

Flank Speed Startup Guide

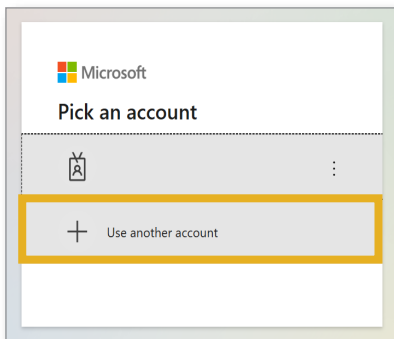
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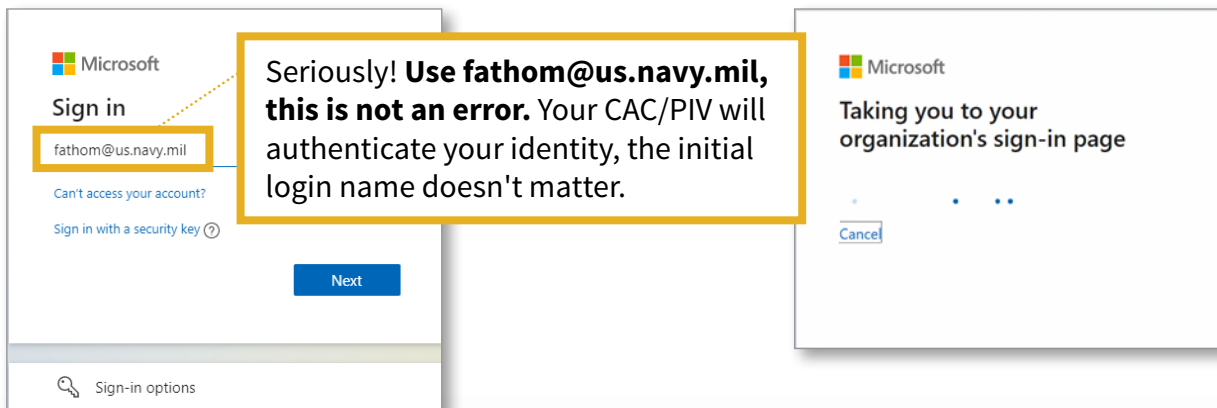


How to Log On to Flank Speed

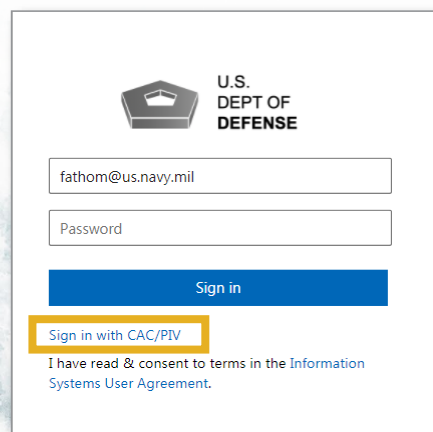
- 1 Ensure you are connected to the **DoD network either in the office or via VPN** Pulse Secure Client. For the most expanded capability set, it is recommended to access Flank Speed via the above method. However, you can log into Flank Speed directly from the internet.
- 2 Open a **web browser window (Edge is recommended)**. Ensure you are logged out of any other environments and have closed all associated browser windows. Enter "<https://portal.apps.mil/>".
- 3 Select "**Use another account**".



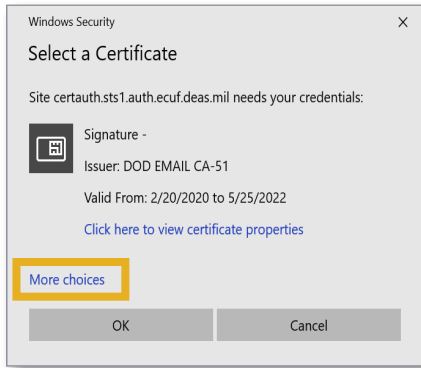
- 4 Enter "**fathom@us.navy.mil**" and select "**Next**". The following screens should appear in order.



