

## NMCI Data Storage

-Mail-Microsoft Outlook Exchange (2 GB max)

Example of storage locations on the NMCI network:

C: Drive-Hard drive space (amount varies)

H: Drive-Home drive space (5GB max)

J:, K:, L:, P:, or S: Drives—Shared drive space (amount varies by file share allocation)

## Checking Storage Space (C:,H:,J:,K:,L:,P:,S:)

1. Double-click the drive letter.
2. From the **Edit** menu, click **Select All**. This highlights all drive files.
3. Right-click the highlighted files. Click **Properties**. A window appears displaying information on the selected files.
4. The **Size** box displays how much space is used.

**Note:** For mapping or reconnecting to H: or S: drives contact NMCI.

## Checking Outlook Folder Size

1. Open **Outlook**.
2. Right-click the **Outlook Today** folder.
3. Click **Properties | Folder Size**.
4. Review the **Total Size** (Folder + Subfolders) entry. This must remain under 2GB.

**Note:** In the **Folder Size** window, 2GB is displayed as 2097152 KB.

## Exceeding Storage Limits

H: Drive—If you exceed 5GB a window appears informing you that the next document will not be saved until you make space available.

Outlook—If you exceed 2 GB of space on the Exchange server you will be prohibited from sending e-mail until you make space available.

## Quick Links

### NMCI Homeport

<https://www.homeport.navy.mil>

### NMCI Enterprise Self-Service Portal

<https://servman/sm/ess.do>

### NAVFAC Public Portal

<https://www.navfac.navy.mil>

### NAVFAC Private Portal

<https://hub.navfac.navy.mil>

### NAVFAC CIO Support Tracking System

[https://hub.navfac.navy.mil/webcenter/portal/cio/Support+Tracking+System+\(STS\)](https://hub.navfac.navy.mil/webcenter/portal/cio/Support+Tracking+System+(STS))

### NAVFAC CIO Self Help FAQs

[https://hub.navfac.navy.mil/webcenter/portal/cio/CIO+Support/Self+Help+\(FAQs\)](https://hub.navfac.navy.mil/webcenter/portal/cio/CIO+Support/Self+Help+(FAQs))

### ieFACMAN

<https://iefacman.navfac.navy.mil>

### MAXIMO

<https://maximo.navfac.navy.mil>

### ARMDEC SAFE Web Application

<https://safe.amrdec.army.mil/safe>

### SLDCADA

<https://www.sldcada.navy.mil>

### Defense Travel System

<http://www.defensetravel.osd.mil>

### milConnect (Global Address Updates)

<https://www.dmdc.osd.mil/milconnect>



## NAVY MARINE CORPS INTRANET QUICK REFERENCE GUIDE

### NMCI 24 Hour Service Desk

(866) 843-6624

[servicedesk\\_NAVY@nmci-isf.com](mailto:servicedesk_NAVY@nmci-isf.com)

## NAVFAC SUPPORT NUMBERS

### NAVFAC Information Technology Center (NITC) 24 Hour Operations Watch

DSN: (312) 551-2555

or (805) 982-2555

[nitcooperationswatch@navy.mil](mailto:nitcooperationswatch@navy.mil)

### NAVFAC SW Support Desk

(619) 532-2222

[navfacswhelpdesk@navy.mil](mailto:navfacswhelpdesk@navy.mil)



# NAVY MARINE CORPS INTRANET

## IT SUPPORT OPTIONS

Support is available from the Navy Marine Corps Intranet (NMCI) Help Desk, NAVFAC Information Technology Center (NITC), NAVFAC Southwest CIO, and the NAVFAC portal Support Tracking System (STS).

## When to Contact the NMCI 24 Hour Service Desk

Phone: (866) THE-NMCI (866) 843-6624

Email: [servicedesk\\_NAVY@nmci-isf.com](mailto:servicedesk_NAVY@nmci-isf.com)

Problems with desktops, laptops, printers, CAC logon, E-mail, Internet Explorer, MS Office applications (Word, Excel, PowerPoint, Project, etc.), Adobe Professional, and other installed software.

## When to Contact the NAVFAC Information Technology Center (NITC) 24 Hour Operations Watch

DSN: (312) 551-2555 / (805) 982-2555

email: [nitcoperationswatch@navy.mil](mailto:nitcoperationswatch@navy.mil)

Problems with the NAVFAC portal or problems with connectivity to NITC hosted Enterprise applications; help with NAVFAC portal accounts to include lost/forgotten NAVFAC e-application passwords.

## When to Use the CIO Support Tracking System

[https://hub.navy.mil/webcenter/portal/cio/Support+Tracking+System+\(STS\)](https://hub.navy.mil/webcenter/portal/cio/Support+Tracking+System+(STS))

Application support requiring assistance from NAVFAC Southwest personnel, NITC, and NMCI Move-Add-Change (MAC) requests.

## When to Contact the ACTR/NAVFACSW CIO (Available via STS, Email, or Phone) (619) 532-2222

Any NMCI issues that requires escalation, new account requests, IT procurements, or NMCI Move-Add-Change (MAC) requests.

## NMCI New Account Requests

Advance submission of required documentation is desired for the creation of new NMCI accounts. Each user will need to submit a [Cyber Awareness](#) training certificate and [SAAR-N](#), signed by Security, before an account creation can be initiated. Sponsors are requested to coordinate with new employee to ensure completion of the required documentation prior to arrival where possible. Otherwise, new employee should complete all documentation immediately upon arrival for submission during orientation.

A NMCI User Account Request [process flowchart](#) is available for your convenience.

## Seat Relocation/Reassignment Requests

CIO requests a minimum of 30 days notice for any personnel movements that require relocation of a NMCI seat. Office renovations that require new cabling will require 45—60 days notice depending on the extent of re-cabling.



## User Responsibilities

### Safeguard Data

- Backup Data
- Secure Privacy Act and personal information
- Secure For Official Use Only (FOUO) information
- Remove CAC while away from computer

### Safeguard Hardware and Software

- Secure office areas from theft
- Lock offices when no one is there
- Protect equipment used outside of the office
- Do not leave equipment unattended and lock up when not in use
- Ensure all equipment is identified with the appropriate classification label

### Update employee information in: TWMS

<https://twms.navy.mil/selfservice/>

### milCONNECT

<https://www.dmdc.osd.mil/milconnect>

Take annual IA training and sign System Authorization Access Request (SAAR-N) user agreement

**Please follow Department of the Navy Strategy for Green Information Technology (IT) Electronic Stewardship and Energy Savings Strategy for shutting down your computer each night.**

