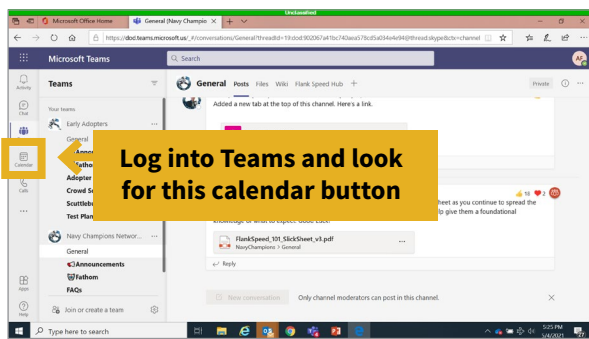


## What to Expect: Email, Teams, and Calendar

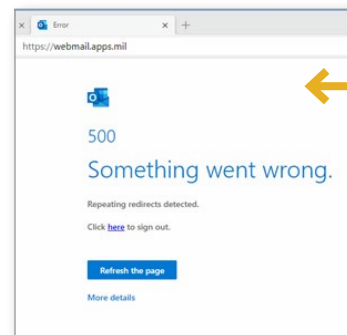
Email migration to Flank Speed will happen in waves throughout FY21. As this process is ongoing, **there are three varying user experiences within Flank Speed that will impact where you receive email and how you schedule Teams meetings.**

But which user experience can I expect? To determine, log in to Flank Speed and answer these two questions:

### 1 Do I have a Teams calendar?



### 2 Is my Flank Speed Outlook enabled?



**Log into Flank Speed Outlook Web Access. If you see this message your email hasn't been enabled.**

Then find your scenario based on your answers to the above:

- 1 Teams without a calendar
- 2 No Flank Speed email

These users will not use Flank Speed Outlook, but will continue accessing email as they have in the past. However, **the lack of a Teams calendar is a sign that your email will be migrated in a matter of weeks**—this is a short-term situation. Without a Teams calendar, users will have to schedule Teams meetings in @navy.mil Outlook.

- 1 Teams with a calendar
- 2 No Flank Speed email

These users will not use Flank Speed Outlook, but will continue accessing email as they have in the past. Users can schedule a meeting directly in the Teams calendar or in their non-Flank Speed Outlook, but the two calendars will not operate in-sync with one another.

- 1 Teams with a calendar
- 2 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.

**For options on how to schedule Teams meetings, see the next two pages.**



## 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 options A and B below.

### A. VIA THE "NEW TEAMS MEETING" PLUG-IN BUTTON IN OUTLOOK

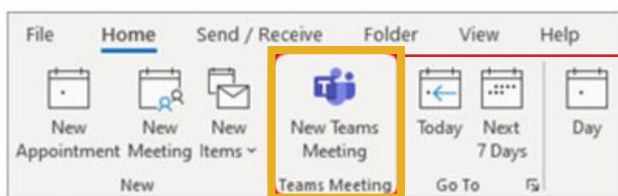
Anyone can use this method to schedule a Teams meeting via Outlook (using your Flank Speed account or legacy email). However, if you don't have a Teams calendar, this is the only method currently available to you.

**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.**



*Don't see this button?* →

*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.*

- 5 Send this link to meeting participants via their existing (@navy.mil) email addresses. If they also have a Flank Speed account, it will automatically be forwarded to that account.



## **B. COPY AND PASTE THE LINK FROM TEAMS**

- 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.**
- 4** In your existing email calendar, create a new meeting and paste in the link copied from Teams.

**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.

**PLEASE NOTE:** Audio conferencing is not available at this time. It is planned for an upcoming release and—once available— those users provisioned with the capability will be notified with next steps.

**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).