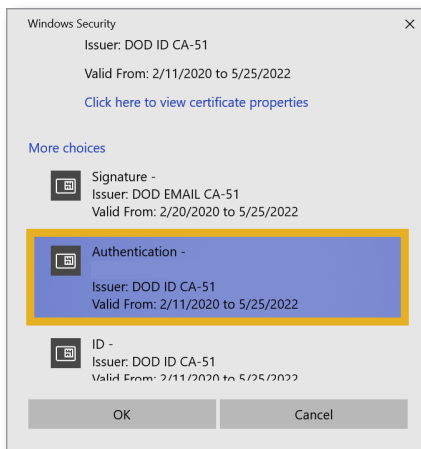
- 5 When password is requested, select "**Sign in with CAC/PIV**".



6 Select **"More Choices"**.

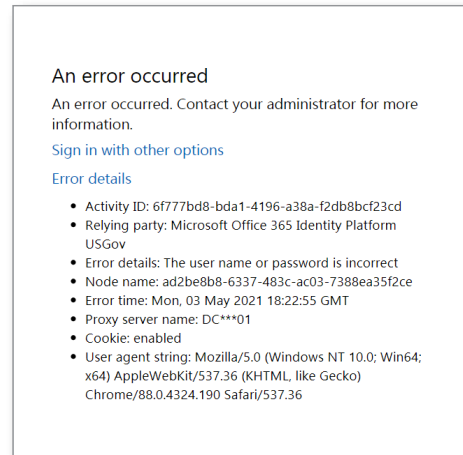


7 Select your **"Authentication"** certificate. If **"Authentication"** isn't available, choose **"ID"**.



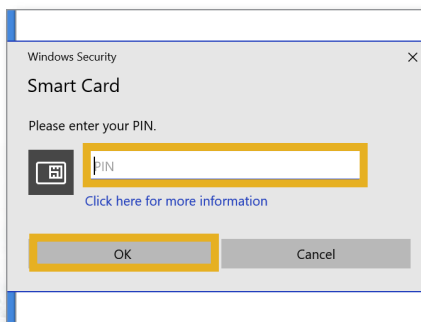
In case of error... →

7a *If that certificate doesn't work – you will receive an error similar to the one below. Close your browser completely (not just the tab or window), start the process again and select a different certificate.*

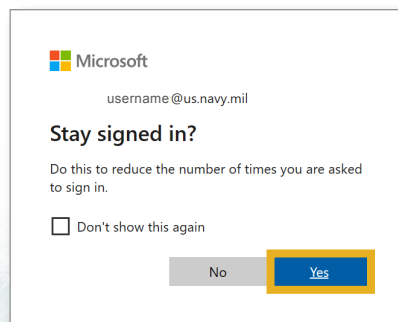


Worked great? Keep going...

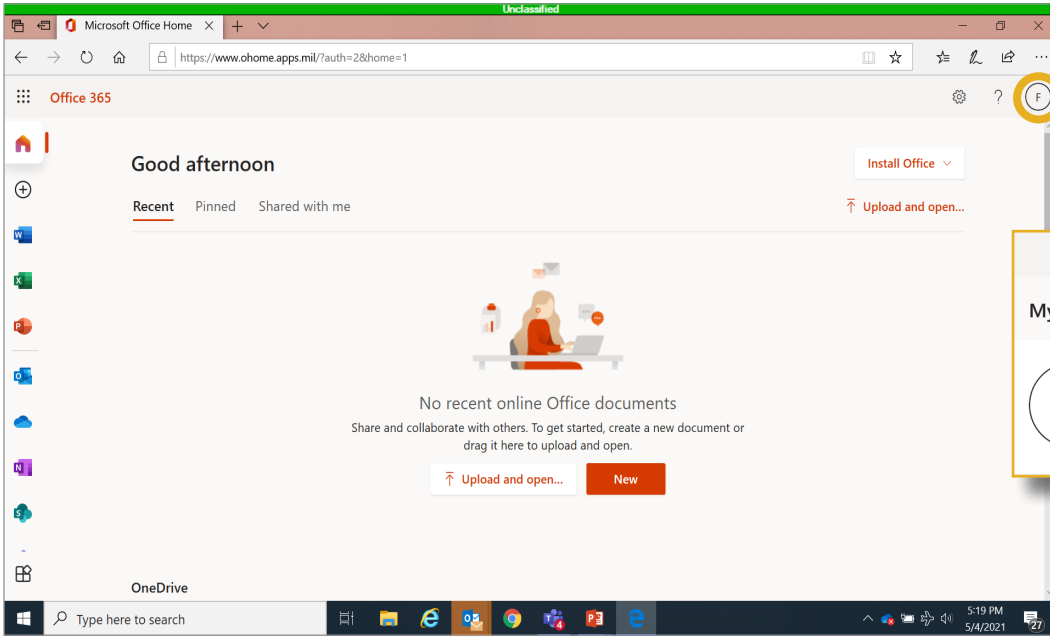
8 Enter your PIN and select **"Ok"**.



