB
Eielson AFB
Elmendorf AFB
Hickam AFB
Incirlik AB
Kadena AB
Kunsan AB
Lajes AB
Lakenheath AB
McConnell RDC (ANG)
Misawa AB
Osan AB
Peterson RDC
Ramstein AB
Robins RDC
Scott APC
Spangdahlem AB
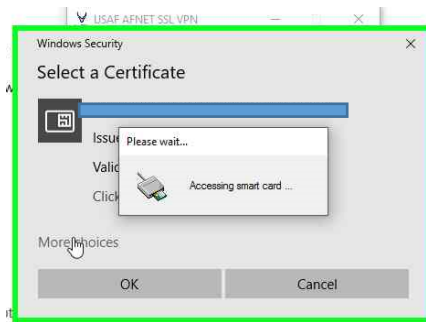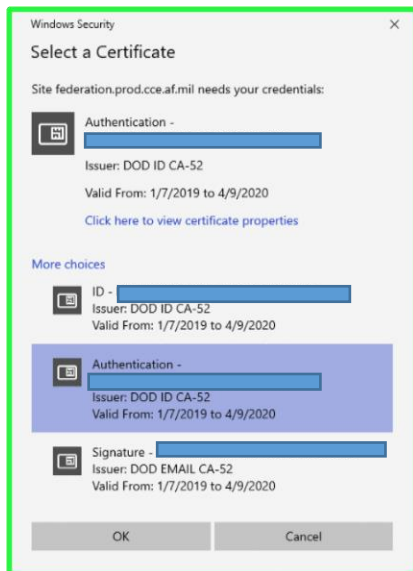Wright-Patterson APC
Yokota AB

9.

10. Click Connect.

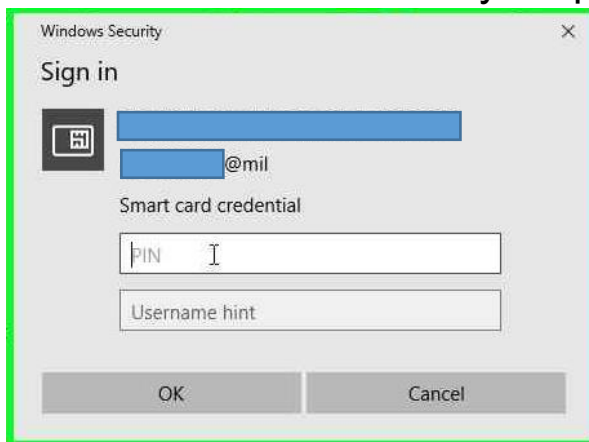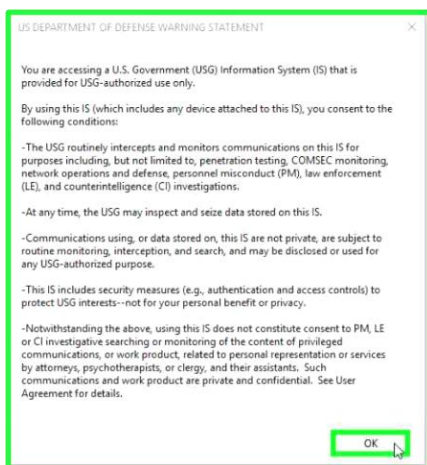
11. Click More Choices

12. You will be prompted to select a certificate. Select your 16 digit Authentication Certificate.

13. Select "OK" and enter your pin.

14. Wait for everything to load. You know your VPN is successful when you get this warning statement

Tips & Troubleshooting Steps

Please keep in mind, unless you require access to share drives, we highly recommend you do not utilize VPN. This will slow your connection down.

1. Home Network Cyber Hygiene Considerations
   - Ensure your home computer has up-to-date security software, (i.e. virus protection and firewalls). For the majority of users a base line security can be set using Windows Defender. Users should ensure Windows Defender is active under their security settings, to include automatic updates to virus protection and that the firewall service is turned on.
     - If you are teleworking on a government laptop, then these settings will be automatically managed by policy.
   - Do not use civilian/commercial email addresses for transmitting work documents
     - On personal computers users should utilize DOD Provided Outlook Web Access, or if on a government laptop utilize the VPN client and Microsoft Office
   - Only utilize DOD provided online storage solutions
     - USSPACECOM NIPR Portal
     - VPN access to shared drives
   - More in depth and advanced tips can be located at the following link:
     - https://www.us-cert.gov/ncas/tips/ST15-002
2. Make sure you have connectivity to your hotel wifi (or whatever commercial internet/wifi source you are using) before attempting to connect via VPN. Try reaching www.google.com
3. The outlook desktop client, sharepoint sites, and some .mil sites require you to be VPN connected. Outlook Web App, Air Force portal, and some .mil sites can be accessed via commercial internet. (ex: vMPF can be accessed without VPN.)
4. You must connect via the Peterson server in order to access Peterson shared drives. To connect to Peterson shared drives, you

must connect via IP address and not server name. Verify your folder path you would like to access via VPN.

- Current office mapping: Tdka-fs-nas-01p\CupidGroups\21CS-SCO
- VPN mapping: 137.11.101.100\CupidGroups\21CS-SCO
- Peterson Servers and IP addresses:
  - Tdka-fs-nas-01p = 137.11.101.100
  - Tdka-fs-nas-02p = 137.11.101.200

5. Ensure you are picking the correct certificate when connected via VPN as referenced above.
6. In order to open encrypted emails, you must have S/MIME installed on your computer.
   - Use https://webmail.apps.mil/ when you are utilizing VPN at home.
   - Use https://owa.us.af.mil when you are external to AFNET and not on VPN (i.e. home/personal computer)
   - To get encrypted email working open the respective link, click the gear icon in the top right corner of the window (the one next to the bell icon and the "?" icon. Click on "options", then on the S/MIME tab on the left hand side.
   - Next, in that tab where it states "To use S/MIME, you need to install the S/MIME control, to install that control, click here" Once the application is installed then you will be able to open encrypted email on webmail.
   - If you are having authentication errors with the VPN client, call your Unit Cybersecurity Liaison (CL). They can provide immediate troubleshooting assistance.