SOUTHCOM VDI (Virtual Desktop Infrastructure) Getting Started User Guide

Welcome to the SOUTHCOM VDI Getting Started User Guide. The SOUTHCOM VDI User Guide will provide SOUTHCOM users with the instructions needed to perform initial login, setup, and configuration of SOUTHCOM Virtual Desktop user operating environment.

STEP 1

Login to Windows Virtual Desktop

1. Insert your Common Access Card (CAC) into the token Reader.

2. If you have multiple certificates associated with your CAC, you will be prompted to select a certificate.

3. **Enter** your **PIN** and select Login.

Note: Initial logon may take up to **5 minutes** – Please be patient while your profile is loaded and cached. It is recommended to wait until you see the ***UNITED STATES SOUTHERN COMMAND*** banner across the top of your desktop before proceeding.
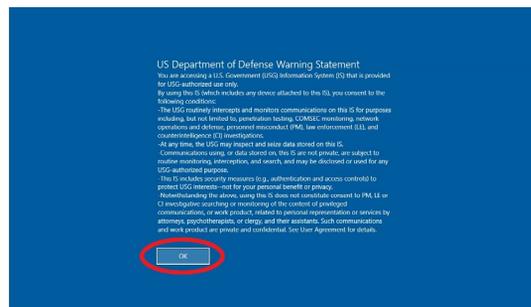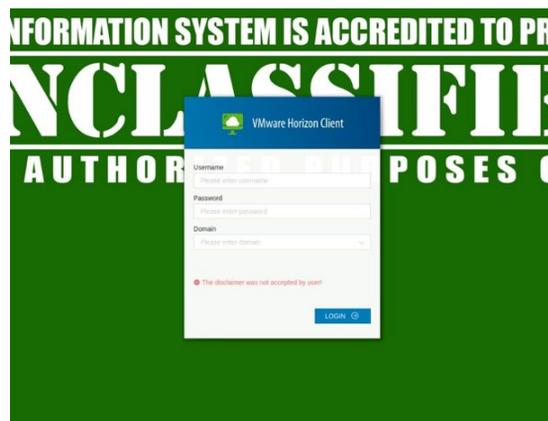
STEP 2

Activate Office365

1. Open any Office app and in the authentication window, enter your email address ending in **@mail.mil** and click **Sign in** button to continue.

2. Click on the **Sign in with CAC/PIV.** Select your authentication certificate and Enter your PIN

3. Select **Stay signed in to all your apps** window. Click the **OK** button to continue. The **You're all set!** window will display. Click **Done** to finish activating Office.

STEP 3

Sign-in to OneDrive

1. Click the search menu and scroll down or search for and select **OneDrive**.

2. When OneDrive opens, select **Sign-in** and then enter your email address ending in **@mail.mil.** click the **Next** button to continue. Click on the **Sign in with CAC/PIV.** Select your authentication certificate and Enter your PIN

3. Select **USE THIS** FOLDER when the 'A OneDrive folder already exists on this PC message appears. Click the **Continue** button on the folder backup screen to continue. The **Your OneDrive is ready for you** screen appears. You may close the OneDrive app. You are now signed-in to OneDrive.

STEP 4

Configure Microsoft Outlook

1. Click on the Start Button to open the Start Menu and scroll down to select Outlook.

2. Outlook will launch and your email address should auto populate in the Email address textbox. Ensure the address ends with @mail.mil. Then click on the Connect button.

3. Click on the **Microsoft 365 icon**

4. You should see the message, "We're getting things ready", in the Outlook window. This process is slow and will take up to another five minutes

5. You will need to setup your signature block preferences in Microsoft Outlook.

STEP 5

Configure Microsoft Teams

1. Double-click the Microsoft Teams icon on your Desktop if it does not automatically open on login.

2. If the account that auto populates is not your email address, click on the Use another account or sign-up link at the bottom of the window.

3. In the Sign-in address text box, Enter your email account and then click the Next button.

4. The Loading Microsoft Teams window will appear to indicate your Teams is loading.

Additional Information

Congratulations! *You have successfully completed setup. You can now login from any VDI client to access your Virtual Desktop..*

HAVING ISSUES?
- **Contact the SOUTHCOM VDI Support Team at (305) 437-3993**