Agenda

To receive announcements to your us.af.mil email, perform the following steps:

Each user is responsible for maintaining (adding/deleting) his/her own alerts

NOTE: You can only set one alert at a time and will need to repeat the instructions for any page/folder/file you want to receive an alert.

1) Go to *DEAMS Outreach Portal* and click on *Help Desk/DEAMS Announcements* heading

2) Select the *LIST* tab in the top left corner of the page

3) Click the *Alert Me* button in the toolbar and select *Manage My Alerts*

4) Click the *Add Alert* link

5) Scroll and select the *Help Desk/DEAMS Announcements* radio button

6) Click *Next* at the bottom of the page

7) Select notification parameters and click the *OK* button

8) Check your email account for a message stating you have successfully created the alert notification

The DEAMS Outreach Portal is a CAC-enabled site that automatically associates each user with their us.af.mil email account; therefore, users are not able to change the default email address through the Portal

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