Stay signed in? Select **"Yes"**.

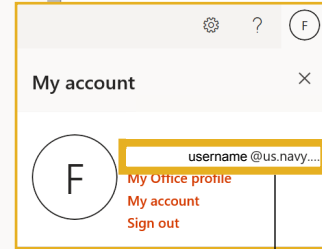


Congratulations – You are in Flank Speed!



USERNAME

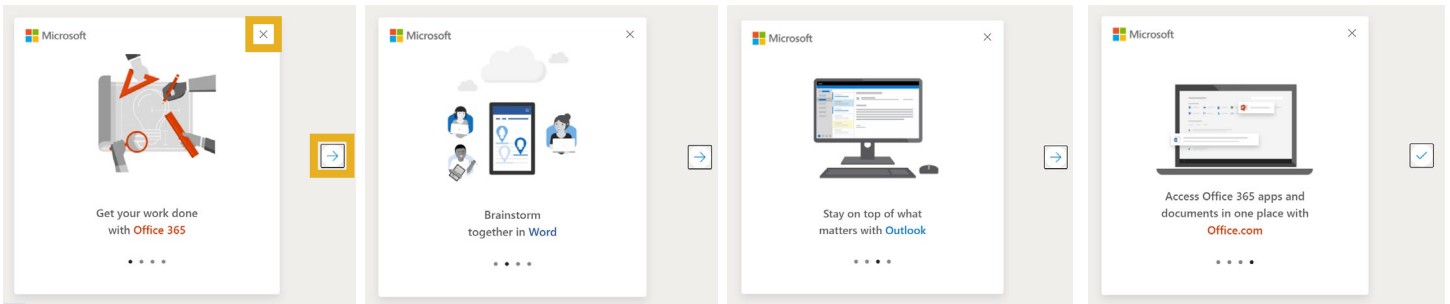
Click on the avatar circle to display your account information



