



Commander, Naval Forces Japan  
Navy Region Japan



## Transverse Setup

トランズバース設定

The following are instructions on how to setup transverse for the first time. Additional instructions are provided on how to find other users and specific groups that have been created for CNFJ/CNRJ. If you have any issues accessing Transverse you can contact the ONE-NET helpdesk using the number provided below.

ONE-NET Service Desk: 315-243-3883

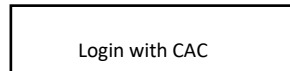
## Setup Transverse for First Time Use

トランズバース初期設定

To set up your Transverse profile, you must know your DMDC PUN. Your DMDC profile includes a PUN for each unique identity or persona. ONE-NET users do not use Defense Enterprise Email (DEE) accounts because ONE-NET maintains its own email service. This means your DMDC PUN may differ from your ONE-NET account name and email address. For this reason, all users should verify their PUNs with mil- Connect before configuring their Transverse profile.

### ログイン名を調べる

1. In your Internet browser, type <https://www.dmdc.osd.mil/milconnect> in the Address bar and press **Enter**.
2. Click **Sign In**
3. Click **Login** in the *Common Access Card* section.
4. Click **My Profile | Update** and View My Profile.
5. Click the tab labeled by your employee type, for example *MIL, CIV, LN, or CTR*.



**NOTE:** More than one employee type tab is displayed if you are a Dual Persona user.

6. In the Personnel Status section, your DMDC PUN is displayed in the Persona Username field.

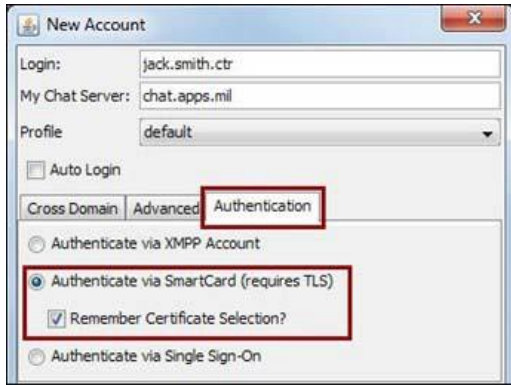
Personnel Status	
Persona Type:	Contractor
DoD Association:	DoD and Uniformed Service: Contract employee
Administrative Organization:	USN
Duty Organization:	United States Navy
Duty Suborganization:	--- please choose one from list... ---
Office Symbol:	
Job Title:	
Duty Installation/Location:	Naval Station Norfolk, VA (incl. NSA Norfolk)
Building:	
Room:	
Begin Date:	2012-07-12
Projected End Date:	2017-10-05
Persona Username:	jack.smith.ctr
Persona Display Name:	Smith, Jack (Jack) CTR USN (US)

## CONFIGURE YOUR TRANSVERSE PROFILE プロフィール設定

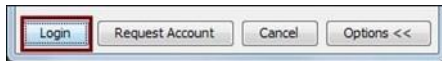
1. Open Transverse, Click **Start > Transverse > Transverse**. The New Account Window appears.

2. In the *Login* field, type your DMDC PUN.
3. In the *My Chat Server* field, type **chat.apps.mil**.
4. Click **Options**.

5. Click **Authentication**, then select **Authenticate Via Smartcard (requires TLS)** and check the **Remember Certificate Selection** checkbox.



6. Click **Login**.



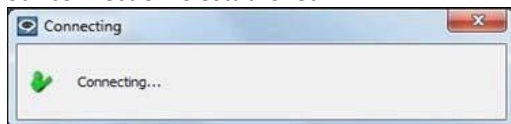
7. Select the certificate aligned with the PUN to logon.  
**NOTE:** Most ONE-NET users will select their signature (*DOD EMAIL*) certificate to logon. If the *Login Error* message appears, the PUN and certificate selected for logon are not compatible. Click **OK**.



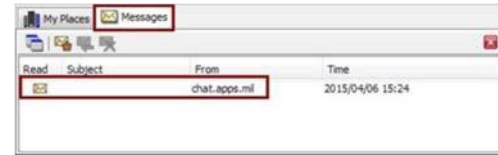
Confirm the name in the *Login* field is typed exactly as it is displayed in the DMDC database (<https://www.dmdc.osd.mil/milconnect>), then click **Login**. Wait while your credentials are verified.



Your connection is established.



8. After each logon, click **Messages** and the message from *chast.apps.mil* to acknowledge the Information System (IS) agreement



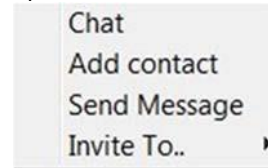
**To find and chat with other TransVerse users, search for their email address by doing the following**  
 チャット相手を探す

1. In the upper left corner, click on the search option (see figure below).



2. Type the users email address in the search box and click **Search**.

3. When the name appears in the list, right click and select an option:



**Chat** will open a window for you to be able to have a quick chat session with the user.

**Add Contact** will send a notification to the user requesting to add them to your contacts.

**Send Message** will just send a message to the user.

**Invite to** will allow you to invite a user to a group that you are already participating in.

The following are what the status icons represent. You are automatically set to **Online** when you first logon. You can change your status under the **Presence** menu if needed.



## HOW TO FIND CHAT ROOMS チャットルームを探す

1. Click **View | My Places** | If not already expanded, click the '+' sign next to the folder that says **My Server**. Then type **CNRJ** (holding each key as you type).

You will see that this brings you to the area that shows the rooms that have been created under CNRJ. Right click the room name you are joining and **Add to Favorites** in the menu that displays. Adding to favorites will make it easier to reconnect to a room if you are disconnected. You will easily find the group at the top of **My Places**.

The following is an example of a group that was created for CNIC CNRJ:  
 cnrj\_n6\_grapevine

## HOW TO CREATE YOUR OWN MEETING SPACE ミーティングスペースを作る

Click **My Server** as stated above.

Right click anywhere in the white area and select **AddRoom**. When the window opens you can type in the room name. A new box will open so that you can configure the room as desired. Select **Options** for more details/selections.

*For more detailed information on setting up your meeting space click on **Help** and then under **Search** select **Adding a Room**. The help files are a good resource for understanding how the rooms can be configured.*

## HOW TO ADD TRANSVERSE TO WIN10 STARTUP トランズバースをWin10スタートアップに追加

On the keyboard, press the Windows Logo Key + R, type in **shell:startup** and select **OK**. This opens the Startup folder.

Select **Start** Windows logo Start button. Find the app you're looking to add or remove, and press and hold (or right-click) it.

Select **More > Open File Location**. In the file location folder, press and hold (or right-click) the app and select **Copy**. Paste the shortcut to your app into the Startup folder to have it run at startup.