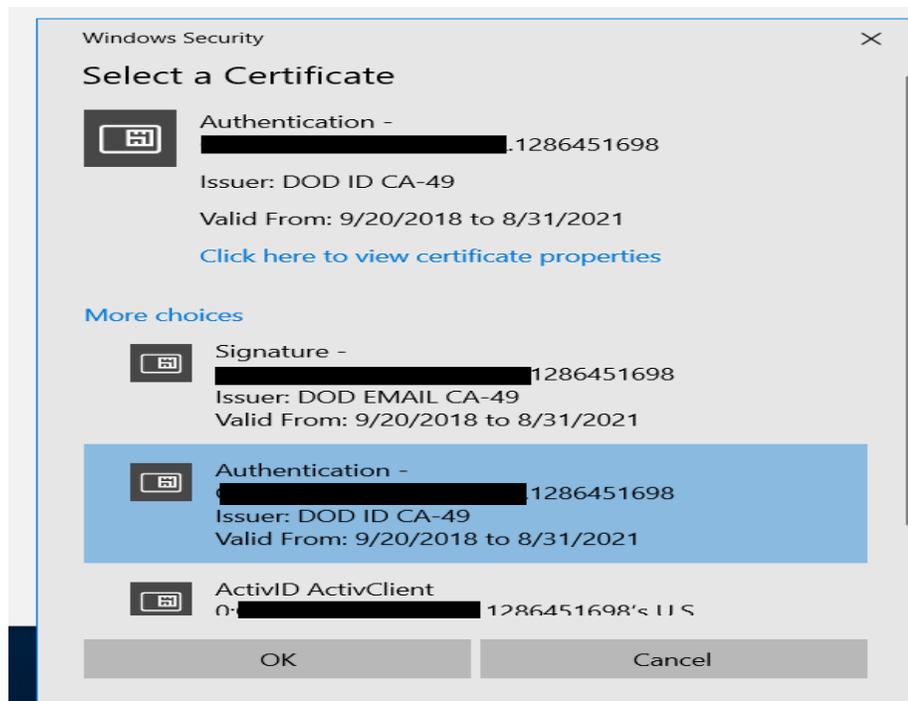


How to access your email via Outlook Web Application (OWA)

Accessing your email via OWA

NOTE: OWA is only accessible through the browser. It is not available via Workspace App. Please use your 16 Digit PIV - Authentication Cert. DO NOT USE YOUR EMAIL CERT. (Please see page 4 of this document on how to identify your PIV cert.)

- 1.1 Insert your **CAC** into your CAC reader.
- 1.2 Use **Internet Explorer or Chrome** to connect to **https://seahawk.dc3.mil**
- 1.3 You will be prompted for a **Certificate (see Figure 1)**.



- 1.4 Select your **PIV Authentication cert**, and then click **OK**.