Here is your DoD assigned username:
first.m.last.(mil, civ, ctr)
@us.navy.mil

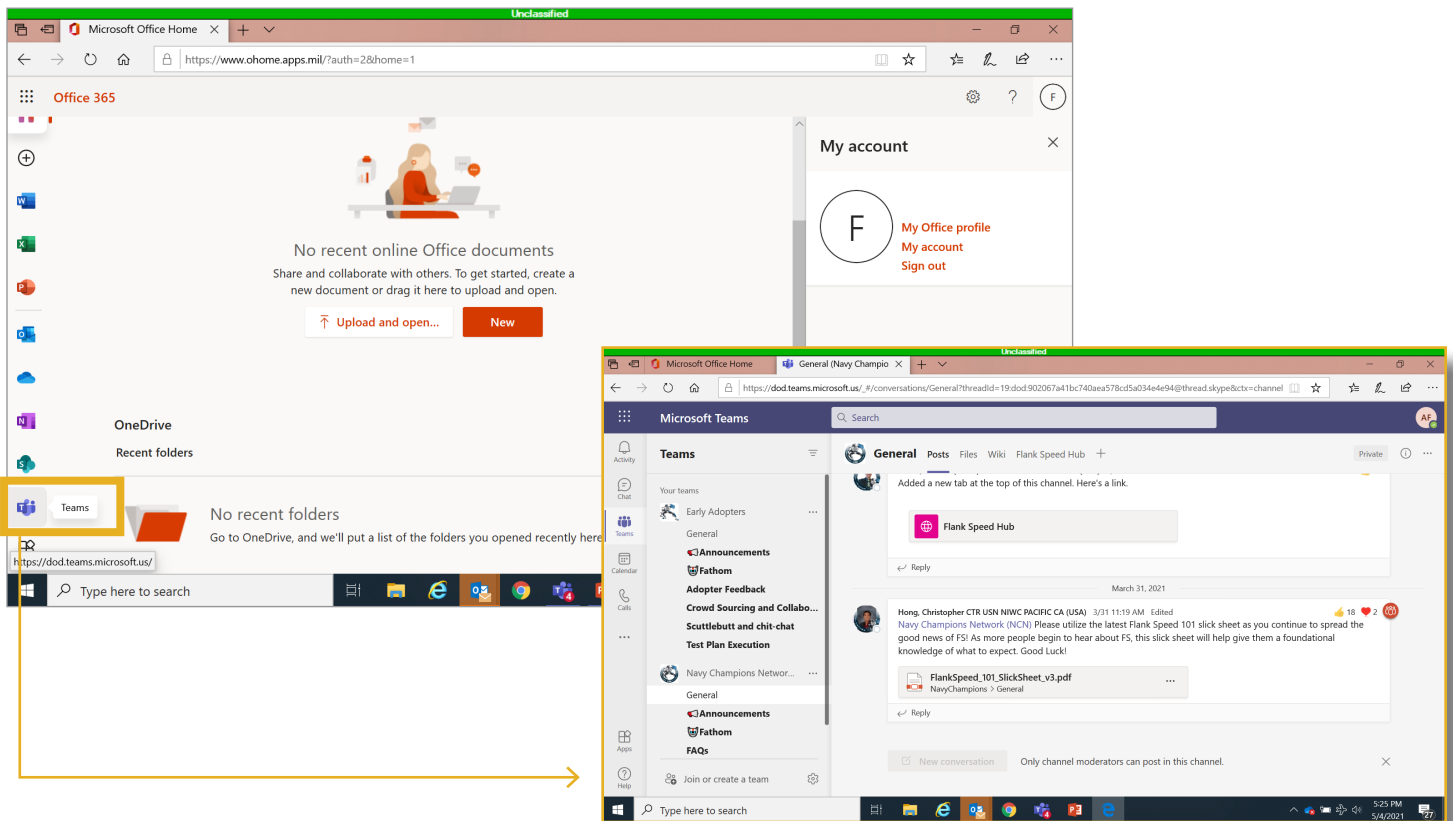
START UP

The following screens will walk you through the startup. You can either select the **arrow** to walk through the process or select the **X** to proceed.

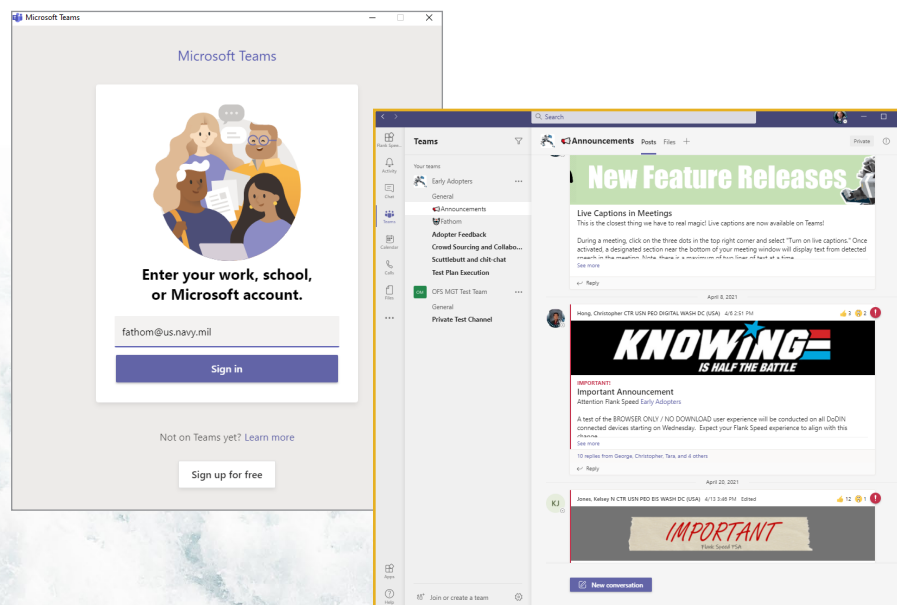


Getting Started in Teams

From the Microsoft Office home page in a web browser, scroll over and select the **Teams icon**. Teams will start and you are ready to collaborate.



