

82 CS Communications Focal Point

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CFP 676-4357

Sheppard AFB Migration Advisory

(M-30 day)

The Cloud Hosted Enterprise Services (CHES) migration team will begin moving your e-mail to the Office 365 Cloud on 30 Jul 2018. Please refer to the [CHES Migration SharePoint Site](#) for the most current updates, information, and migration-related eAdvisories.

WHAT SHOULD I DO BEFORE AND AFTER MIGRATION?

- Before: Look for a **CFP**-generated e-mail outlining schedule changes and/or specific user instructions/actions
- Before: If currently a mobile user, become familiar with mobile self-provisioning steps (see below)
- Before: Evaluate user security groups, remove/scrub unnecessary groups to prevent migration issues
- Before: Clean-up deleted email folder and Outlook rules (i.e. auto move emails to a folder or .pst)
- After: Familiarize yourself with the End-User Migration Guide located [here](#). It is important to follow these instructions!

WHAT WILL BE DIFFERENT?

- 100 GB e-mail inbox
- 100 GB online storage (think online PST)
 - Offline PSTs do not go away
 - This feature coming soon!
- New VPN icon on your desktop
 - White vs. blue background which reads "USAF AFNET SSL VPN"
- NOTE: VPN required to access email in Outlook when not on base network
- New OWA web address
 - On base network URL: <https://webmail.apps.mil>
 - Off base network URL: <https://cp.mail.us.af.mil/owa>
- Distribution List Management through Directory and Resource Administrator (DRA):
<https://Sheppard.dra.us.af.mil/mydra> > Select "Manage DL"

WHAT IF I'M TDY, ON LEAVE, OR DEPLOYED?

- The CHES Team will still migrate your mailbox

WHAT ABOUT MY GOVERNMENT LAPTOP, BLACKBERRY, OR MOBILE DEVICE?

- Desktops, laptops, and tablets will update when you open or restart Outlook
- Blackberries are not supported
- All mobile devices need to be re-provisioned after email migration, Blackberry Unified Endpoint Management (UEM) Provisioning Instructions – [Apple iOS](#), or [Android OS](#)
- Instructions for downloading Soft Certs (sign/encrypt certificates) document called "Derived Certificate Retrieval Guide" located - [here](#)
- To provision a mobile device after email migration, users must download at a minimum their signing certificate. It is strongly recommended users accomplish this task no later than 1 week prior to migration.
- Please contact your local **CFP** at **676-4357** with specific questions or if you encounter problems are discovered

WHO DO I CALL FOR QUESTIONS OR HELP?

Visit the [CHES Migration SharePoint](#) page for more information!