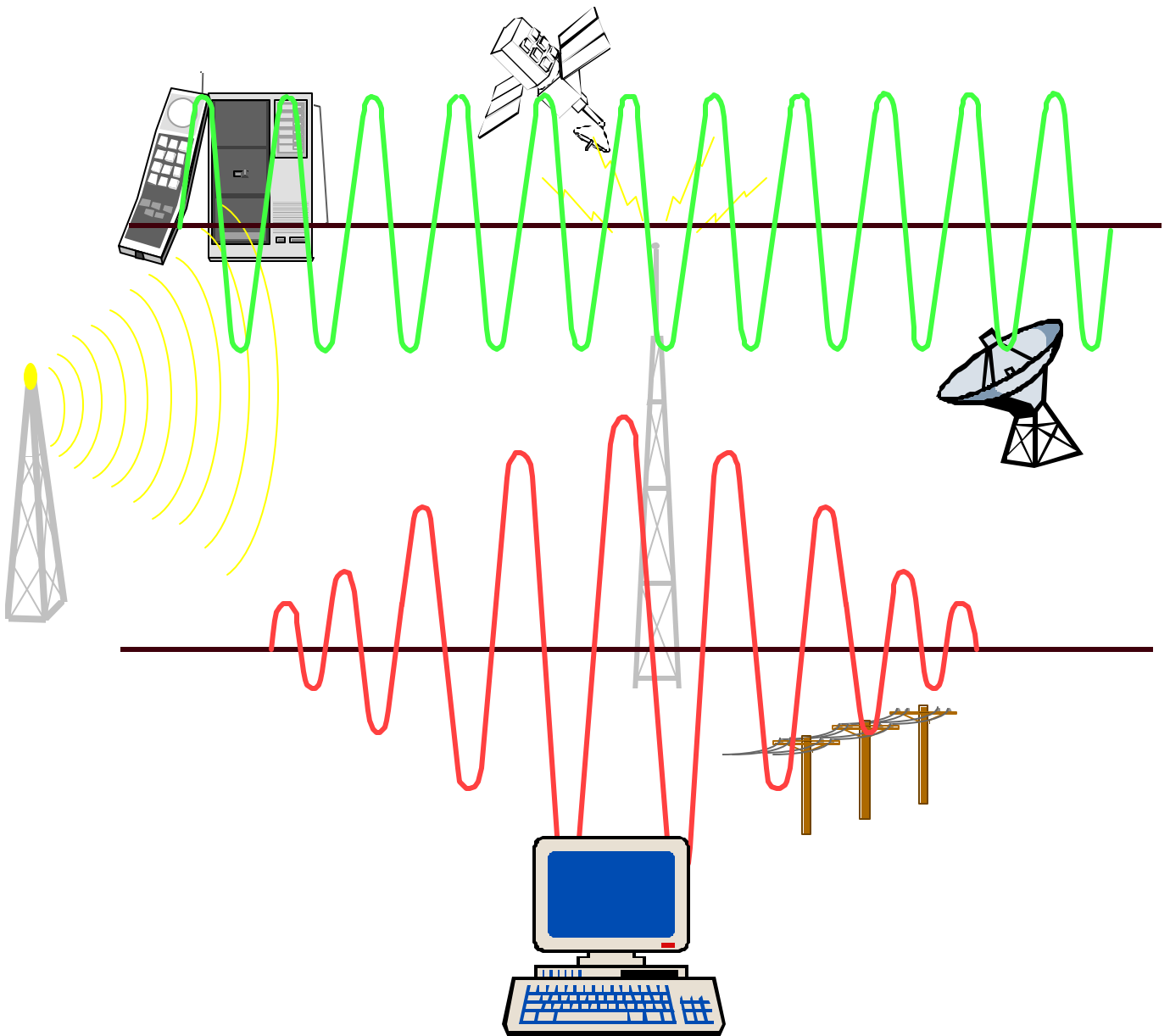


# Remote Access for MCSC Network Users



## **Introduction.**

Dial-in access to the MARCORSSYSCOM network is provided to SYSCOM personnel through two services: Outlook Web Access (OWA) and Remote Access Service (RAS). Outlook Web Access is provided to users who simply want to check email from home. Remote Access Service is configured on government computers for SYSCOM personnel who require access to their accounts while TAD or working at home. Remote Access Service provides full client privileges on the network, enabling the user to access all accounts that he or she would normally have if logged on to the network at the office.