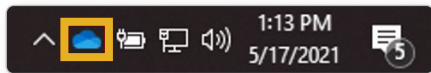
You can also log in from the **Teams app**.



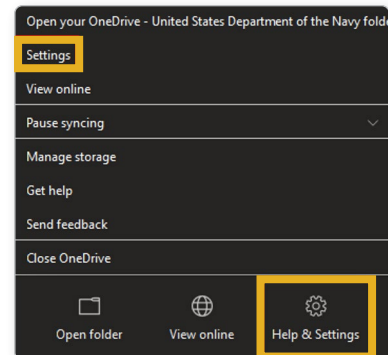
Getting Started in OneDrive

The OneDrive client on your computer must be connected to the Flank Speed tenant. Do not open/select the OneDrive for Business application, which may be installed on your seat. Use the OneDrive application.

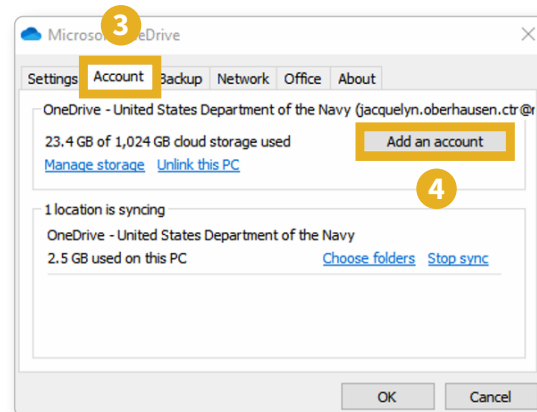
- 1 Right-click on the OneDrive icon in your task tray on the taskbar. This will open the client menu.



- 2 Select **Settings** on the OneDrive client menu.

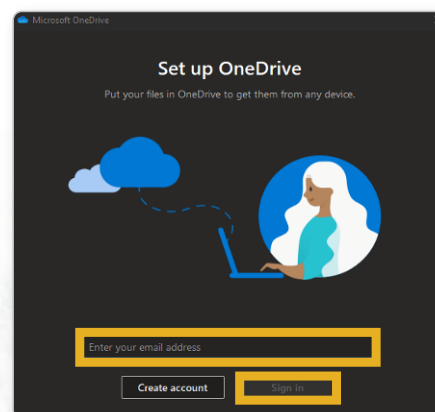


- 3 Select the **Account** tab on the Microsoft OneDrive dialog. Check to see if the client shows you logged in through Flank Speed. If you have other OneDrive icons, repeat these steps to see if you are logged in to Flank Speed through any of them.



- 4 Click the **"Add an account"** button. This will open a new OneDrive client and ask you to set up OneDrive for Flank Speed.

- 5 In the blank provided, enter your Flank Speed username, then click the **"Sign In"** button. You will be prompted to log into the Flank Speed tenant.



Migrate H: Drive Content to OneDrive

PLEASE NOTE The Flank Speed environment is authorized for all types of Controlled Unclassified Information (CUI) with three key exceptions—Naval Nuclear Prolusion Information (NNPI), Law Enforcement Sensitive (LES), and Health Insurance Portability and Accountability Act (HIPAA). As you transfer data to Flank Speed OneDrive, **please remember to not transfer files that contain those data types.**

STEP 1 Verify you see your Flank Speed OneDrive by opening your file explorer from your taskbar. Please note, H: Drive is only available via a government device.

