

USER GUIDE
ACCESSING WEBMAIL AND TEAMS
FROM YOUR HOME PC



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1. PURPOSE OF THIS DOCUMENT

This document is to help users get WebMail and use TEAMS from their personal home computer. This is not to be confused with TELEWORKING. You will only be able to get Webmail and use TEAMS from your home PC. This document does not cover the use of any personal Internet Service Provider and therefore assumes that the user knows how to perform the login process for their selected Internet Service Provider.

**** IMPORTANT NOTES ****

- ***Only DRMS Government owned workstations will be allowed to log on to the network to Telework.***

1.1 Checkup before going any further:

NOTE: Make sure you have an Internet Browser that supports 128-bit encryption.

1.1.1 If you are using Microsoft's Internet Explorer do the following:

- i. Open Internet Explorer.
- ii. At the top Command Menu Bar you will see FILE, EDIT and so forth. Click on HELP.
- iii. Cursor down to ABOUT INTERNET EXPLORER.
- iv. In the middle of this dialog box, locate the version and write it down.
- v. Next locate CIPHER STRENGTH. It should say **128-bit**.
- vi. If it is not go to the following Microsoft site and update with the right one for your version.

<http://www.microsoft.com/windows/ie/downloads/recommended/128bit/default.asp>

1.1.2 If you are using Netscape do the following:

- i. In Navigator or Communicator, go to the Help menu and select About Navigator (or Communicator).
- ii. Look for the section that reads "Contains encryption software from RSA Data Security, Inc".
- iii. If the next paragraph says "This version supports U.S. security," that means you have 128-bit security. If it says you have International security, that means you have 40-bit security.
- iv. If you have a version that is below 4.73, you will need to download an update from the following location:

http://wp.netscape.com/download/archive/client_archive47x.html

EXIT ALL APPLICATIONS and then select the right download for your Netscape version.

DONE

1.2 Working with TEAMS

- a. Log onto your ISP (Internet Service Provider) as you normally would.
- b. At the top of your Internet Browser to the right of ADDRESS box type in <http://teams.drms.dla.mil/>.
- c. Press the ENTER key.
- d. Click on the CLICK HERE TO ENTER.
- e. Click on the OK button.
- f. Type your Network ID and Password.
- g. Click on the OK button.

Continue as Normal

DONE

1.3 Getting started on Web Mail

- a. Log onto your ISP as you normally would.
- b. At the top of your Internet Browser to the right of ADDRESS box type in <http://webmail.drms.dla.mil/>.
- c. Press the ENTER key.
- d. Click on your Location
- e. Click on the STATE of your home base (Michigan).
- f. At the bottom of the next screen, Click on CLICK HERE TO ENTER.
- g. Click on the OK button.
- h. In the WHITE BOX to the left of LOG ON, type in your NETWORK ID.
- i. Press the ENTER key.
- j. Another log in dialog box will appear. Enter your NETWORK ID and PASSWORD.
- k. Click on the OK button and begin working.

DONE

1.4 Some Helpful FAQ's

Q: Will I be able to work as fast from home as at the office?

- **A:** There are several obstacles that could occur. For one, the phone line that you are using to connect to the network could have a high level of noise, which could cause slower speeds.

Q: Will I be able to get stuff from my PERSONAL folder?

- **A: Not without some work at the OFFICE FIRST.** Before you head out to Telework, you need to copy any PERSONAL folder emails that you will need out to OUTLOOK TODAY or your INBOX.
 - **IMPORTANT NOTE:**
 - **DO NOT copy all your PERSONAL folders here. ONLY COPY WHAT YOU NEED TO WORK ON. Please contact the Help Desk if you need assistance.**

Q: Can I use my own workstation to dial into the DRMS network?

- **A: No. DLA has mandated that NON-GOVERNMENT workstations will not log into the network**

As always, please feel free to contact the Help Desk at 4999 prior to leaving the office for any assistance you may need to prepare for Teleworking/working from home.