Outlook Web Access is authorized for use in accessing government-hosted email via a commercial Internet Service Provider (ISP). Using a web browser and an Internet account provided by a commercial ISP, SYSCOM personnel can access their MCSC mail account from their home computer. Outlook Web Access establishes a secure socket layer connection that creates a logical point-to-point, encrypted tunnel through the Internet. In this way OWA provides a secure communication session between your home computer and the Command's email server. Therefore, official email is protected from unauthorized access or modification. Outlook Web Access is available to all SYSCOM personnel with an existing MCSC email account. To use this service, follow the instructions in part (A.).

Remote Access Service allows users to dial-in via toll free phone line from properly configured laptops. Remote Access Service provides a connection behind the network firewall, enabling the user to have full client privileges on the network. Limited quantities of laptops are available for temporary loan to personnel going TAD. Laptops may be obtained from Office of the CIO (based on availability) by contacting the Office of the CIO Support Center. Send an email to [centers@mcsc.usmc.mil](mailto:centers@mcsc.usmc.mil), providing a brief subject line entry such as "Request for Temp Loan of Laptop." Include also a concise justification in the message body. For personnel who already have a laptop configured for OWA, send an email to the preceding address including a subject line entry such as: "Request Re-configuration of Laptop for RAS." The RAS dial-in procedures can be found in part (B) of this document.

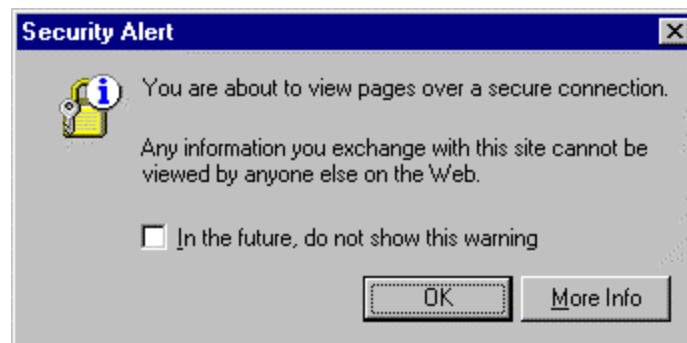
If you experience problems while TAD, you may call the Support Center at (703) 432-4381 (Monday - Friday, 0700 to 1630) and a technician will assist you. If you experience problems over a weekend, it is still important that the Support Center be notified of any problem with the system. The Support Center telephone has voice mail. Please leave a short message indicating the problem you are encountering, since this is always helpful to the troubleshooter who takes the call. Keep in mind that the dial-in system you are using is comprised of individual components that are maintained by other organizations in addition to the Office of the CIO Support Center (i.e., 800 and local telephone numbers are maintained by the Phone Company). Any information we can provide to them when the service is not working properly facilitates correction of the problem.

## A. Outlook Web Access

Accessing Email from a Commercial ISP. For personnel using their *web browser at home*, the following instructions will facilitate access to your email through the Command's Outlook Web Access service.

