

Instructions for accessing your NGNE E-mail from Home and Away Using the Internet Explorer Browser

NOTE: these instructions only apply to accessing your ngne email from outside the ngne network!!! For access to your ngne email from inside the ngne network via owa, go to <https://ngnefeowa001/>

What do I need?

1. Your CAC.
2. CAC reader; submit a request to the J6 office if you need a USB CAC reader
3. ActivClient for CAC software; this can be acquired from the J6 office via CD or you may download this directly from AKO

What do I need to do?

1. Plug USB CAC reader into computer you will be using
2. Install ActivClient for CAC software onto computer you will be using

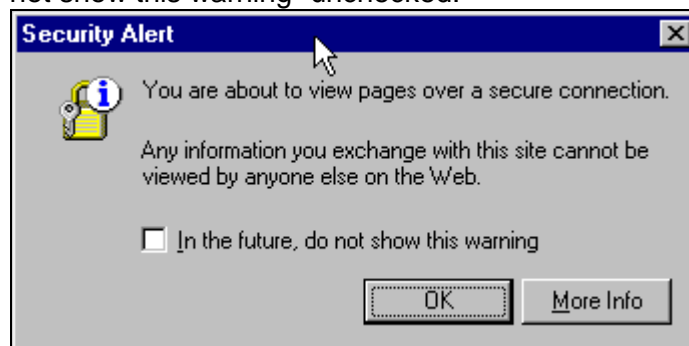
How do I log on to OWA?

1. Point your web browser to <https://ngneowa.ne.ngb.army.mil>
 - Ø Be sure to use the SSL format which adds an **s** at the end of your http (see picture below)

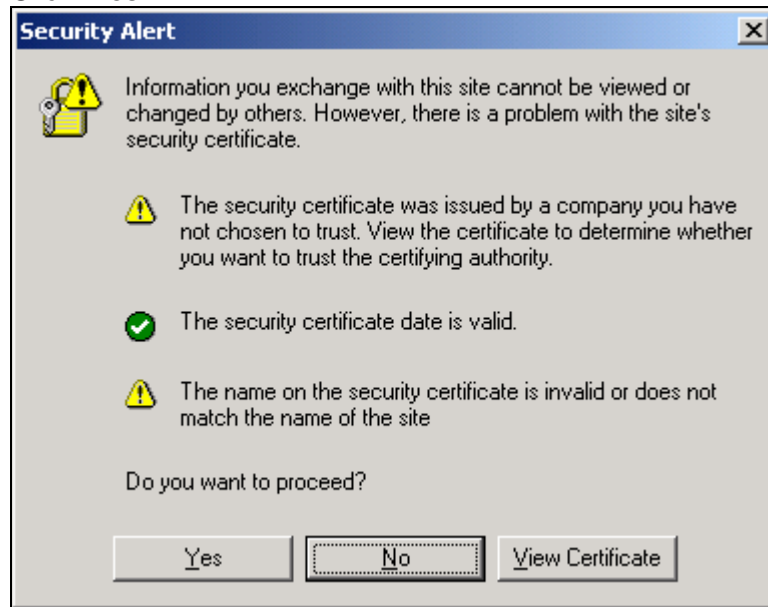


2. Press the <enter> key on your keyboard.
3. Depending on your version of the browser you are using, you may see the following pop-ups / messages:

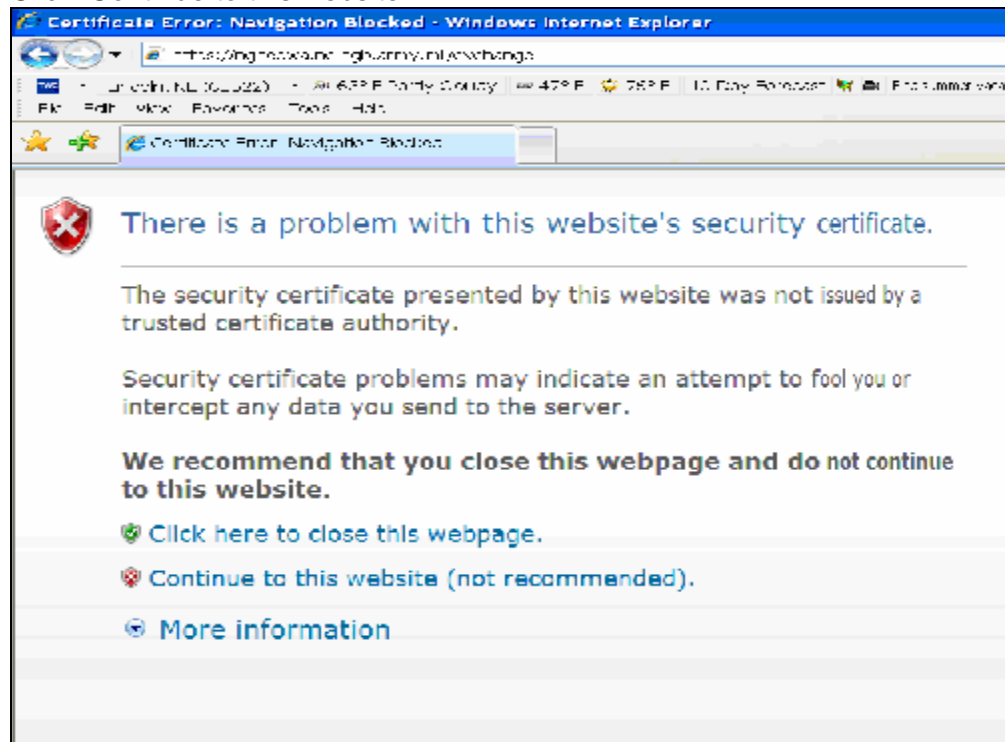
- Ø Click OK in the Security Alert window (below). Leave the box for "In the future, do not show this warning" unchecked.



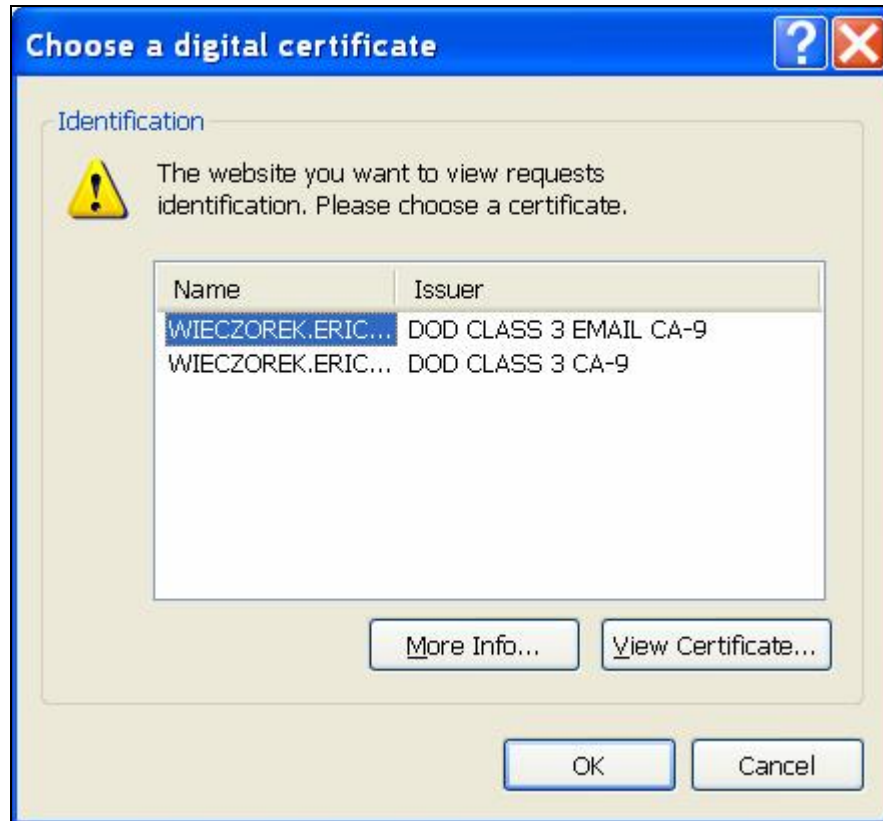
- Ø Click 'Yes'



- Ø Click 'Continue to this website'



- When prompted for 'Choose a digital certificate', ensure your email certificate is selected and click 'OK'.



- Enter in your PIN and click 'OK'

