

HQ SOCOM LAPTOP WORK INSTRUCTION (WI)

(CAN I TAKE IT HOME, REMOVE FROM BUILDING, WIRELESS, VPN?)

March 2020 | Version 1.1

Section 1.0: INTRODUCTION

Many SOFNET-U workstations at HQ SOCOM (MacDill Air Force Base) have been replaced with laptop computers. These laptops may be removed and taken to meetings/workspaces within the building (**NON-SCIF**) or taken home without any further paperwork.

The laptops are preconfigured with Cisco AnyConnect Software and do not need a separate VPN account to be configured.

Section 2.0: LAPTOP USE AT HOME

To use laptop at home, follow these steps:

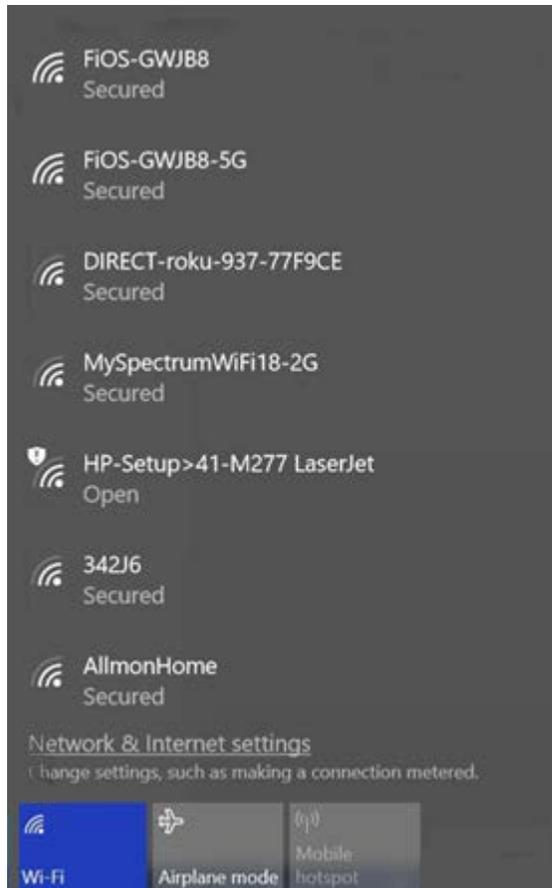
1. Connect power cord and power up laptop.
2. Enter bitlocker key – the same way you do at work.

Note: Be careful: After 3 failed bitlocker attempts, the machine will lock up,

3. Insert your CAC in the reader on the left hand side of your laptop.
4. Log on to Windows using your PIN.
5. Connect to your hotel/home internet via wireless.



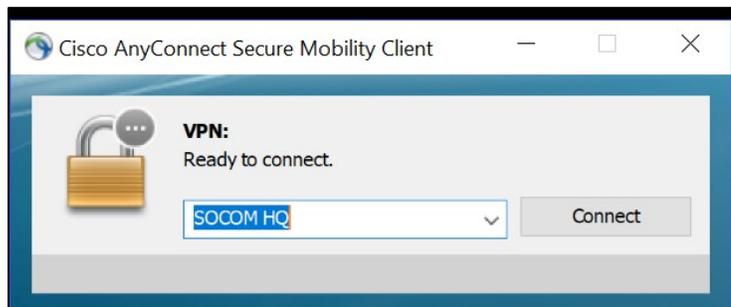
- a. Click the Wireless connection icon in the lower right hand corner of your screen.
- b. Select your home network from the list that pops up; each home's networks will vary.



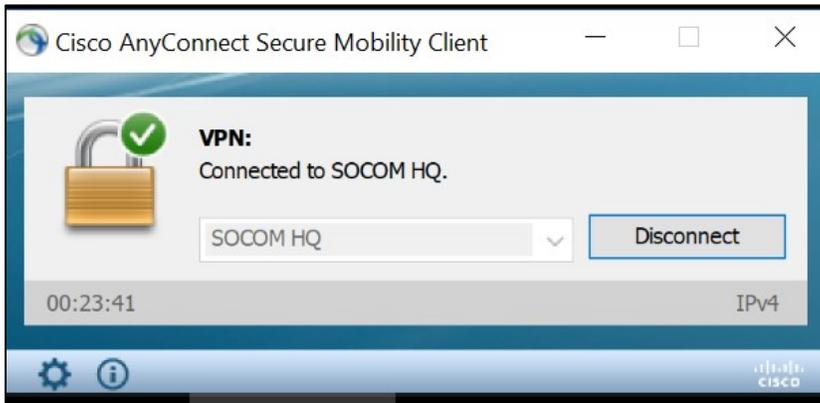
- c. Once you have entered the password for your home/hotel network, you should be connected.
- d. At this point, you can surf the Internet and check your email via Outlook Web Access (OWA) without using the Virtual Private Network (VPN).

To do so, paste the following URL into a separate Web browser:
<https://mail.socom.mil/owa>

6. Open the Cisco AnyConnect application.



7. Click **Connect**. (Be patient; this may take several attempts and will depend on the speed/quality of the home network you are connected to.)
8. After you are successfully connected, you will see the following status:



Note: You may see multiple “disconnected” and “reconnected” popups appear throughout your session.

Once connected, you can open your Outlook client through the start menu, and you should also be able to connect to shared office drives.

Section 3.0: RECORD OF CHANGES

Date	Title/Brief Description of Change	SECTION/PAGE
June 2019	Initial	All