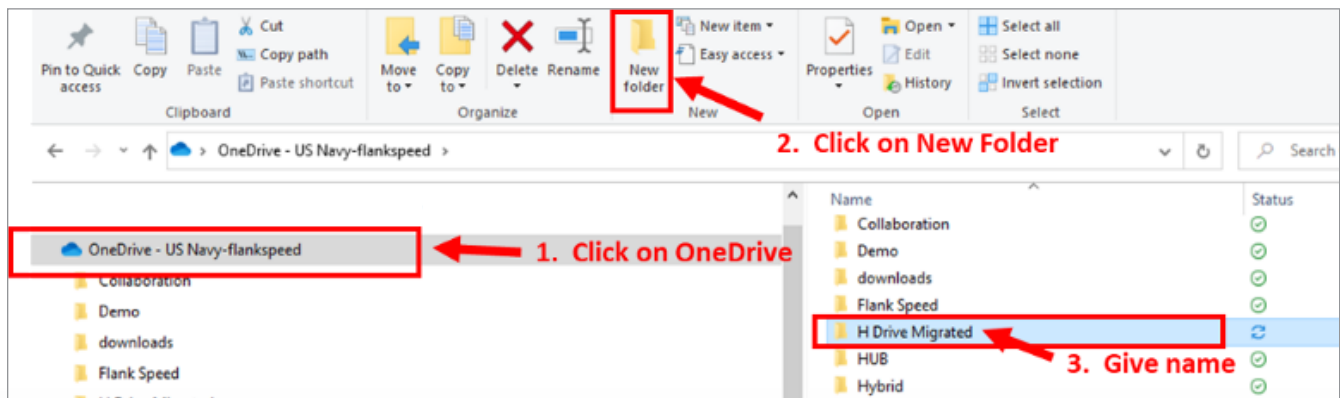


> OneDrive - US Navy-flankspeed

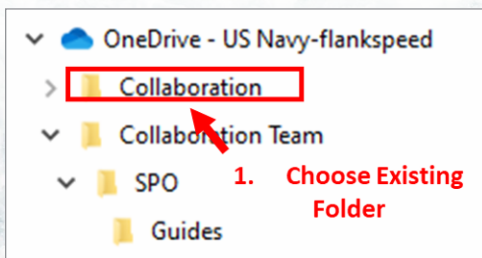
NOTE: If you don't see your Flank Speed OneDrive, please refer to page 6 of this document to setup your OneDrive.

STEP 2 Expand your Flank Speed OneDrive and ADD a folder to move your H: drive content into (Option A), or choose an existing folder from your OneDrive to move your content into (Option B). You also have a third option to drag and drop your existing H: drive folders directly into your Flank Speed OneDrive to keep the existing structure (Option C).

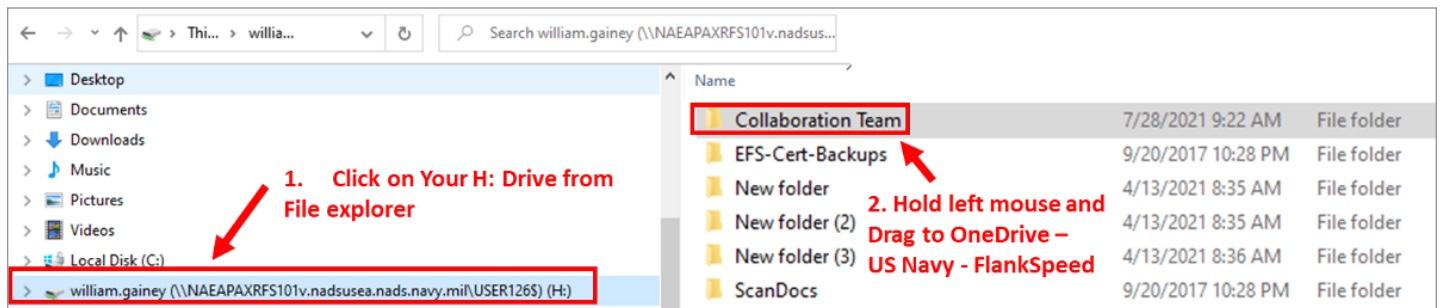
Option A: Adding a New Folder to OneDrive



Option B: Selecting an Existing Folder in OneDrive



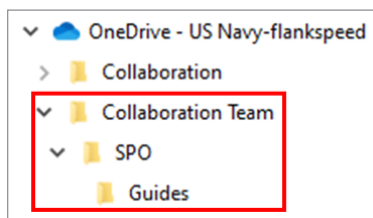
Option C: Dragging an existing folder from H: Drive to Flank Speed OneDrive