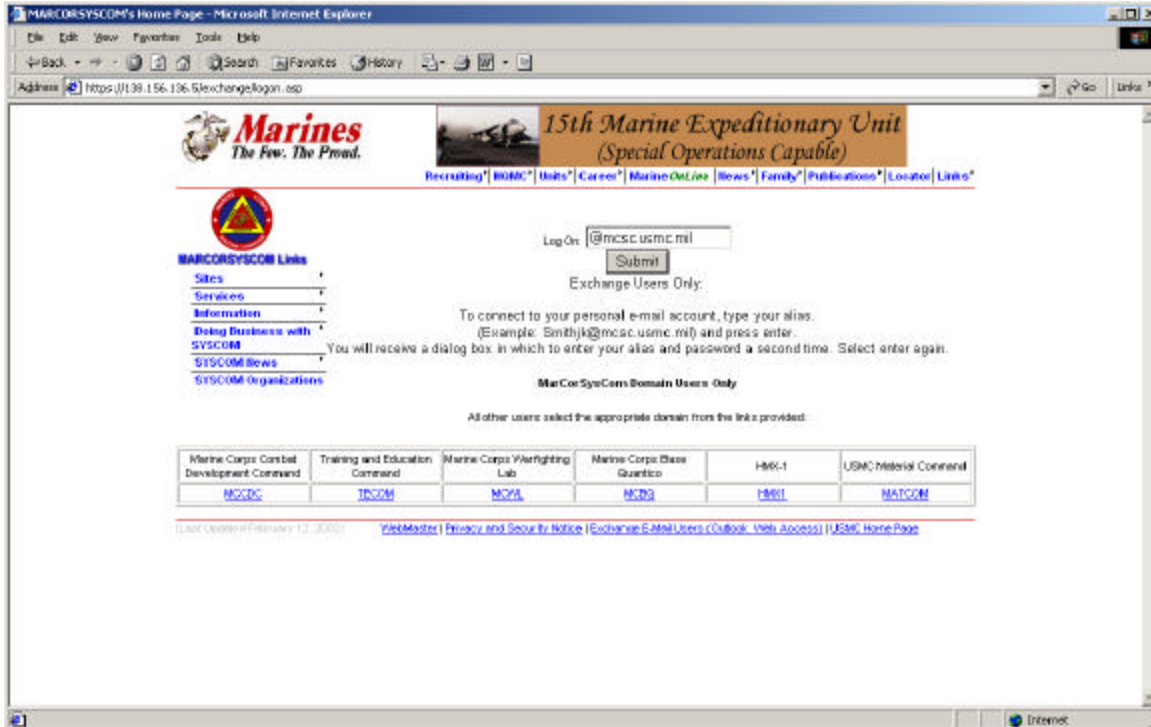


1. Open your default browser, and type in: [www.marcorsyscom.usmc.mil](http://www.marcorsyscom.usmc.mil), scroll to the bottom of the screen where it states: [Exchange E-Mail Users \(Outlook Web Access\)](#)
2. Click on this line: [Exchange E-Mail Users \(Outlook Web Access\)](#) to begin your web login.

