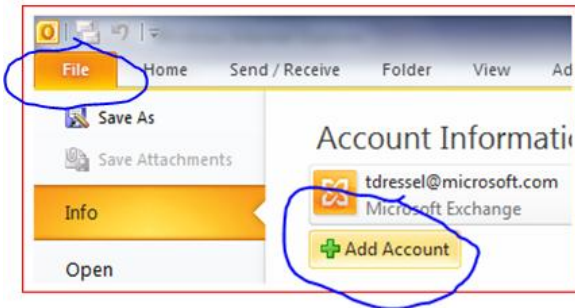


Setup 1 of 2: AKO Email Setup on Outlook 2010

1. Open Outlook 2010, select **File** and then **+Add Account**



2. On the Add New Account, select **Manually configure server settings or additional server types**, Select Next
3. Select **Internet E-mail**, select Next
4. Make the settings similar to the screen shot below:
 - a. Your Name: Ted Dressel
 - b. Email Address: ted.dressel@us.army.mil
 - c. Account Type: *IMAP*
 - d. Incoming Mail: *imap.us.army.mil*
 - e. Outgoing Mail: *mailrouter.us.army.mil*

A screenshot of the 'Add New Account' dialog box in Outlook 2010. The dialog is titled 'Add New Account' and has a close button (X) in the top right corner. The main section is 'Internet E-mail Settings' with a sub-header 'Each of these settings are required to get your e-mail account working.' and a help icon. The settings are organized into four sections: 'User Information' (Your Name: Ted Dressel, E-mail Address: ted.dressel@us.army.mil), 'Server Information' (Account Type: IMAP, Incoming mail server: imap.us.army.mil, Outgoing mail server (SMTP): mailrouter.us.army.mil), 'Logon Information' (User Name: ted.dressel, Password: [masked], Remember password checked), and 'Test Account Settings' (Test Account Settings button, Test Account Settings by clicking the Next button checked). There are 'More Settings...', '< Back', 'Next >', and 'Cancel' buttons at the bottom.

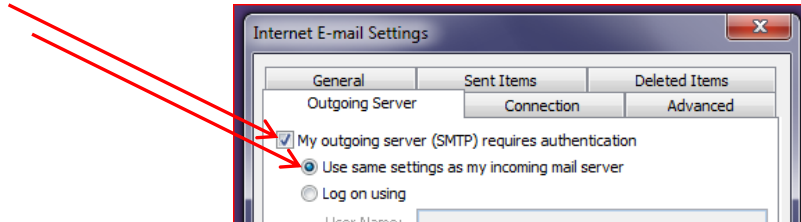
Notes on how to add AKO Email & AKO Directory (i.e. Address Book) to Outlook 2010

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5. Click **More Settings**

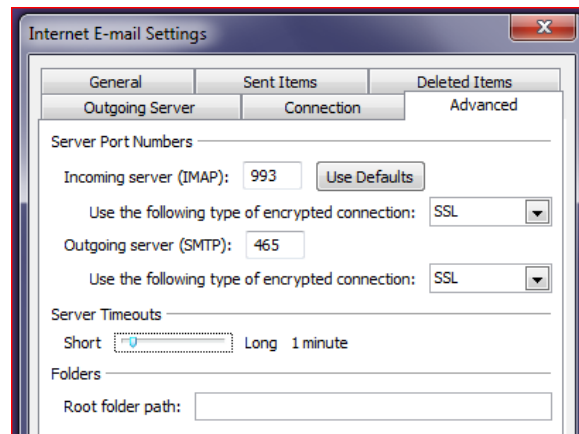
a. **Outgoing Server Tab**

- i. Check the box next to “My outgoing server (SMTP) requires authentication”.
- ii. Select “Use same settings as my incoming mail server”.



