

A new requirement is necessary for the student attending BLC to have Army 365 MS Teams access prior to attending the course. While the academy is able to provide standard domain access accounts, unfortunately this is NOT something the academy can provide. Each unit should have a G6 or equivalent who provisions email accounts (Outlook accounts) before domain accounts are even created. That person is referred to as a DEPO manager. Whoever has DEPO manager rights will have the ability to add the student to the Army 365 MS Teams for access if they do not already have it.

To determine if the student has access already simply have them open Microsoft Teams from the desktop and attempt to log in using their Army 365 MS Teams account.

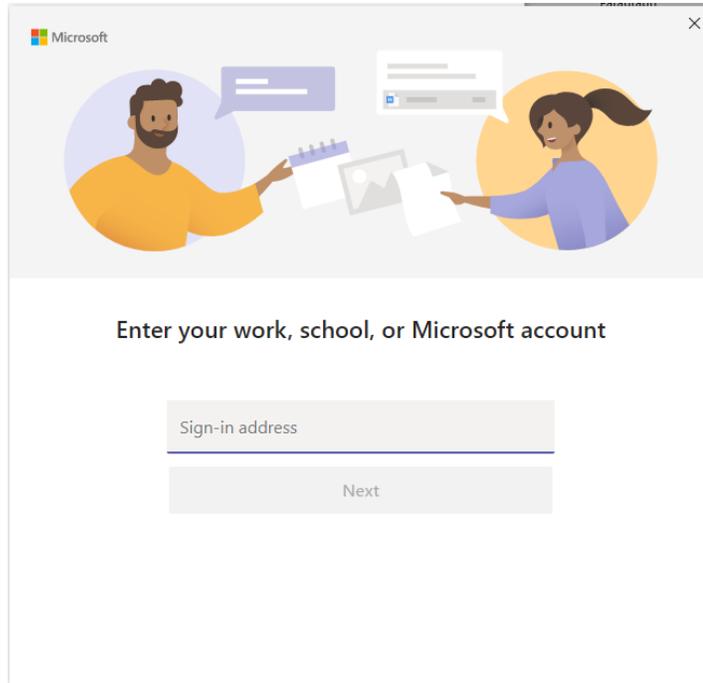
1. Open Teams
2. At login use the username that mirrors their email account usually, [first.mi.last.mil/ctr/civ@mail.mil](mailto:first.mi.last.mil/ctr/civ@mail.mil) but for Army 365 MS Teams the final portion is army.mil. It will look like this [first.mi.last.mil/ctr/civ@army.mil](mailto:first.mi.last.mil/ctr/civ@army.mil)
3. Choose CAC/PIV for authentication method
4. Choose authentication certificate
5. If the student has access they will be presented with the Teams window showing the opened desktop app. If the login fails with an error message it's likely the student is not provisioned for access yet and will need to get with their DEPO manager to allow them access.

#### HOW TO TEST IF STUDENT DOESN'T HAVE A DOMAIN ACCOUNT

1. You will need to have the student use a personal device with a CAC reader, or a logged in machine with an extra CAC reader. Using Microsoft Edge (Firefox will fail, Internet Explorer will fail) navigate to [dod.teams.microsoft.us](https://dod.teams.microsoft.us)
2. At login use the username that mirrors their email account usually, [first.mi.last.mil/ctr/civ@mail.mil](mailto:first.mi.last.mil/ctr/civ@mail.mil) BUT for Army 365 MS Teams the final portion is army.mil. It will look like this [first.mi.last.mil/ctr/civ@army.mil](mailto:first.mi.last.mil/ctr/civ@army.mil)
3. Choose CAC/PIV for authentication method
4. Choose authentication certificate
5. If the student has access they will be able to login and see the Teams directory page, if they do not they will get an error message and will need to get with their unit's DEPO manager for a Teams account.

