

# DEE to CHES User Transition Checklist

Perform the following steps to perform the manual transition of your DISA Enterprise Email (DEE) configurations and data to your new Cloud Hosted Enterprise Services (CHES) mailbox. Many of the following steps are optional based off of your current configuration and based on what you want to migrate over. Sequential steps are separated by a “|” and should be executed as such.

## Webmail URLs

DEE (@mail.mil)

- Outlook Web Application: <https://web.mail.mil>

CHES (@us.af.mil)

- Outlook Web Application Internal Link: <https://webmail.apps.mil/owa>
- Outlook Web Application External Link: <https://owa.us.af.mil/owa>


## DEE to CHES Org Box and Distro List Name Conversions

- Mapping of Org and Distro List names and address click [HERE](#), or right click on the hyperlink, select “Copy Link Location”, and paste it in your web browser.

## DEE Profile: Pre-Migration Tasks (Can be completed prior to transition day)

The following steps refer to your **DISA Enterprise Email (DEE) profile**, which may be called “**Outlook**” by default. Ensure you know the name of your DISA Enterprise Email profile. *IMPORTANT:* The following steps may ONLY be completed from a computer which you have an existing DEE Outlook profile, and have synced all of your mail to. If you are attempting this from a new computer, without a DEE Outlook profile, stop here and contact your CST for additional assistance.

### 1. Verify/Configure Outlook to Prompt for Profile

- a. Press  button and start typing “Control Panel”
- b. Select the **Control Panel** App
- c. If “View by” is not set to “Small icons”, select **Small icons**
- d. Select Mail (32-bit)
- e. Click Show Profiles...
- f. Validate/select **Prompt for profile to be used** radio button is selected (at bottom)
- g. Click **OK**
- h. Exit out of Control Panel

### 2. Export DEE Outlook Rules

Complete this step if you have rules you would like to bring over to CHES. If not, you may skip this step.

- a. Launch Outlook
- b. When prompted for your Outlook profile, Click **Ok**
- c. Select **File | Manage Rules & Alerts** (4<sup>th</sup> box down)
- d. Select **Options**

**NOTE:** If you run into rule errors, access DEE OWA, <https://web.mail.mil>, navigate to the Rules settings and repair/delete the rules before returning to outlook and starting this step over.

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- e. Click **Export Rules**
    - i. If you get an error message **“There are no rules defined for export.”** Skip to step 3
  - f. In the **File name** box, type the path and file name for the set of rules that you want to export
  - g. Click **Save**
  - h. Click **OK**, and then **OK** again
  - i. Verify the .RWZ file was created at the location specified in step e
- NOTE:** If you see a rule called **“USAF Redirect”**, then make note. You will have to delete this rule once you import these rules into your CHES profile during step 19.


## 3. Inventory DEE Outlook Signatures

Complete this step if you have signatures you would like to bring over to CHES. If not, you may skip this step.

- a. Launch Outlook
- b. Click on **File | Options | Mail** and click on **Signatures** in the “Compose messages” section
- c. Select a signature to backup from the “Select signature to edit” menu. Copy/paste your signature block from the “Edit signature” field into a Word document. Be sure to include the title of each signature and make note of where you save the document.
- d. Under “Choose default signature” options, annotate which signature is loaded for both “New messages:” and “Replies/forwards:”
- e. Repeat for each signature you have
- f. Click **Cancel | Cancel**

## 4. Inventory Any Existing Outlook Profile PST Names and Locations

Complete this step if you have PSTs you would like to bring over to CHES. If not, you may skip this step.

- a. In Outlook, near bottom of the left hand pane, right-click the root (top line marked with  ) of the PST
- b. Select **Data File Properties...**
- c. Select **Advanced...**
- d. Record the “Name:” and “Filename” information for each PST in the textbox below for reference in step 15.
- e. Click **Cancel | Cancel**

PST File Name	PST File Location

## 5. Inventory Organizational Mailboxes

Complete this step if you have Organizational Mailboxes you would like to bring over to CHES. If not, you may skip this step.

If your Organizational Mailboxes are located in your personal mailbox, use the steps in option A. If your Organizational Mailboxes are located in a separate/designated Outlook profile, use the steps in option B.