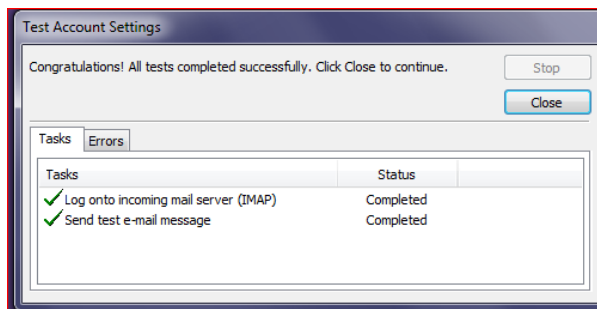
b. **Advanced Tab**

- i. Select **SSL** for both fields labeled “Use the following type of encrypted connection”
- ii. Enter **993** for the “Incoming Server (IMAP):”.
- iii. Enter **465** for the “Outgoing Server (SMTP):”.



- c. Click the ‘OK’ button to save your settings.

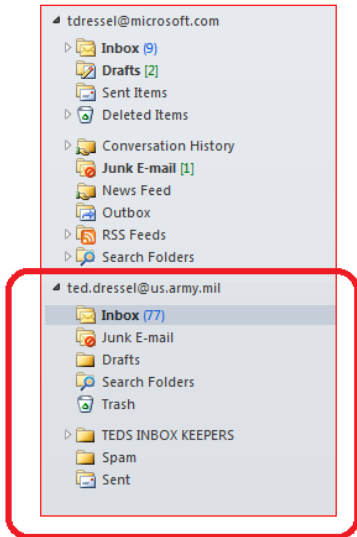
6. Click ‘Next’. A test of the network settings and passwords should occur. If all goes well, you should have results similar to the following:



7. Click ‘Finish’.

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At this point, a new entry on Outlook should appear and a population of emails should commence.



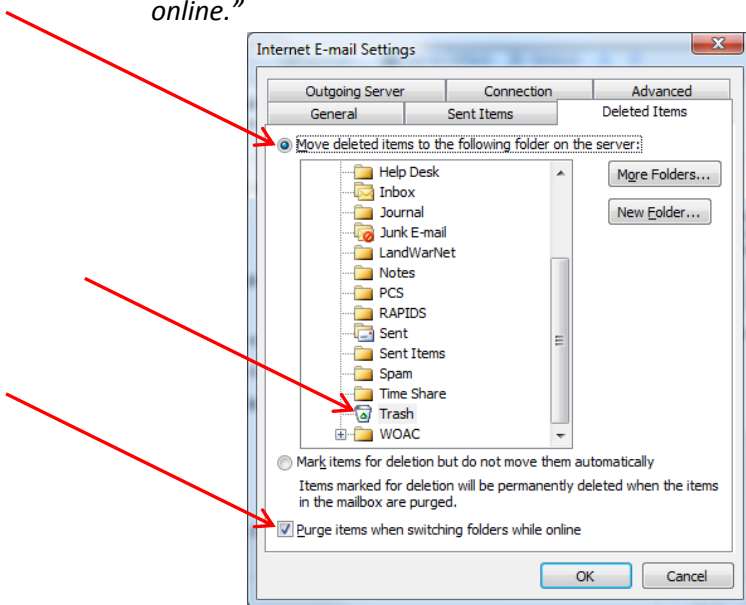
It may take a little while for all of your email to show up.

It is recommended that you restart Outlook now. Once restarted, Click on File, Account Settings, Account Settings... and select the AKO account you just set up, and then Change...

1. Click **More Settings**

a. **Deleted Items Tab**

- i. Select the circle next to: *“Move deleted items to the following folder on the server:”*
- ii. Select *“Trash”*
- iii. Place a check in the box marked: *“Purge items when switching folders while online.”*