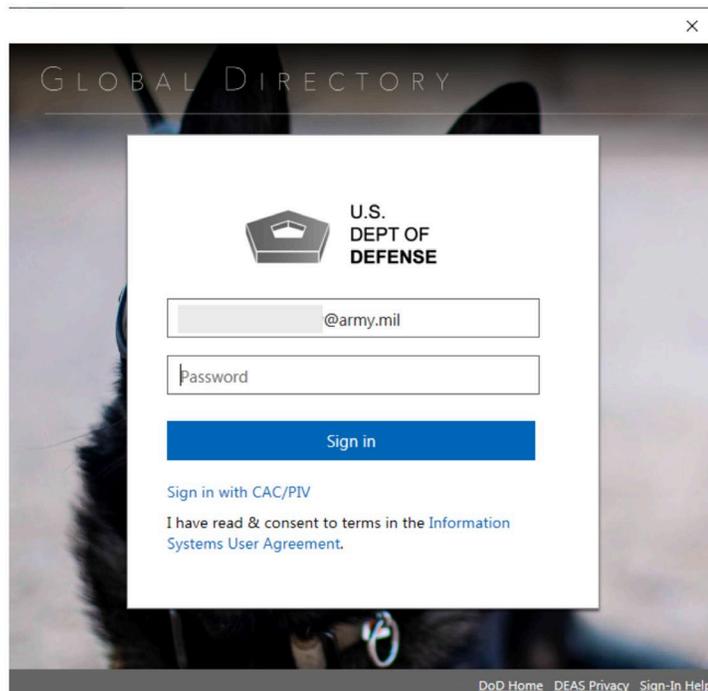
\*\*\*\* You will not be able to access the Army 365 MS Teams on your cellphone\*\*\*\*

1.



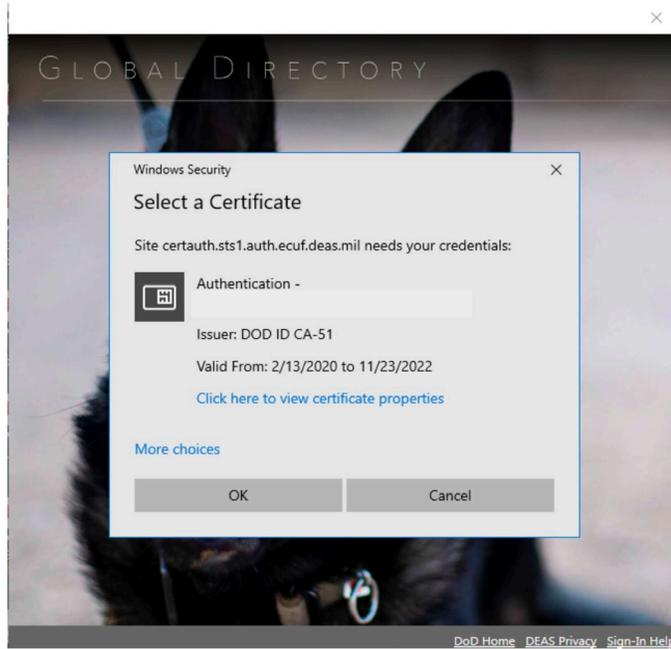
A Microsoft sign-in window with a light gray background. At the top left is the Microsoft logo. Below it is an illustration of a man and a woman in circular frames, with speech bubbles and documents. The main heading reads "Enter your work, school, or Microsoft account". Below this is a text input field labeled "Sign-in address" and a "Next" button.

2.

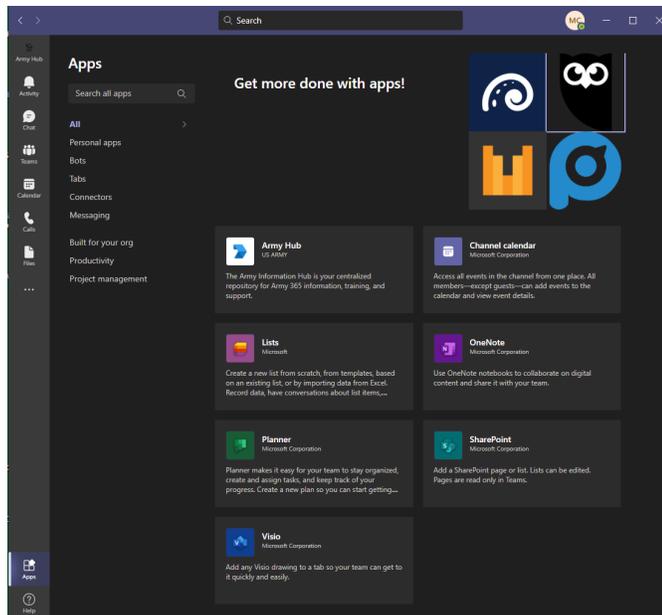


A "GLOBAL DIRECTORY" sign-in window for the U.S. Department of Defense. The background is a dark image of a soldier. The sign-in form is white and contains the U.S. Dept of Defense logo, a text field with "@army.mil", a "Password" field, and a blue "Sign in" button. Below the button, it says "Sign in with CAC/PIV" and "I have read & consent to terms in the Information Systems User Agreement." At the bottom right, there are links for "DoD Home", "DEAS Privacy", and "Sign-In Help".