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## OPTION A: Located in your personal mailbox

- a. In Outlook, in the left hand pane, locate all added Organizational Mailboxes
- b. Write-down the name of each Organizational Mailbox to be re-added to your profile in step 17, after migration

## OPTION B: Located in a designated Outlook Profile

- a. Press **Win + S** and start typing "Control Panel"
- b. Select the **Control Panel** App
- c. Set "View by:" in the top-right corner of the window to **Small icons**
- d. Select **Mail (32-bit)**
- e. Click **Show Profiles...**
- f. Select each Profile assigned to a Organizational Mailbox
- g. Click **Properties**
- h. Select **E-mail Accounts...**
- i. Write-down the Name/e-mail address of each Organizational Mailbox to be re-added to your profile in step 17, after migration

Organizational Mailbox Names/E-Mail Addresses

- j. Click **Close | Close | Cancel**

## [DEE Profile: Migration Tasks](#)



### 6. Verify DEE Mailbox Forwarding

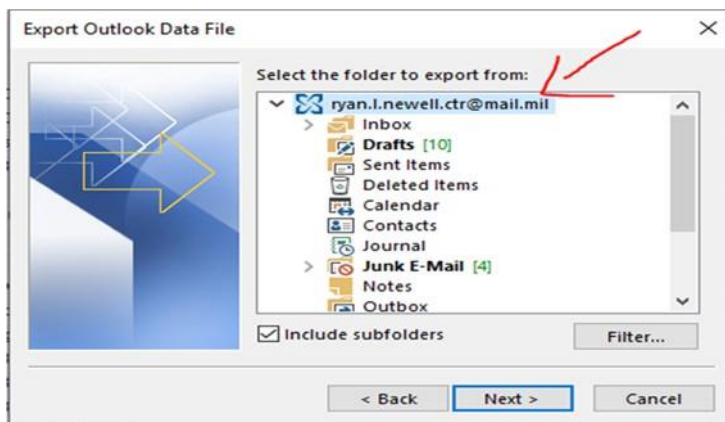
- a. Launch Outlook, select **File | Manage Rules & Alerts**
- b. Verify there is an "**USAF Redirect**" Rule configured to forward email to an address formatted similar to [first.last.edipi.pcc@us.af.mil](mailto:first.last.edipi.pcc@us.af.mil), **Example:** [test.user.1234567890.e@us.af.mil](mailto:test.user.1234567890.e@us.af.mil)
- c. If the rule is in place, Click **OK** and exit. If the rule is not in place, proceed to step d.  
**NOTE:** Only perform steps 6.d-m if the USAF Redirect rule is **NOT** in place.
- d. Click **New Rule...**
- e. Select **Apply rule on messages I receive | Next >**
- f. Click **Next >**. *You will NOT select any options on this menu*
- g. When prompted, click **Yes**
- h. Select **Redirect it to people or public group** and click on **people or public group** in Step 2
- i. In the "To ->" text box, enter your secondary email address of "first.last.edipi.pcc@us.af.mil" and click **OK**.  
**NOTE:** If you do not know this address, the migration team can provide it
- j. Click **Next >**

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- k. Click **Next >**. *You will **NOT** select any options on this menu*
- l. Name the rule “**USAF Redirect**” and click **Finish**
- m. Verify there is an “**USAF Redirect**” rule configured to forward DEE mail to your secondary address formatted like “first.last.edipi.pcc@us.af.mil” and click **OK | Finish** to exit the menu

## 7. Export DEE Mail

- a. Ensure Outlook is launched into your DISA Enterprise Email profile
- b. Click **File | Open & Export | Import/Export**
- c. Select **Export to a file | Next >**
- d. Select **Outlook Data File (.pst) | Next >**
- e. From the “Select the folder to export from” menu, click on your mail.mil email address, check **Include subfolders** and click **Next >**



- f. Click **Do not export duplicate items | Browse...**
- g. Delete all text in the “File name:” field, type “DEEMailbox” and then click **OK**
- h. Annotate the default file path identified in the “Save exported file as:” field:  
**NOTE:** This location will be required in step 15.

