Mattermost (MM): FOUO Messaging for the Enterprise
Developed by the DoD LevelUP Platform One (P1) Team

What is Mattermost (MM)? It's a secure collaboration tool very similar to SLACK, a commercial standard for workplace collaboration. The difference is that **DoD MM allows FOUO/PII/CUI in private channels and direct messages.**
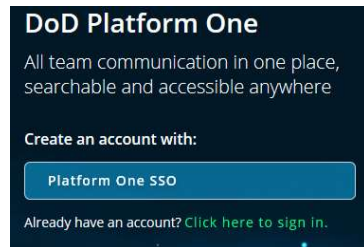
Why use MM?
- Communicate & access FOUO work on your personal computer or phone, or any AFNet device, without a VPN

How to Sign Up:
You'll need a computer, internet access, a CAC, and any .mil email account

1. **Use the link below to register for the AOC Workspace:**
   Registration Link: https://chat.collab.cdl.af.mil/signup_user_complete
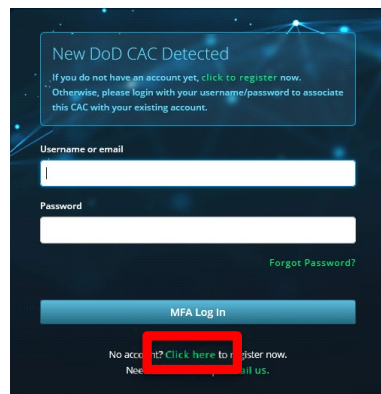
2. **Click "Platform One SSO", then "Click Here" to register a new account:**
   Ex: If your email is eddard.stark.3@us.af.mil, your username should be eddard.stark.3.
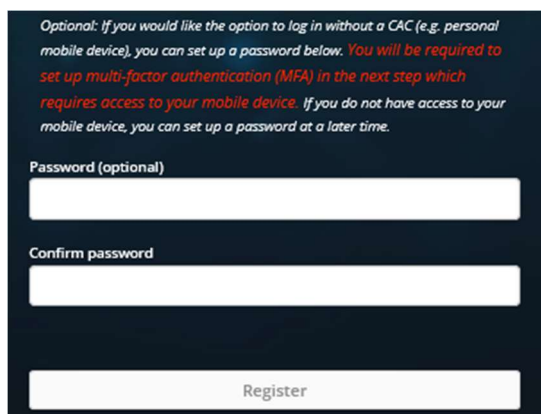
3. **Fill out the registration form – <u>Only enter a password if you require Mobile phone/tablet login</u>**
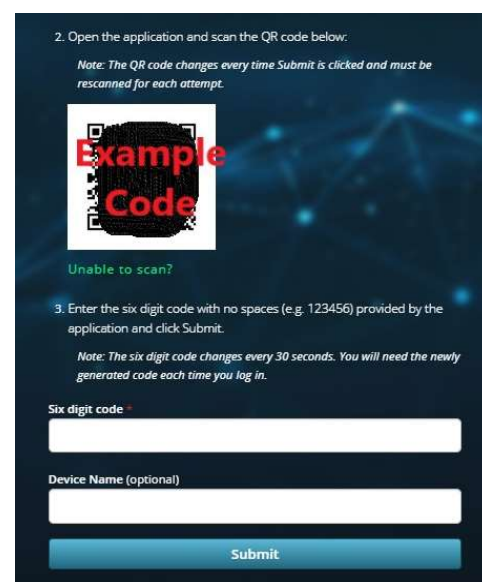   a. **If you require mobile phone access, download the "Mattermost App" and "Google Authenticator" now from your app store on your mobile device**
   b. **If you enter a password for mobile access, you will be prompted to scan a QR code after you click register. Enter the 6 digit code from Google Authenticator before it expires.**

4. **Check your email for a verification link.** *If you don't get one, go back to Step 1 and start over*