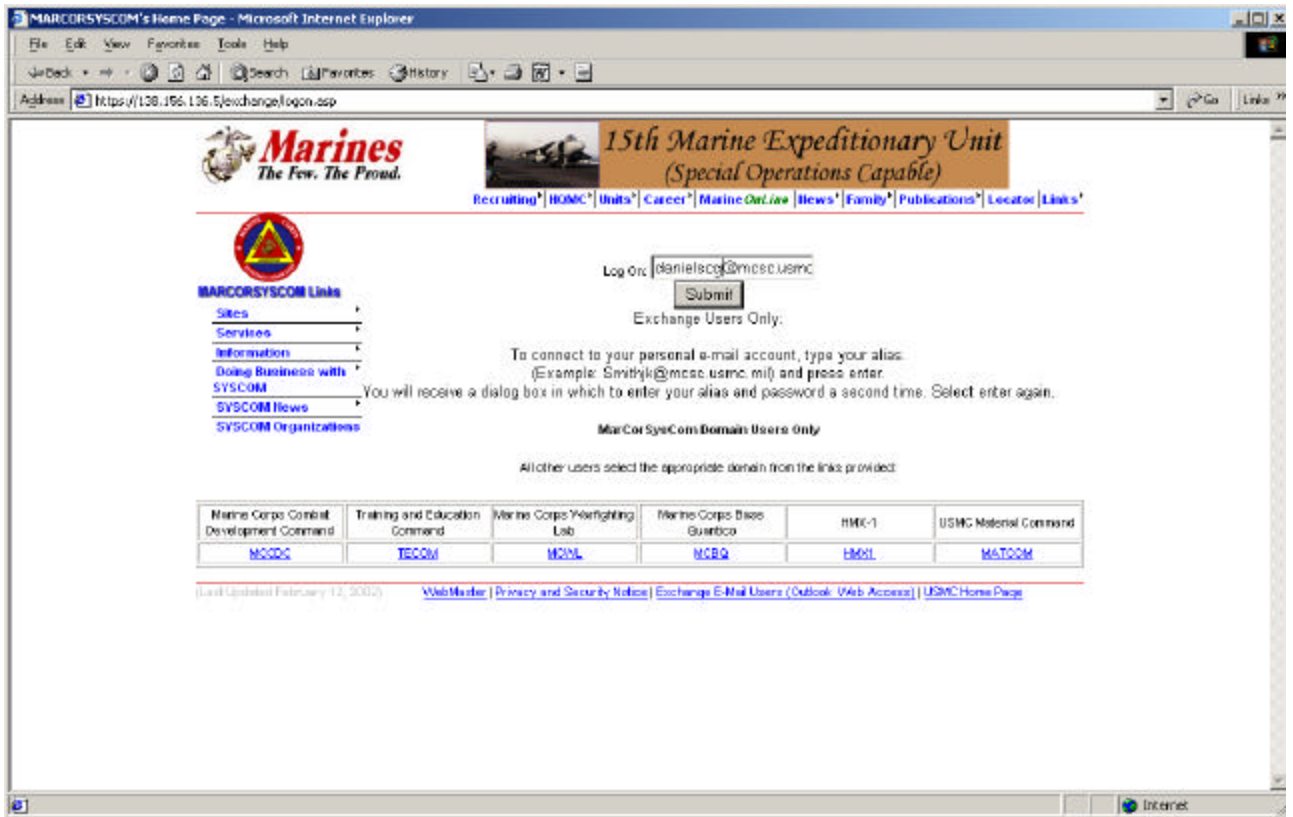


- Once you begin your web login, you will see several security alert screens. These alert screens are telling you, that you are working over a secure line, and the dangers of doing so. Click on “OK” and then “Yes” on the security alert screens until you see the following MARCORSYSCOM Logon screen.

**Note:** There may be occasions when all of the security alert screens may not appear as shown on this document. Some will appear totally different depending on the version or browser type you are using.



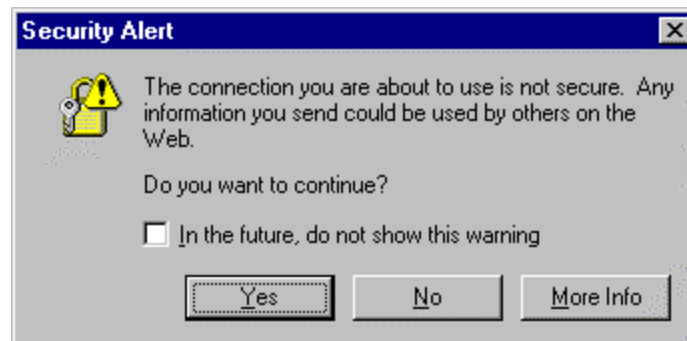
4. This is your Exchange Log On screen. Type in your NT User name