Default PST File Path

- i. Click **Finish**
- j. An optional password may be entered to secure the PST. To ignore, leave the fields blank.
- k. Click **OK**  
**NOTE:** The export process may take a few minutes.
- l. Close Outlook

## 8. Export DEE Calendar Events

- a. Ensure Outlook is launched into your DISA Enterprise Email profile
- b. Click **File | Options | Advanced**
- c. Select **Export**

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- d. Select **Export to a file | Next >**
- e. Select **Outlook Data File (.pst)** and click **Next >**
- f. Select **Calendar** and click **Next >**
- g. Click **Do not export duplicate items | Browse**
- h. Type "DEEcalendar" in the "Save exported file as" field and click **OK**
- i. Click **Finish**
- j. Ignore password prompt and click **Cancel**
- k. Annotate the file path identified in the "Save exported file as:" field:  
**NOTE:** This location will be required in step 15.

Default PST File Path

- l. Click **OK**  
**NOTE:** The export process may take a few minutes.
- m. Close Outlook

### CHES Profile: Migration Tasks

**CAUTION: DO NOT PROCEED UNTIL THE ASSIGNED TRANSITION DATE.**

**\*\*\*RESTART COMPUTER NOW, BEFORE PROCEEDING\*\*\***

The following steps refer to your CHES profile, which is recommended to be named "CHES" in step 10. Ensure you know the name of the CHES profile you will be creating.

- 9. Verify Outlook Web Application (OWA) Access *\*\*Mandatory Step\*\****
  - a. Launch Microsoft Edge and browse to <https://webmail.apps.mil/owa>
  - b. If prompted, select your @us.af.mil email address
  - c. If prompted, select your Time Zone and Default Language  
**NOTE:** You will only have to select the Language and Time Zone the first time you log into OWA.
  - d. Click **Save**
  - e. Once you have successfully accessed OWA, you may close the browser.
  
- 10. Create New CHES Outlook Profile *\*\*Ensure Step 1(f) is complete\*\****

**NOTE:** If prompted to "Always allow AutoDiscover" during the following process, select **Yes**

  - a. Launch Outlook
  - b. Click **New...**
  - c. In the Profile name box, type "CHES" and click **OK**
  - d. Verify your @us.af.mil email address populated the Email Address box and click **Next >**
  - e. At PIN prompt, click "More Options" and select your Email certificate
  - f. Enter your PIN for the smart card credential and click **OK**
  - g. At the Sign in screen, change the @mil address to your complete @us.af.mil email address and click **Next**  
**NOTE:** The sign in process may take a few minutes.
  - h. Click **Finish** at the Congratulations screen.

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- 11. Validate CHES Profile**
  - a. In Outlook, select **File**
  - b. The Account Settings section should indicate “https://webmail.apps.mil/owa/us.af.mil”
  - c. Click on the **Back (Arrow)** to return to the Home tab in Outlook
  
- 12. Create New Outlook Global Address List Query**
  - a. In Outlook select **File | Account Settings | Account Settings...**
  - b. Select **Address Books** tab
  - c. Select **New...**
  - d. Verify **Internet Directory Service (LDAP)** is selected and click **Next>**
  - e. Enter “**BAGS.afds.af.mil**” for the Server Name and click **More Settings...**
  - f. Verify Port is set to “**389**” and select the **Search** tab
  - g. Set the Custom radio button to “**DC=mil**” and “**Enable Browsing (requires server support)**”
  - h. Select **OK | Next > | Finish**
  - i. Verify the new address book called “**bags.afds.af.mil**”
  - j. Select **Close**
  - k. Close and relaunch Outlook
  
- 13. Configure Outlook Signature**
  - a. In Outlook select **File | Options | Mail | Signatures...**
  - b. Click on the **New** button, enter in a display name for the signature and select **OK**
  - c. Modify your “Choose default signature” options
  - d. Enter the appropriate signature into the “Edit Signature” block  
It is highly recommended to add a statement at the bottom of the signature block to identify the change to your new @us.af.mil address such as:  
*“**IMPORTANT NOTE:** I have recently migrated to Cloud Hosted Enterprise Services. Please update your email address for me to point to <new.email\_address@us.af.mil>.”*
  - e. Click **OK | OK** to finish
  