5. **Once you're in, set up your account:**

| Account Settings	Add more Teams (Optional)	Join the right Channels
Account Details: https://login.dsop.io **Full Name** First = First Last = Last (Unit) *example: "Ned Stark (436 AW)"* **Username**: first.last.# **Unit:** "Job Title, Rank, Unit" **Profile Picture:** Optional	Click on the + on the far left. *Teams are only created at The Wing (or higher) level. Examples:* - USAF-MAF - Welcome (Platform One Q&A) - USAF-618AOC-MOD	First, join any public channels you'd like (No FOUO in public channels) To join the appropriate Private Channels, DM your unit admin or create a post in Town Square

6. **Join the Workspace!**
This is the link you'll use to access the AOC team on your browser:
**USAF-AMC (AMC Staff):**https://chat.collab.cdl.af.mil/signup_user_complete/?id=qh6xyqk11tnu9yf6osoyany11w
USAF-618AOC-MOD (AOC): https://chat.collab.cdl.af.mil/signup_user_complete/?id=pqnai1cpcinpdjo3a1f5c51xor

7. **Enable Notification Triggers**
Click the "Hamburger Menu" in the top left corner > "Account Settings"
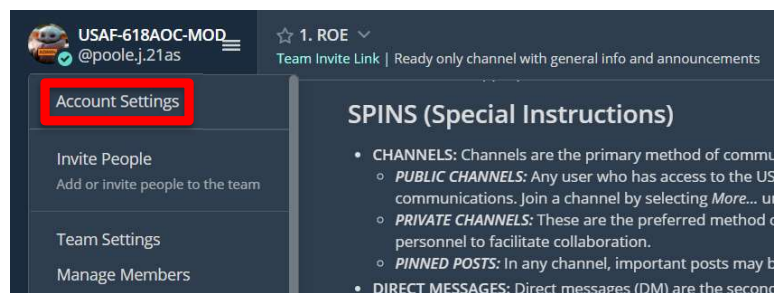
Select "Notifications", the click "Edit" next to "Words that Trigger Mentions"
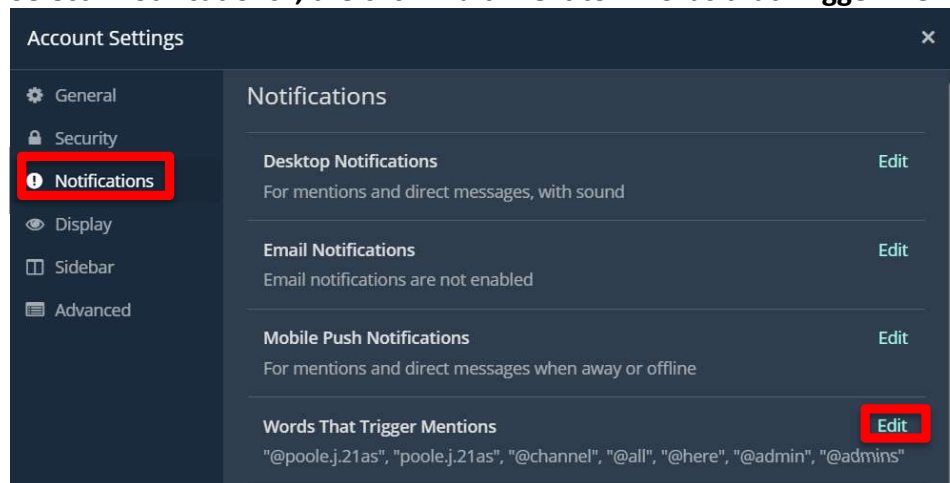
Enter your desired trigger tags separated by commas, the click "Save"

Words That Trigger Mentions

☐ Your case sensitive first name "Justin"

☑ Your non-case sensitive username "poole.j.21as"

☑ Channel-wide mentions "@channel", "@all", "@here"

☑ Other non-case sensitive words, separated by commas:

@ddo,@1C3

Mentions trigger when someone sends a message that includes your username ("@poole.j.21as") or any of the options selected above.

Save   Cancel