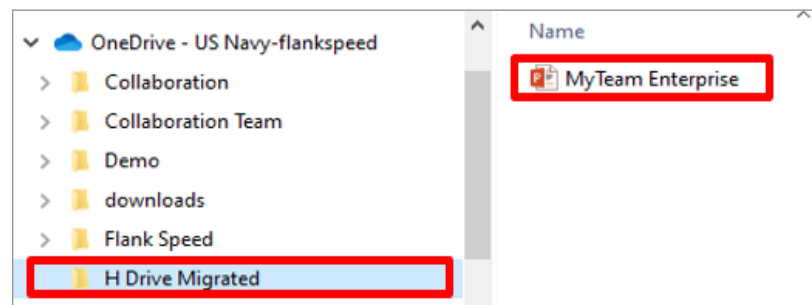
STEP 3

Hold down your left mouse key and drag your files over the "OneDrive-US Navy Flank Speed" and drop your folder/files. OneDrive sync will now copy your files to Flank Speed OneDrive for you. Results from moving your folders/files below:

Move Folder from H: Drive



Move Files from H: Drive to New Folder in Flank Speed OneDrive



NOTE: Please remember that if you are trying to move large amounts of content (over 50GB) at a time, it is best to be hardwired into your network and you should attempt to move these files during non-working hours. Also, keep in mind that blocked files types should not be moved into your OneDrive. If you move blocked file types, you will receive an error message that asks you to rectify the files before OneDrive will complete the sync.

What to Expect: Email, Teams, and Calendar

Email migration to Flank Speed (@us.navy.mil) will happen in waves throughout FY21 and FY22. As this process is ongoing, **there are varying user experiences within Flank Speed that will impact where you receive email and how you schedule Teams meetings.**

SCENARIO 1: Flank Speed account enabled, email not yet migrated

- Teams without a calendar
- No Flank Speed email

These users will not use Flank Speed Outlook (@us.navy.mil), but will continue accessing email as they have in the past. **The lack of a Teams calendar is a temporary situation, it will be enabled when a user's email is migrated to Flank Speed.** Without a Teams calendar, users will have to schedule Teams meetings in Outlook via the Teams Meeting button (see following page).

SCENARIO 2: Email migration complete, OR brand new user account created

- Teams with a calendar
- Flank Speed email

These users have had their email migrated to Flank Speed (@us.navy.mil) and therefore Teams and Outlook work in-sync (scheduling in either application will populate the other). Forwarding has been set up for any new emails or invites sent to your old email address to your Flank Speed inbox. Outgoing messages will be sent from your new @us.navy.mil account.

New employees will also fall into this scenario, but email migration and associated forwarding is not applicable as there is no other associated Navy email account.

For options on how to schedule Teams meetings, see page 9.

PLEASE NOTE: Audio conferencing is available, but only to a subset of licensed users. If you have the appropriate license, no action is required—audio conferencing information will be automatically added to new meeting invites.

Setting up a Teams Meeting

Teams meetings can be scheduled directly in the Teams calendar. However, if you do not have a Teams calendar or prefer scheduling from Outlook, please review the options below.

VIA THE "NEW TEAMS MEETING" PLUG-IN BUTTON IN OUTLOOK

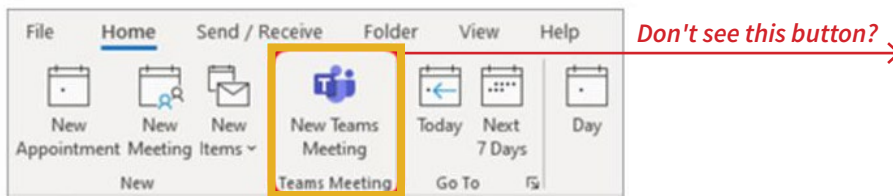
Anyone can use this method to schedule a Teams meeting via Outlook (using your Flank Speed account or legacy email). If you don't have a Teams calendar, this is the only method currently available to you.

PLEASE NOTE: This plug-in button is only available via your installed Outlook client, not Outlook Web Access (OWA). Therefore, you can only access it when connected to Flank Speed via the DoD network from the office or via VPN. You cannot access the rich client applications via direct internet access.

- 1 From your government-owned desktop/laptop, launch the **installed Teams client** and log in to Flank Speed.
- 2 Launch your **installed Outlook client**. If you already had it open you will need to close it completely and relaunch.
- 3 Click "**Create new meeting**".
- 4 Use the "**New Teams Meeting**" plug-in button to generate a Flank Speed Teams meeting link in your meeting invite.

NOTE: Steps 1 and 2 will not work using the browser versions of Teams and Outlook.

You must launch these in this order.