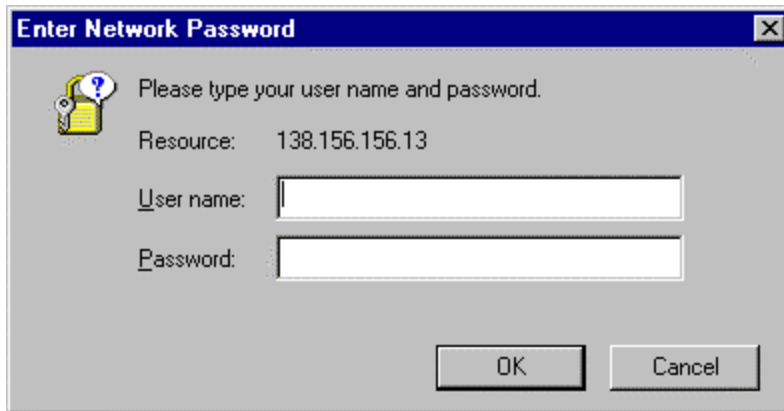
(Example 1)

5. Once the correct log on information is entered, click on <[click here](#)> to continue. A security alert screen should appear.

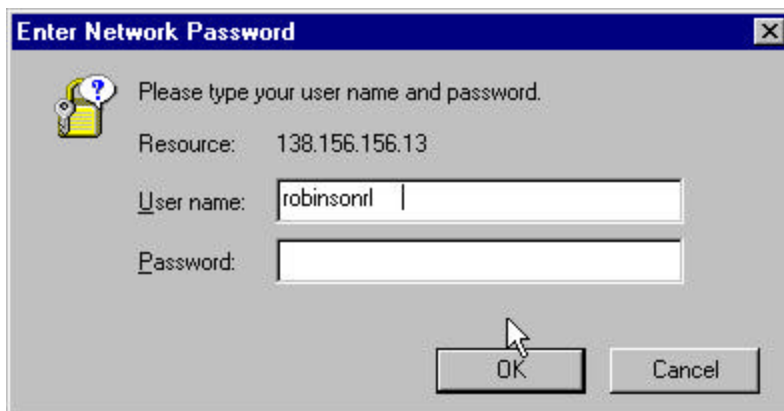
\*\*\* ENSURE YOU HAVE ENTERED YOUR CORRECT INFORMATION.



Click on "Yes" to continue.

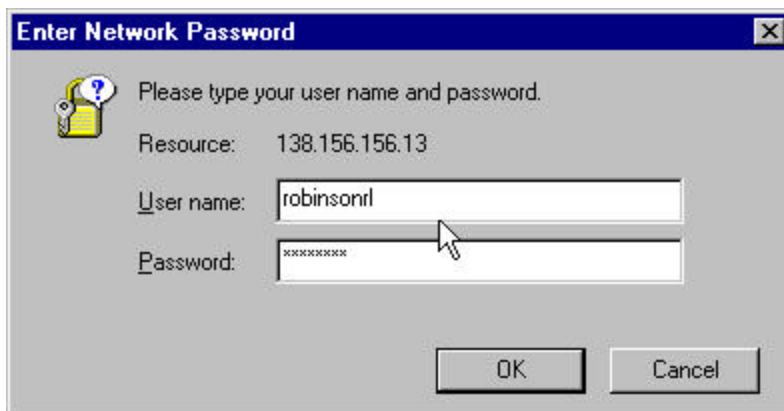


1. This is your login screen to get to Microsoft Outlook Web Access. You will need to type in your last name and initials. (See examples 3 and 4).