1.5 The **PIN** prompt screen will display (see **Figure 2**).

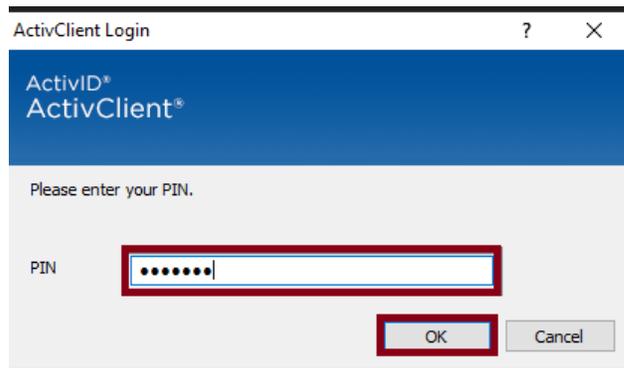


Figure 1. PIN Prompt

1.6 Enter your **PIN** number, and then Click **OK**.

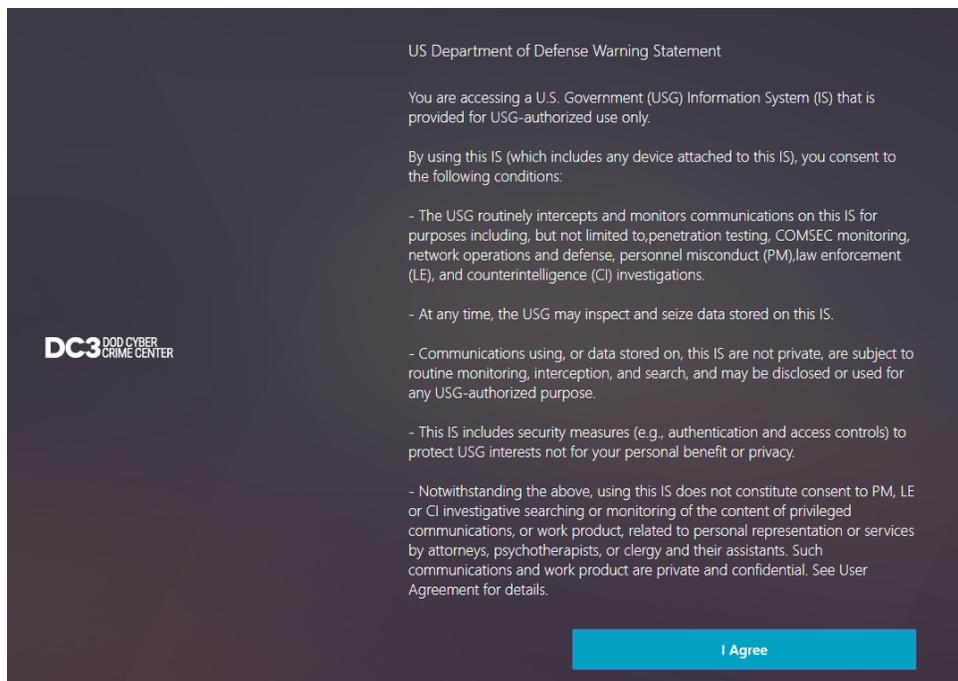
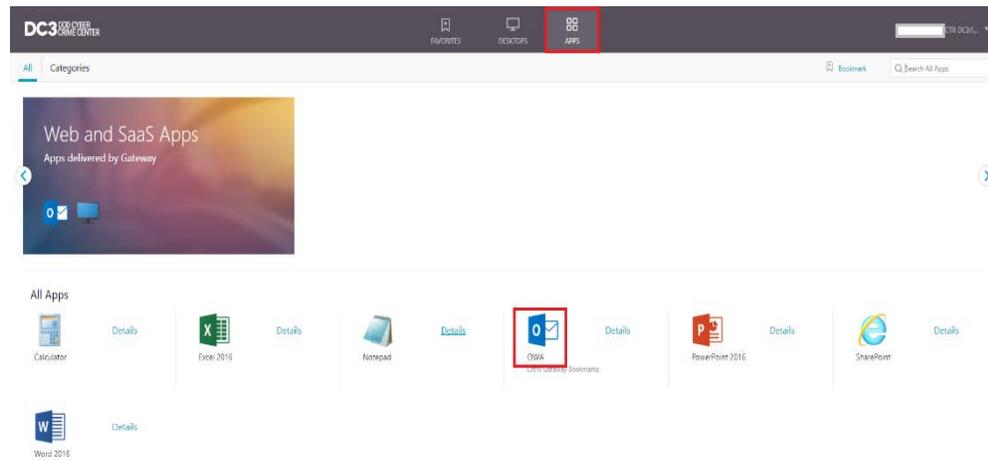


