



## ANTIVIRUS

How do I protect my personal computer from malicious activity?

### Antivirus Home Use

#### FEATURES:

Free, one-year antivirus software subscription for your personal computer (PC & Mac)

#### HOW TO ACCESS:

<https://www.disa.mil/Cybersecurity/Network-Defense/Antivirus/Home-Use>

#### FOR ASSISTANCE:

Supported by DISA:  
(844) 347-2457, [disa.qsd.apps@mail.mil](mailto:disa.qsd.apps@mail.mil)

\*Also, check with your local Internet service provider as some provide free antivirus for their customers.



## EMAIL

What tools can I use for email access while teleworking?

### Outlook Web Access

#### FEATURES:

-Provides Defense Enterprise Email (DEE) Access  
-CAC-enabled

#### HOW TO ACCESS:

<https://web.mail.mil>

Or via SOUTHCOT's Internet Web Site:

<https://www.southcom.mil/>

-Scroll down to "SOUTHCOT ACCESS" on the bottom right of the page

-Click on "DEE Webmail - CAC Access"

#### FOR ASSISTANCE:

Contact the SOUTHCOT HelpDesk at (305) 437-1234



## VOICE

What tools can I use to set-up a conference call?

### Meeting Place

#### FEATURES:

MeetingPlace is the existing SOUTHCOT conferencing capability

#### HOW TO ACCESS:

To set up a meeting, dial:

- (305) 437-0702 (Primary)

- (305) 437-0700 (Alternate)

- Default PIN is 123456#

- "Meeting Server" Instructions at

<https://intranet.ent.southcom.mil/sites/us/anec/o/c/SitePages/IT%20Quick%20Guides.aspx>

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#### FOR ASSISTANCE:

Contact the SOUTHCOT HelpDesk (305) 437-1234



## VTC

What tools can I use for a team video conference?

### DCS, APAN, GVS-U

-Defense Collaboration Services (DCS)

-APAN Adobe Connect

-Global Video Services - Unclassified

#### FEATURES:

-DCS provides secure web conferencing and chat capabilities for CAC-based users; does not require VPN

-APAN provides videoconferencing and chat capabilities; does not require CAC or VPN

-GVS-U provides a full suite of high-quality VTC capabilities for users; requires VPN/mil connection

#### HOW TO ACCESS:

DCS: <https://conference.apps.mil/>

APAN: <https://wss.apan.org/pfa/sc/default.aspx>

GVS-U:

<https://globalvideoservices.csd.disa.mil/gvs-web/>

#### FOR ASSISTANCE:

Contact the SOUTHCOT HelpDesk at (305) 437-1234



## FILESHARING

How can I share files with someone?

### MilSuite

#### FEATURES:

Provides collaboration space for the enterprise; file sharing; supports surveys to collect feedback or insight about products and services

#### HOW TO ACCESS:

[www.milSuite.mil](http://www.milSuite.mil)

#### FOR ASSISTANCE:

<https://login.milsuite.mil/>

### DoD SAFE

#### FEATURES:

DoD Secure Access File Exchange (SAFE) is a service to exchange unclassified files up to 8.0 GB that can't be sent through e-mail.

#### HOW TO ACCESS:

<https://safe.apps.mil/>

#### FOR ASSISTANCE:

DoD SAFE Help Desk  
(844) 347-2457



## COLLABORATION

What tools can provide a team work environment?

### APAN -All Partners Access Network

#### FEATURES:

-A web-based collaboration platform with voice, video, and chat capabilities

-Authorized for Controlled Unclassified Info (CUI) and below; CUI requires APAN approval

-Web conferencing, file sharing, multilingual chat/translation service, ArcGIS

#### HOW TO ACCESS:

<https://wss.apan.org/pfa/sc/default.aspx>

#### FOR ASSISTANCE:

SOUTHCOT HelpDesk at (305) 437-1234

APAN HelpDesk: (808) 472-7855

### Skype for Business

#### FEATURES:

-Instant Messaging/Chat capabilities when accessed from personal computers

-Requires CAC to connect

-Voice & video capabilities when accessed via VPN

#### HOW TO ACCESS:

Instructions under "Collaboration" at:

<https://www.southcom.mil/Home/Telework-Help-Center-for-SOUTHCOM-Personnel>

#### FOR ASSISTANCE:

SOUTHCOT HelpDesk at (305) 437-1234

## START HERE

## SOUTHCOT TELEWORK PORTAL

#### FEATURES:

-Quick IT Guides

-Telework Dos and Don'ts

-Lessons Learned

#### HOW TO ACCESS:

<https://www.southcom.mil/Home/Telework-Help-Center-for-SOUTHCOM-Personnel>

<https://intranet.ent.southcom.mil/TP/SitePages/Home.aspx>

#### FOR ASSISTANCE:

Contact the SOUTHCOT HelpDesk at (305) 437-1234



Please visit [www.public.cyber.mil](http://www.public.cyber.mil) for updates about DoD issued telework collaboration tools. For security reasons, the DoD workforce should only use the tools approved by the Department of Defense.