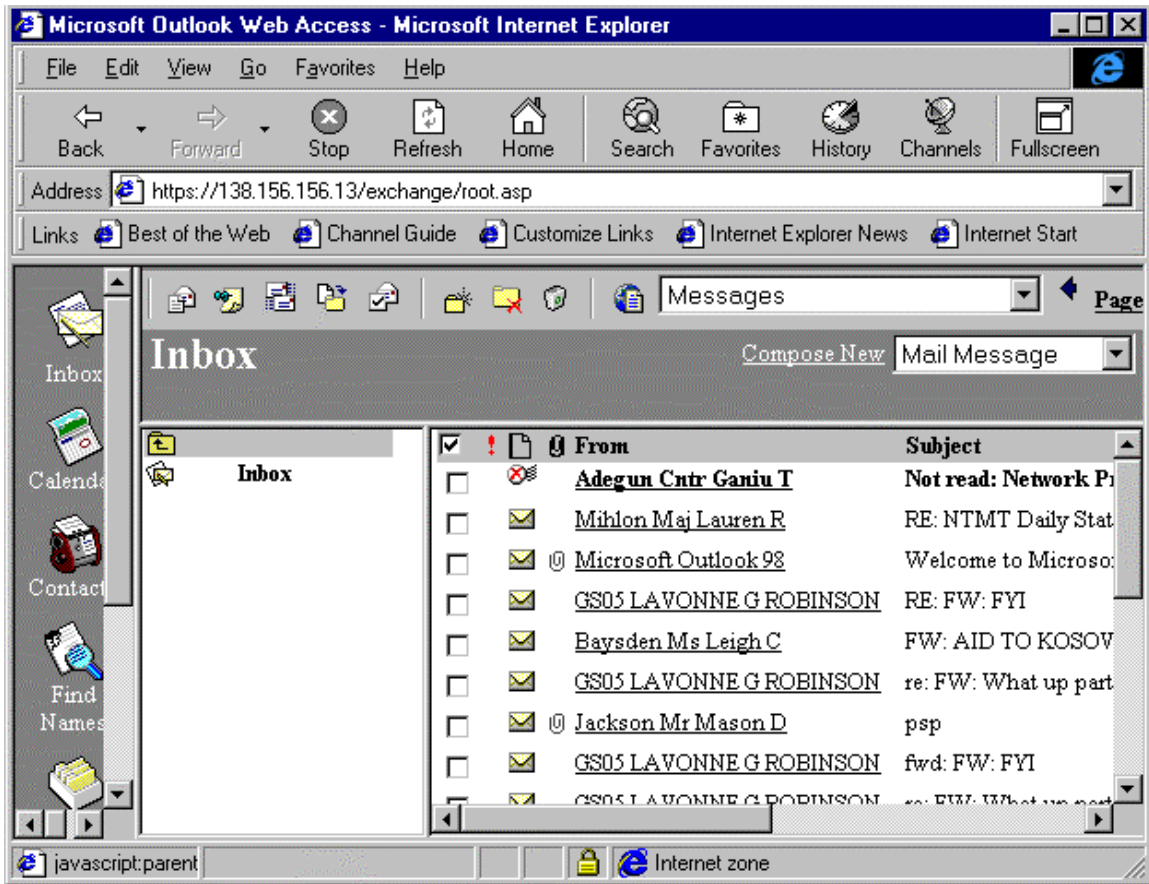
(Example 3)

2. Next, **TAB** down to password and enter your password.



(Example 4)

Click on “OK” to continue.

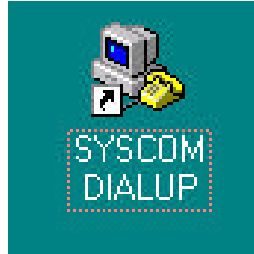


1. The next screen to appear will be your **mailbox**.
2. To **read** your mail – click on the name of the individual mail you want to read.