*First, confirm that you are logged into the Teams client with Flank Speed credentials and repeat Steps 1 and 2, **in that order.***

If you are and the button still does not appear, call your local service desk for support.

COPY AND PASTE THE LINK FROM TEAMS

Please note, this option is only available to those with a Teams calendar.

- 1 Open Teams and create a "**New Meeting**" on your Teams calendar on the appropriate day and time. You will need to invite at least one person for the meeting invite to populate with a meeting link.
- 2 Select "**Save**" and the window will close, revealing your Teams calendar.
- 3 Double click the newly created meeting invite on your calendar to view. **Copy the meeting link.** In your existing email calendar, create a new meeting and paste in the link.

WHO DO I INVITE? When adding meeting participants, add users via their current email address (e.g. @navy.mil). If they also have a Flank Speed account, it will automatically be forwarded to that account.

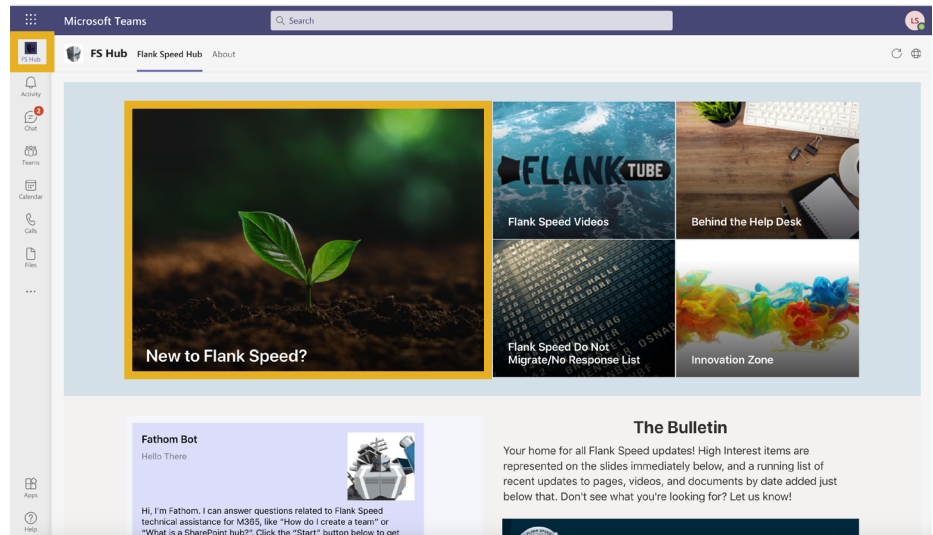
A NOTE FOR PARTICIPANTS: Participants will need to copy the Teams meeting link into a web browser where they are logged into Flank Speed. This will give them the option to join the meeting via the web browser or the Teams client (if logged in with their Flank Speed account).

Help!

THE FLANK SPEED HUB—YOUR ONE-STOP SHOP

Once you're inside of Flank Speed, be sure to check out the Flank Speed Hub, which you can find at the top of your Teams toolbar when you log in. The Flank Speed Hub is your one-stop shop for knowledge, resources, and training to make you successful. The Hub is constantly refreshed with the most up to date information—from feature stories to how-to guides—and provides multiple ways for you to give feedback and suggestions to improve the user experience.

Be sure to check it out often!



IF YOU NEED HELP

- 1. Check the Flank Speed hub on Teams** (above), then scroll down to the Training Section and select the "How to Guides Page" for reference guides and information.
- 2. Reach out to your local Navy Champions Network representative for local advice** before contacting your network service desk. Champions are a great resource for general migration and schedule questions. Your champion can be found by going to the Flank Speed Hub and selecting "Champion's Corner".
- 3. Contact your existing network service desk** (i.e. NMCI, ONE-Net, etc) to ensure supporting components are not the source of the issue. After confirming they are not, the existing service desk will submit a ticket to the Flank Speed Service Desk. To check the status of your incident, please visit Navy 311 <<https://www.navy311.navy.mil/flankspeed>> and click on "Check Status".
- 4. If your existing service desk is unknown**, then NAVY311 will provide contact information to the appropriate service desk.
Web Page: [NAVY311.navy.mil](https://www.navy311.navy.mil)
Email: navy311@navy.mil
Phone: 1-855-NAVY-311 (628-9311)

