

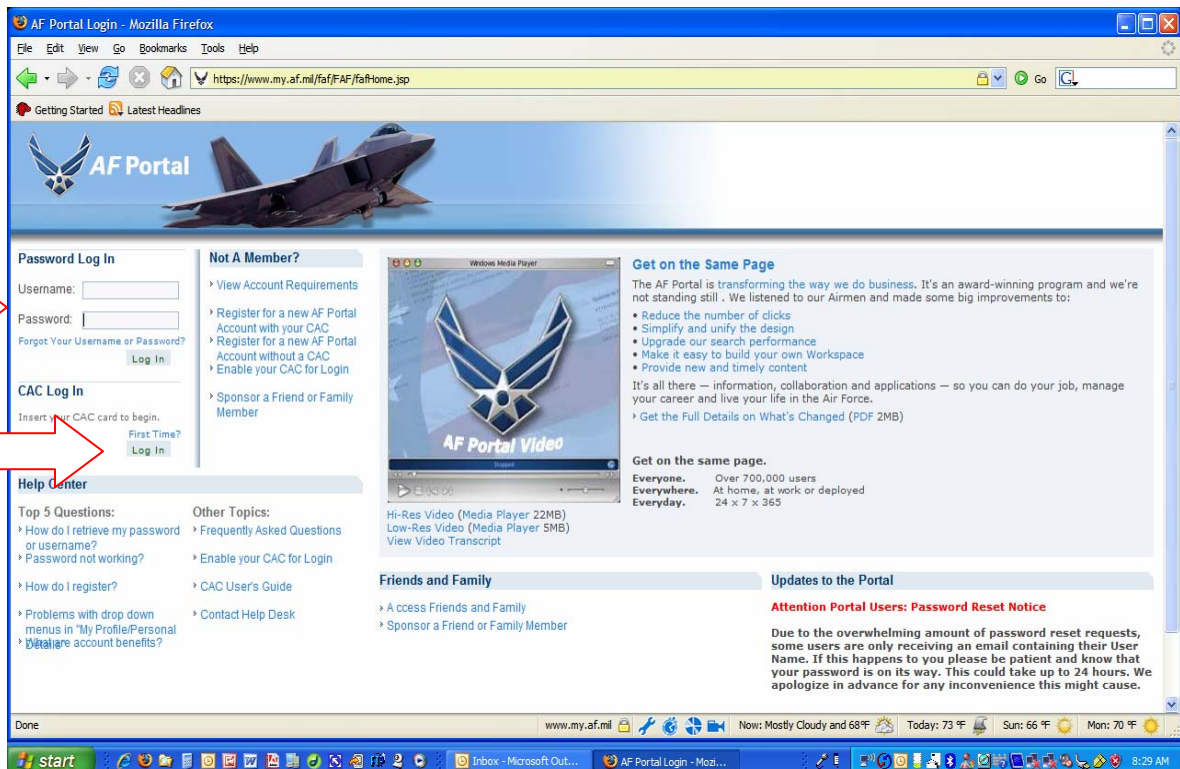
# AFIM

## Air Force Portal Instant Messenger

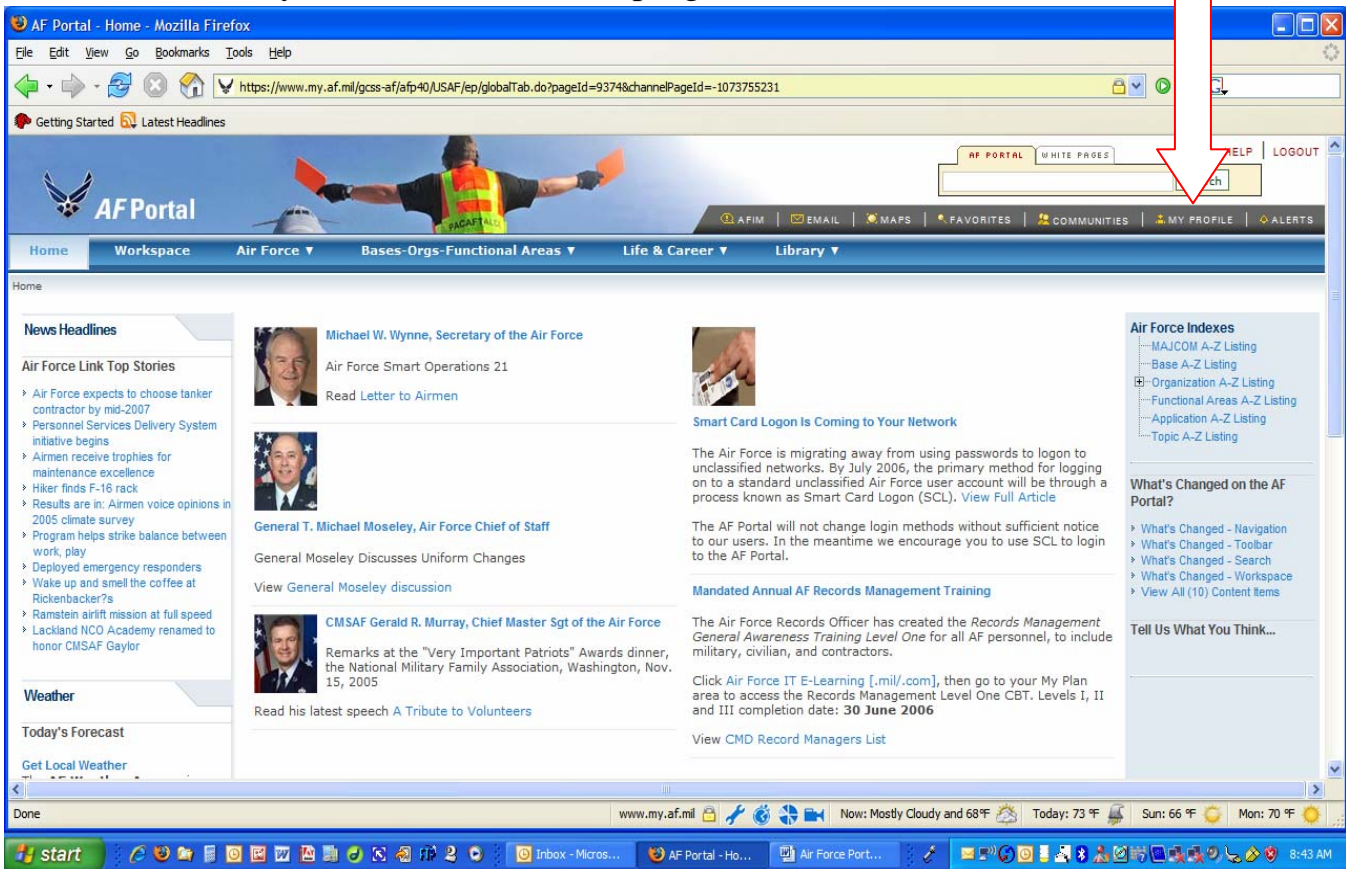
[Click Here for AF Portal Friends & Family AFIM Audio instructions](#)

Other popular Instant Messenger systems will **NOT** work on military/government computers. They are blocked by the firewall. The Air Force Portal Instant Messenger (AFIM) **Will** work on military computers and allows real time chat with military members and friends/family members to increase morale. A civilian employee or military member can sponsor up to 5 friends/family members. A civilian employee or military member who already has a .mil email address can obtain there own AF Portal account and **does not need to be sponsored**. To sponsor a friend or family member, first the civilian employee or military member needs to log into the Air Force Portal. i.e you can conduct real time chat sessions with other military and civilian members who already have a .mil email address and friends/family members who you or others sponsor.