- 14. Configure Outlook Digital Signatures**
  - a. From Outlook, select **File | Options | Trust Center | Trust Center Settings...**
  - b. Click **Email Security | Settings...**
  - c. Under the "Security Settings Name:" text box, enter a name or leave as the default; this will simply be a label for your security settings. Example: "My S/MIME Settings (first.last.ctr@us.af.mil)"
  - d. Next to "Signing Certificate", click **Choose...**, select your certificate and click **OK**
  - e. Next to "Encryption Certificate", click **Choose...**, select your certificate and click **OK**
  - f. Click **OK**
  - g. Under Digital IDs (Certificates) Select **Publish to GAL...**
  - h. Click **OK**

## CHES Profile: Post-Migration Tasks

- 15. Remap PSTs to CHES Outlook Profile **\*\*Mandatory to map DEEMailbox.pst\*\*****  
**NOTE:** Use the list of PSTs from step 4 and 7 above to add all the PSTs to your CHES Outlook profile.

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- a. Ensure Outlook is launched into your CHES profile
- b. Click on **File | Account Settings | Account Settings...**
- b. Select the **Data Files** tab
- c. Click the **Add** button
- d. Browse to the file location, select the appropriate PST and click **OK**
- e. Repeat steps 15 a-d for all desired PSTs listed in Steps 4 & 7 above.
- f. Select **Close**

## 16. Clear Cache

- a. In the Outlook, click the **File | Options**
- b. In the Options, click the **Mail tab** and scroll down to the **Send Messages section**.
- d. Click the **Empty Auto-Complete List** button
- e. A confirmation box will appear, click **Yes**. The Auto-Complete cache will be completely erased

## 17. Remap Organizational Mailboxes **\*\*Optional if user does not have Organizational mailbox proceed to Step 19\*\***

Complete this step if you completed step 5, above. Click [HERE](#) for DEE to CHES display name and address conversions.

### **OPTION A: Map to your personal mailbox**

- a. In Outlook right-click on your email address and select **Data File Properties...**
- b. Click the **Advanced** button
- c. Select **Advanced** tab
- d. Select **Add**
- e. Enter the @us.af.mil email address for the appropriate organizational mailbox and click **OK**
- f. Select **OK**, The mailbox will now be visible in Outlook.

### **OPTION B: Create a New Outlook Profile for the Organizational Mailbox**

- a. Launch Outlook
- b. Click **New...**
- c. In the Profile name box, enter a name for the new Organizational Mailbox profile and click **OK**
- d. Change the E-Mail Address from your autodiscovered email to the Organizational Mailbox email address
- e. Clear the **Your Name** field and click the **Next>** button
- f. On the Sign In window, change the @mil address to your complete @us.af.mil email address and click **Next**  
**NOTE:** The sign in process can take a few minutes.
- g. Click **Finish** at the Congratulations screen.

## 18. Verify Organizational Mailbox Access

### **OPTION A: Personal Mailbox Access**

- a. In Outlook, expand the folder set of the Organizational Mailbox
- b. Test all functionality you should have permission for

### **OPTION B: Organizational Profile Access**

- a. Launch Outlook with the appropriate Organizational Mailbox profile
- b. Test all functionality you should have permissions for

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- 19. Import and Validate Outlook Rules **\*\*Optional if user did not archive Rules at Step 2\*\***
  - a. In Outlook, select **File | Manage Rules & Alerts | Options**
  - b. Click **Import Rules**
  - c. Browse to and select the export file you created in step 2, then select **Open**
  - d. Click **OK**
  - e. If there is an **“USAF Redirect”** Rule, select the rule and click the **Delete** option
  - f. Click **Yes** to remove the rule and select **OK**
  
- 20. Import Archived Calendar Events **\*\*Optional if user did not archive calendar events at Step 8\*\***
  - a. In Outlook, select **File | Account Settings | Account Settings**
  - b. Click **Data Files**
  - c. Click **Add**
  - d. Browse to location where DEECalendar.pst file was saved at Step 8.
  - e. Select **DEECalendar.pst**, then click **Next**
  - f. Click the **DEECalendar.pst**
  - g. Click **Set as Default**
  - h. Click **Close**
  - i. Exit Outlook
  - j. Open Outlook
  - k. Click **Calendar** and verify calendar events appear in the calendar.
  
- 21. Update Personal GAL Information
  - a. Open a web browser, navigate to <https://esd.us.af.mil/ESDPortal/MyGAL.aspx> and update your personal information as necessary.
  - b. This concludes the User Transition Checklist. Welcome to the Cloud!