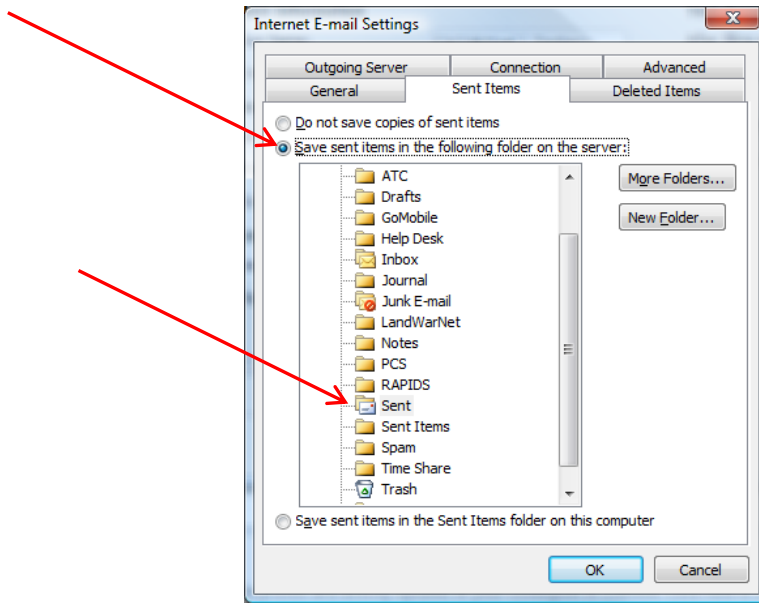


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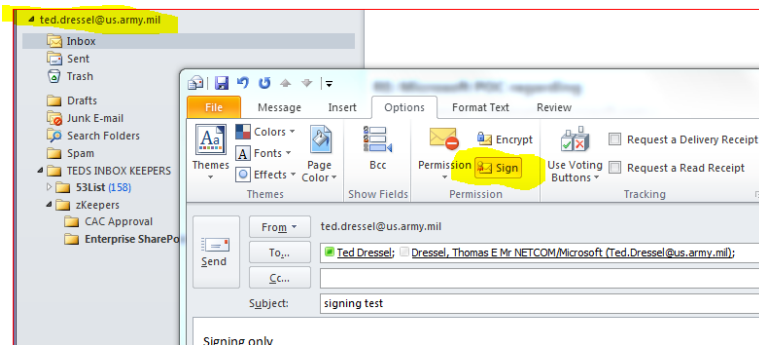
b. Sent Items Tab

- i. Select the circle next to: *“Save sent items in the following folder on the server:”* and select: **Sent**



Lastly, ensure that signing and encrypting of email is working. Using the AKO mail box, do the following:

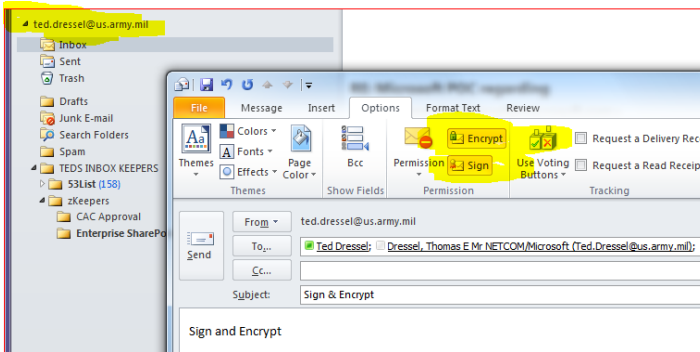
1. Create a new email from the Army email account – Signing only



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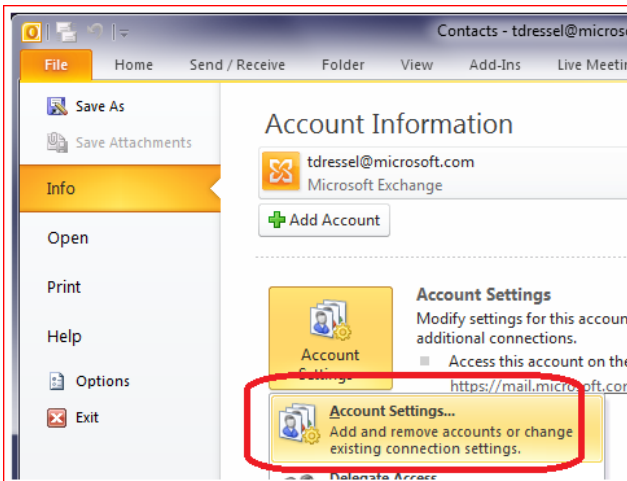
2. Create a new email from the Army email account – Sign and Encrypt it



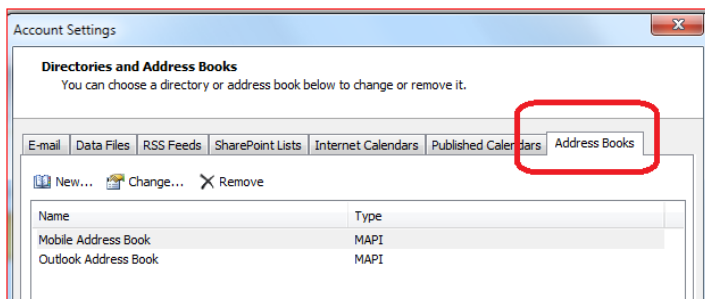
Setup 2 of 2: AKO Contacts (GAL – Global Access List) aka: White pages

To access the AKO directory from Outlook 2010 you have to have an AKO account.

