**Milsuite Instructions**

Updated: 4/29/2019

FAOs are required to join the "Navy FAO" group on milBook within milSuite.  The site is CAC-enabled and you will need to request access to join the group page.  Some outstations may and those at Embassies or other domains may have issues accessing MilSuite if they have not previously logged-on from a .mil computer (please see more below).  Also, milSuite is connected to MilConnect, so please ensure your email address and contact information in MilConnect is current before going to milSuite/milBook.

\* Copy this link into your browser https://login.milsuite.mil/?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2F

\* Login using your CAC card/pin

\* Once logged in select "Go to milBook"

\* Across the top banner select "Places"

\* In the search box type "Navy FAO."

\* Select the Navy FAO link to enter the site.

\*Select "Ask to join this group."  An email will be sent to the site administrators (CDR Brackett and LCDR Sirker) to give you access.  You will receive an email when access has been granted.

Once permission is granted, you can (and should) set up notifications to go to your email:

\* Select "Support"

\* Under support an Army crest icon will appear with a drop-down, click that and select "Preferences"

\* General Preferences tab, select notifications for: Inbox, Alerts, Follow, and Include body of content in email

\* Lastly, verify that your current email address is the one receiving notifications (if not, you'll need to correct/update that in MilConnect)

MilBook is part of milSuite, a CAC-enabled USG information system that offers a collection of applications modeled after popular social media apps - milBook, milWiki, milWire, and milTube.  The Millington team does still maintain a comprehensive email list for all FAOs and use it when necessary, but this sometimes limits the type of information we can send out.  One nice feature of Milsuite is that the content of messages posted to the Navy FAO group page will appear in your email account that is linked to milSuite.

MilSuite can be accessed from .mil, State, NPS, and DLI domains.  If you have issues accessing the site, try to logon from a .mil computer when you are able to establish your certs, and you should be able to logon from a non-.mil domain later. However, State and other domains update their security settings/software which may interfere with your access.  You can also access the site from your home computer with a CAC reader.

Once you have access you will see that the OCM, Detailer, and LREC office have already posted important community information.  Along with community messaging, our goal is to make this a one-stop-shop for the community to eliminate the need to go to multiple webpages to access information.  To that end, you will see increased postings of information that were previously found on the NPC website.

Also, I encourage you to take advantage of the site's capabilities, whether it be sharing useful information, discussing community issues, or even starting your own blog.  Having all FAOs as members of milBook has significantly improved cross-communication among FAOs which makes us better informed and ultimately better at our jobs.

If you have any questions about the MilSuite page, please send them to CDR Enid Bracket (enid.s.brackett@navy.mil), or LCDR Emir Sirker (emir.sirker@navy.mil)

V/r,

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