Figure 2. Warning Statement

1.7 Accept the warning statement (see **Figure 3**).

1.8 Select **APPS, and click on **OWA****



1.9 Wait for your email to load and you have successfully logon into **OWA**.

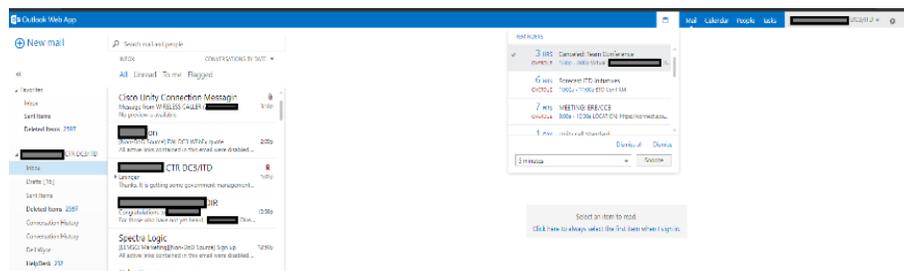
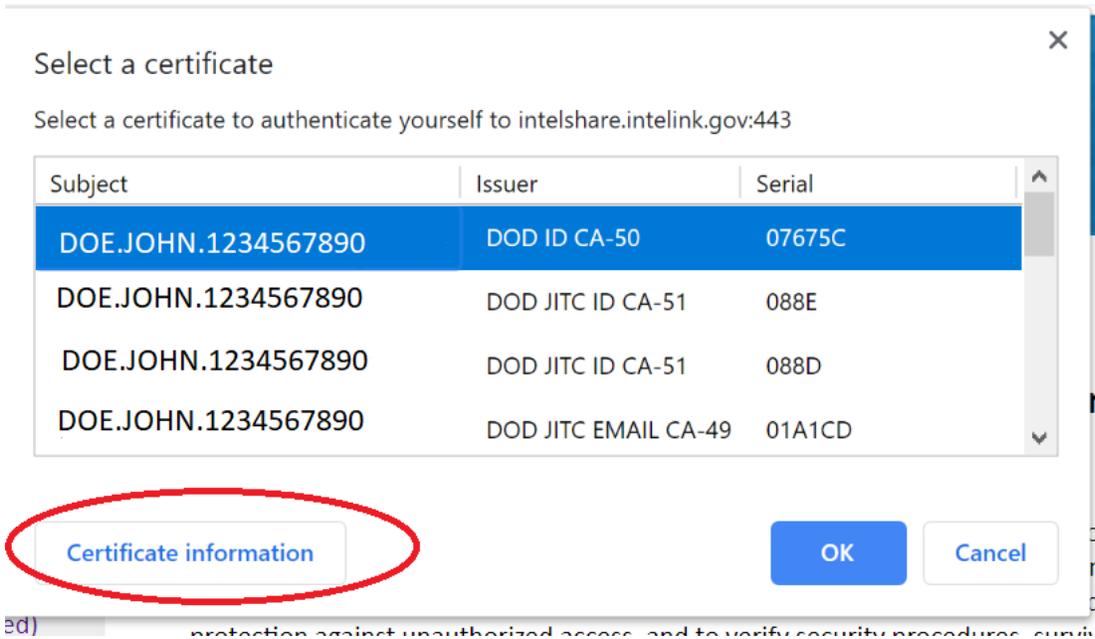
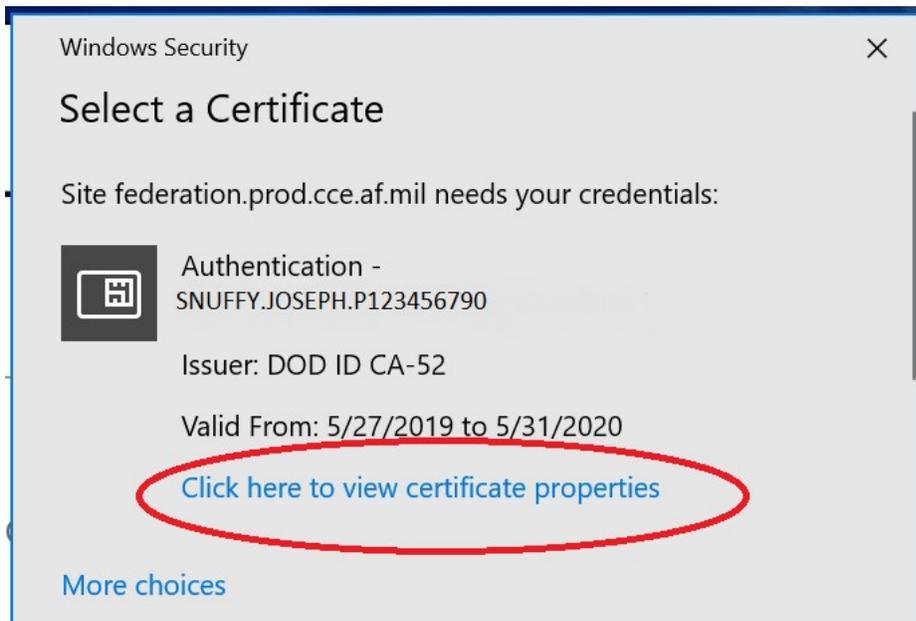


Figure 3. Inbox

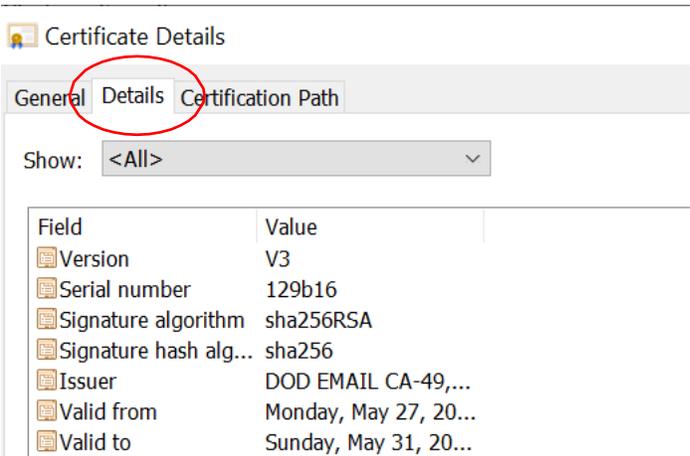
Identifying your PIV Authentication Certificate

When logging into a system or application and are presented with multiple certificates to select; the PIV Auth certificate can be identified by following the steps below.

From the Windows Security “Select a Certificate” box presented select a certificate and then click on “Click here to view certificate properties”.



Next select the “Details” tab.



From the details menu scroll down to the "Subject Alternative Name" and double click. The Principal Name value identifies the certificate. If there are 10 digits this is NOT your PIV Auth certificate. If there are 16 digits in the Principal Name value, as in the picture below, this IS your PIV Auth certificate.