1. Start Outlook 2010
2. File | Account Settings | Account Settings...



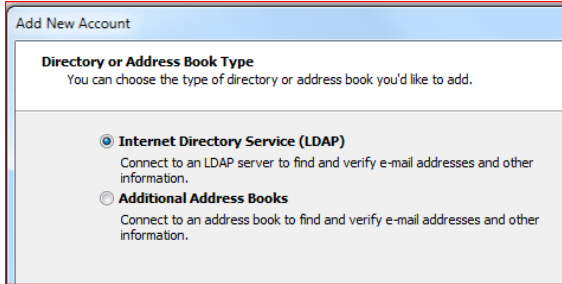
3. Select Address Books tab



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4. Select New, then Internet Directory (LDAP)



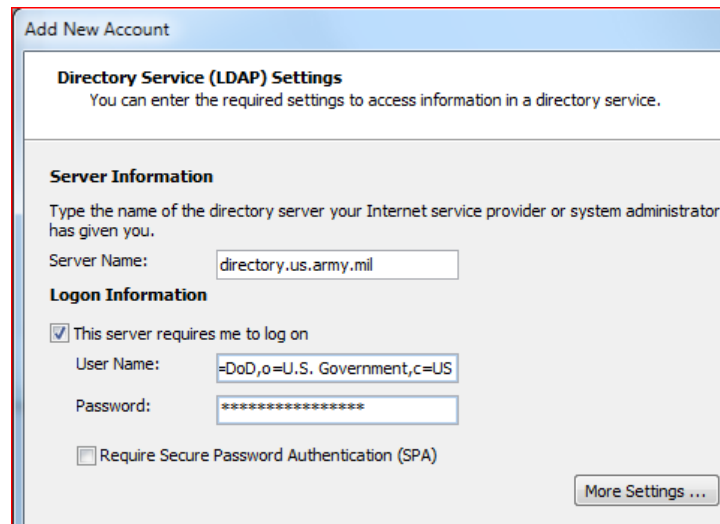
Add New Account

Directory or Address Book Type
You can choose the type of directory or address book you'd like to add.

- Internet Directory Service (LDAP)**
Connect to an LDAP server to find and verify e-mail addresses and other information.
- Additional Address Books**
Connect to an address book to find and verify e-mail addresses and other information.

5. Select New, then Internet Directory (LDAP):

- a. Server Name: **directory.us.army.mil**
- b. Check "This server requires me to log on"
- c. User Name:
 - i. FORMAT: `cn=AKO USERNAME,ou=people,ou=Army,ou=DoD,o=U.S. Government,c=US`
 - ii. Example: `cn=ted.dressel,ou=people,ou=Army,ou=DoD,o=U.S. Government,c=US`
 - iii. Enter the AKO password for the account



Add New Account

Directory Service (LDAP) Settings
You can enter the required settings to access information in a directory service.

Server Information
Type the name of the directory server your Internet service provider or system administrator has given you.

Server Name:

Logon Information

This server requires me to log on

User Name:

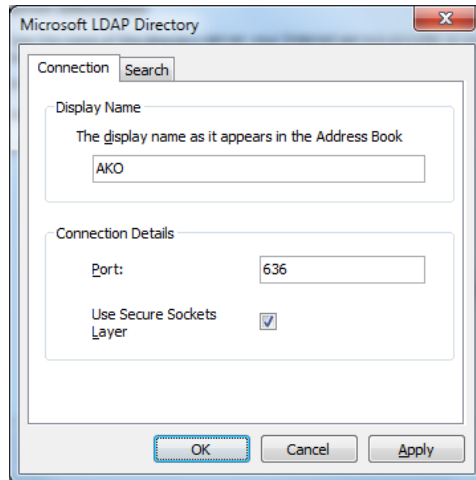
Password:

Require Secure Password Authentication (SPA)

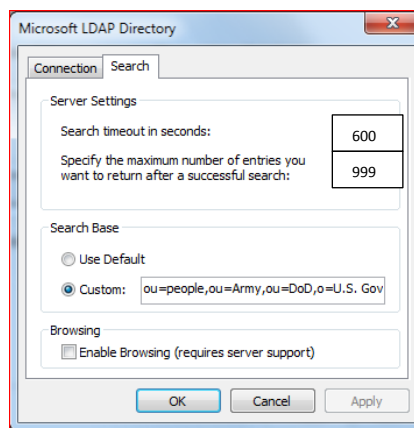
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- d. Select More Settings:
 - i. Select the Connection Tab:
 1. Display Name: AKO
 2. Port: **636**
 3. Check "Use Secure Sockets Layer"



- ii. Select the Search Tab:
 1. Change the *Search timeout in seconds*: to **600** and *Specify the maximum number of entries you want to return after a successful search*: to **999**
 2. Click the "Custom" radio button and enter the following:
 - a. `ou=people,ou=Army,ou=DoD,o=U.S. Government,c=US`



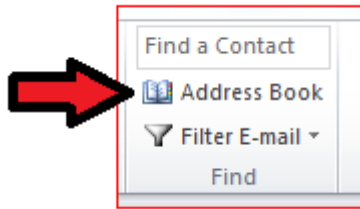
- a. Click OK, Next, Finish

6. Close Outlook 2010 and restart:
7. Start Outlook 2010

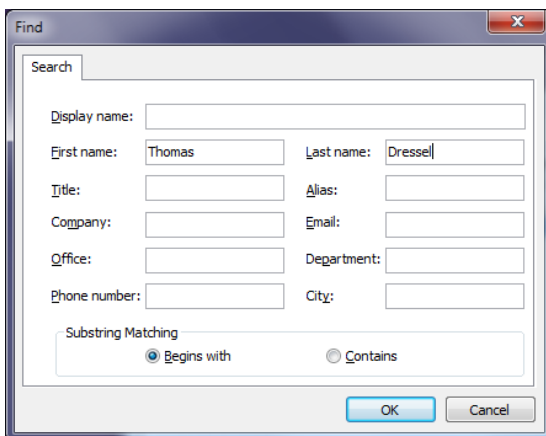
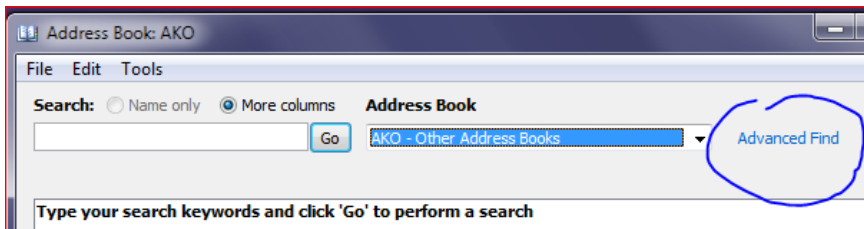
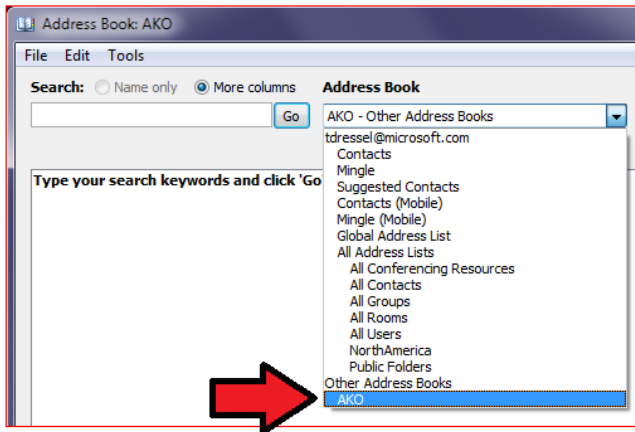
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8. Select Address Book off the Home (main) ribbon:



9. Select AKO from the address book list



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