TOP TEN
TOOLS & TIPS
For Department of the Air Force IT Users

1 — DAF365 ANYWHERE

The suite of DAF365 applications, including Outlook, Teams and OneDrive are accessible from your personal computer with a CAC reader (no VPN!). Visit https://portal.apps.mil/ (CAC Enabled) from your device. Downloads from Outlook Web Access (OWA) to your personal device were recently enabled for non-CUI attachments.

2 — MICROSOFT FORMS

Microsoft Forms enables you to create simple web-based forms for invitations, feedback and other uses. For more, visit the DAF365 Sharepoint Online Training Portal. (CAC enabled)
*Note that surveys must be approved by the DAF Survey Office.

3 — BRING YOUR OWN APPROVED DEVICE

Access DAF365 including Teams and Outlook Web Access (OWA) from your approved mobile device. For more info, visit the BYOAD portal on the DAF365 Hub (CAC enabled)

4 — PLANNER FOR TASK MANAGEMENT

Use Microsoft Planner Kanban boards to streamline your task management process and collaborate with your team in real time. Planner automatically visualizes task status into pie and bar charts with no setup required. Access planner here (CAC enabled).

5 — DAF365 TRAINING OPPORTUNITIES

Register for free Trainings offered every Monday and Thursday via the DAF365 Training Portal (CAC enabled). New trainings are always being added so check back frequently.

6 — DIGITAL UNIVERSITY

Digital U provides more than 12,000 free training courses to Airmen and Guardians. Offerings include UX Design, Agile Project Management, Software Development and many other critical digital skills.
Sign up today at https://digitalu.af.mil

7 — REDFORCE & DAF CDAO DATA FABRIC

Interested in leveraging DAF AI/ML capabilities? Join **redForce** which enables DoD community members through collaboration on emerging AI/ML needs within the DoD AI development cycle.
More on the DAF Big 6 Data Platforms (CAC enabled)

8 — WEEKLY REBOOTS, FASTER SYSTEMS

Many performance and stability problems can be resolved by regularly restarting your computer. Installation of some Windows updates can only be completed only after a full shutdown. In order to ensure pending updates are completed, regularly do a full reboot by choosing 'Restart' from the Power menu.

9 — TEAMS GUEST USERS

It is now possible for non-DoD users (those who do not hold CACs) to join our DAF365 Teams meetings. DAF365 users are also able to join Teams meetings generated by non-DoD users. In both instances, the attendee joins as an anonymous user (guest). More details. (CAC enabled)

10 — USE OUTLOOK IN OFFLINE MODE

Using Outlook in offline mode can improve responsiveness of the app. Outlook offline mode can be toggled in the Send/Receive tab by clicking 'Work Offline.'