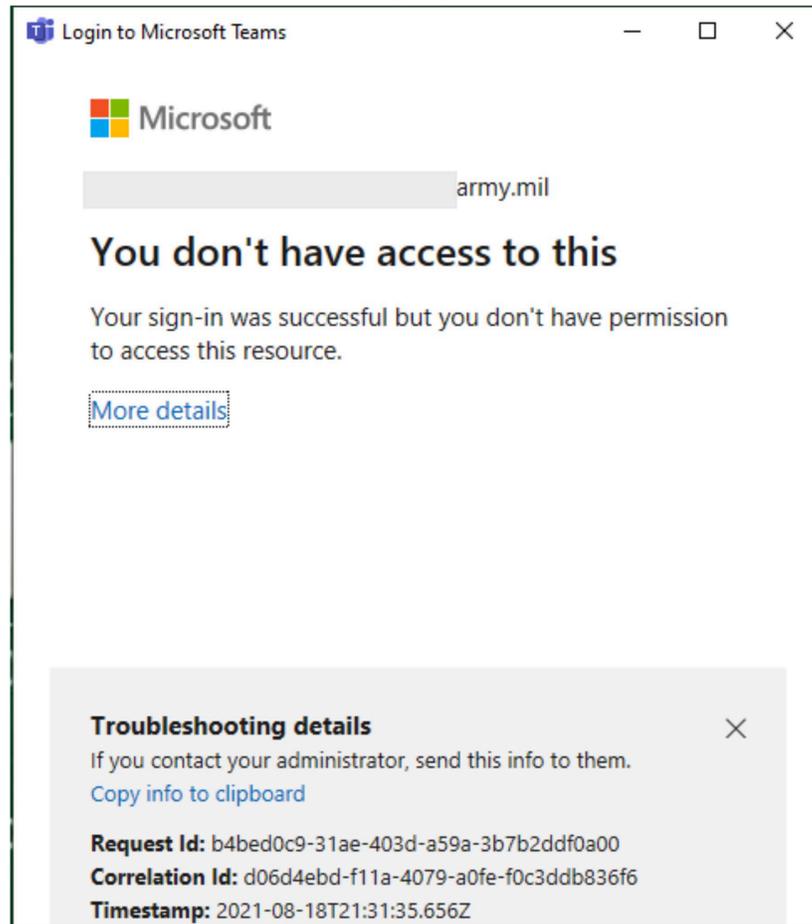
3.



#### 4. SUCCESS!



1 of the error messages you can receive



The image shows a screenshot of a Microsoft Teams login error message. The window title is "Login to Microsoft Teams". The Microsoft logo is at the top left. Below it, the email address "army.mil" is displayed. The main heading is "You don't have access to this". Below this, a message states: "Your sign-in was successful but you don't have permission to access this resource." There is a link for "More details". At the bottom, there is a "Troubleshooting details" section with a close button (X). This section contains the following information: "If you contact your administrator, send this info to them.", a link for "Copy info to clipboard", and three lines of technical data: "Request Id: b4bed0c9-31ae-403d-a59a-3b7b2ddf0a00", "Correlation Id: d06d4ebd-f11a-4079-a0fe-f0c3ddb836f6", and "Timestamp: 2021-08-18T21:31:35.656Z".

Microsoft

army.mil

## You don't have access to this

Your sign-in was successful but you don't have permission to access this resource.

[More details](#)

**Troubleshooting details** ×

If you contact your administrator, send this info to them.

[Copy info to clipboard](#)

**Request Id:** b4bed0c9-31ae-403d-a59a-3b7b2ddf0a00  
**Correlation Id:** d06d4ebd-f11a-4079-a0fe-f0c3ddb836f6  
**Timestamp:** 2021-08-18T21:31:35.656Z