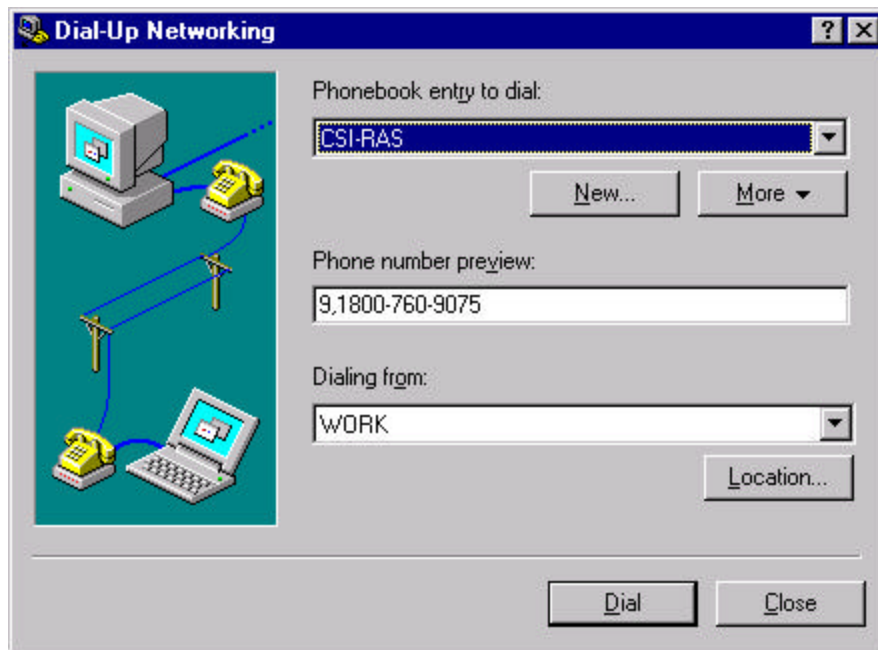
## B. Remote Access Service

The following procedures will enable you to access your MCSC mail account using RAS.

1. Click on the RAS SYSCOM Dial-in Icon on your Computer Desktop.



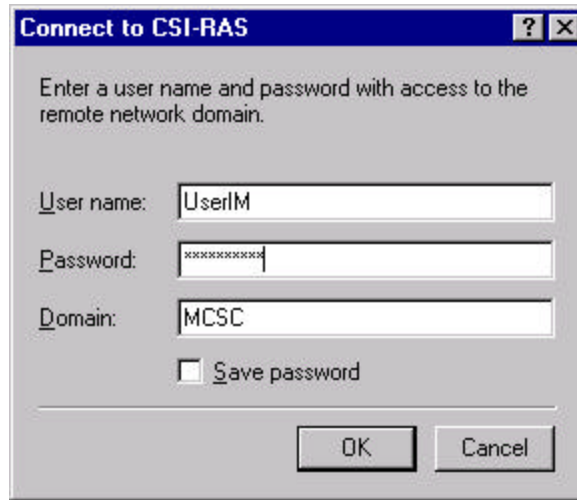
2. Select the CSI-RAS entry in the Drop-down box.



If necessary to access an outside line, add the appropriate number followed by a comma (as shown above). Otherwise, type only 1-800-760-9075. Check that the "Dialing from" box displays "WORK." Click on the Dial button.



3. Next, enter your user name and password for your MCSC network account (as you would if sitting at your workstation in the office).

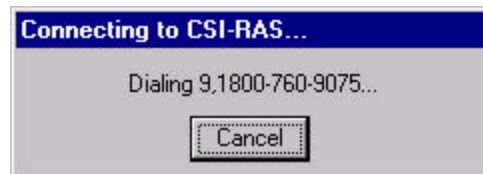


After entering your user name and password, click OK. Your modem will dial the RAS number you selected, and you will see a series of dialogue boxes. (Note: Some of these boxes will flash quickly and then disappear. Don't be alarmed, since they are for information only. No more input is required from you after dialog box 3 until you are connected to the RAS server.)

4. Opening Port



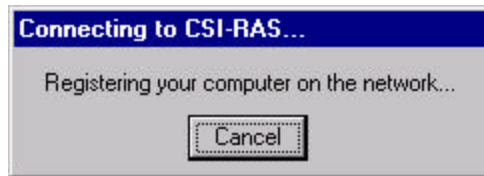
5. Dialing Numbers.



6. Verifying.



7. Registering Your Computer on the Network.



8. Authenticated.



You are now connected to the network as a RAS client, thus, enjoying all the rights and privileges that you would normally have if you had logged on at your office workstation.

9. To access your mail, open MS Outlook. Click the Outlook icon on your Computer Desktop.



9. When finished reading your mail, click the Dial-in icon.



10. When the Dial-Up networking dialogue box appears, click Hang Up. You are now logged off the MCSC network.