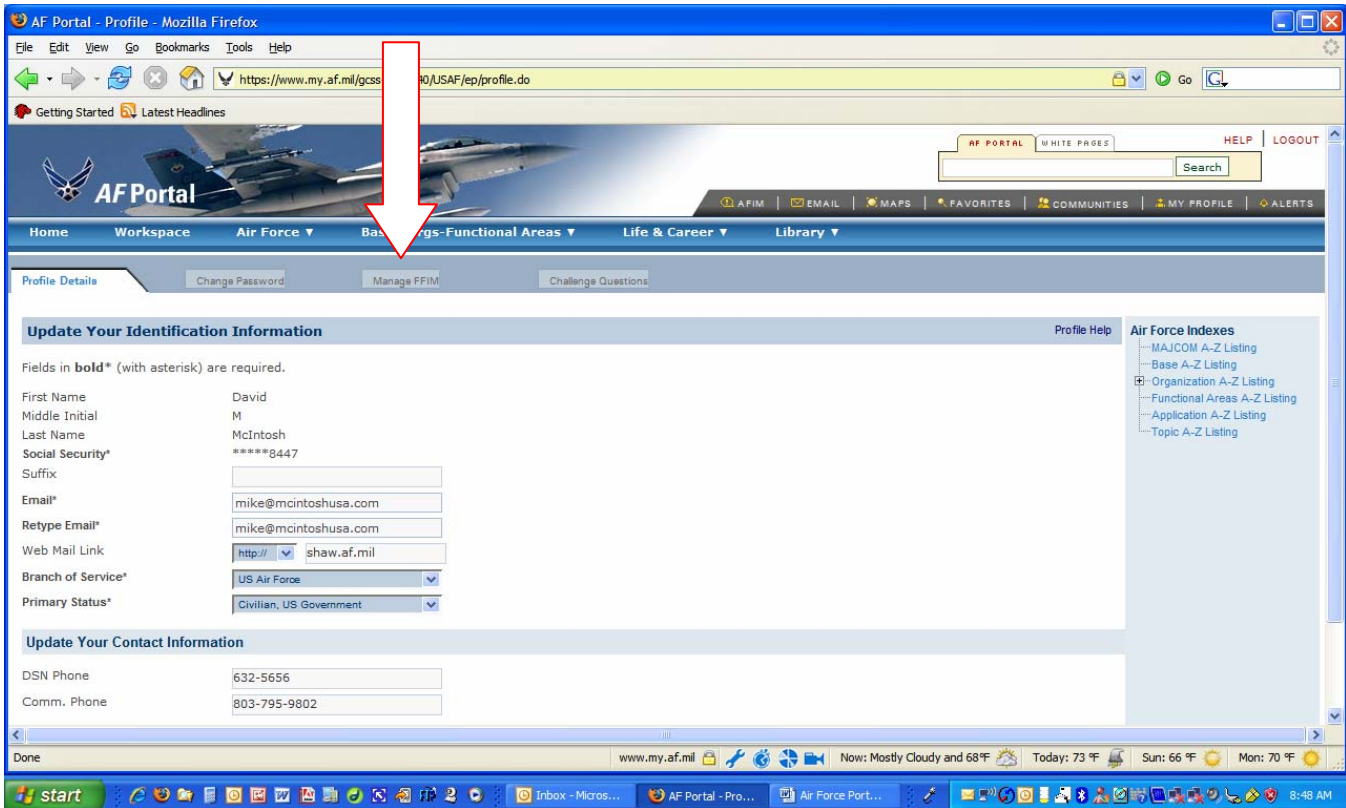
1. Log into the AF Portal [www.my.af.mil](http://www.my.af.mil)
  - A. Type in your User Name and Password and click Login



- To add up to 5 family/friends AFIM accounts  
Click on: "My Profile" link at the top right hand corner of the screen



- Click on: Manage FFIM tab



#### 4. Click on: Add Account button

**Manage Your Friends and Family Instant Messenger Accounts**

Below is the list of your sponsored friends and family instant messenger accounts. Please note, the list cannot exceed Five accounts.

If you would like to add a user to your Friends and Family IM account list, you need to sponsor him/her. To sponsor a user, click on the "Add Account" button, and follow the instructions that appear on the screen. Remember to tell your friends and family to go to <https://guest.my.af.mil> to log onto the Friends and Family Home Page. (Please note, after adding a new contact, his/her name may not be immediately reflected in your account list below.)

To add an account, click on the "Add an Account" button, and follow the instructions that appear on the screen.

To edit an account's email address or user name, you need to delete the account first, and then add the account with the updated information.

To remove an account, select name, and click on the "Delete Selected Account" button.

[Read the Instant Messenger Usage Policy](#)

#### 5. Enter your Friends or Family members: Last name, first name, middle initial (optional), email address, click the box "I have read and agree with the Instant Messenger Usage Policy." **Note:** If they already have a .mil email address than you do not need to add them in here. Add them into your contacts. See step 8A below.

##### A. Then click on the "Register" button.

**Sponsoring Friends and Family for Instant Messaging**

There are 3 steps necessary to get your friends and family on AFIM.

1. You need to sponsor a friend or family member by completing the registration form below. This will add him/her to your Friends and Family account list.
2. After completing the registration process for this person, he/she will receive 2 separate emails. One email will contain his/her username. The second email will contain his/her temporary password.
3. Using this username and password, your sponsored user can login to the Friends and Family Instant Messenger Home Page by going to "<https://guest.my.af.mil>".

To sponsor a Friend or Family member for Instant Messaging, complete the information below, and then click the "Register" button

Fields in **\*bold** are required.

**\*First Name:**

Middle Initial:

**\*Last Name:**

**\*Email Address:**

**\*Re-Type Email Address:**

**Instant Messenger Usage Policy:**

Friends & Family Instant Messenger (AFIM)/Chat

Rules of Engagement

- AFIM and Chat may be used for official business as well as for quality of life purposes.
- Certain precautions must be taken to provide security and privacy of information and users.
- Failure to observe these provisions may result in UCMJ or administrative action of your AFIM sponsor depending on employee type (military/civilian/contractor) and nature of the offense.

I have read and agree with the Instant Messenger Usage Policy.

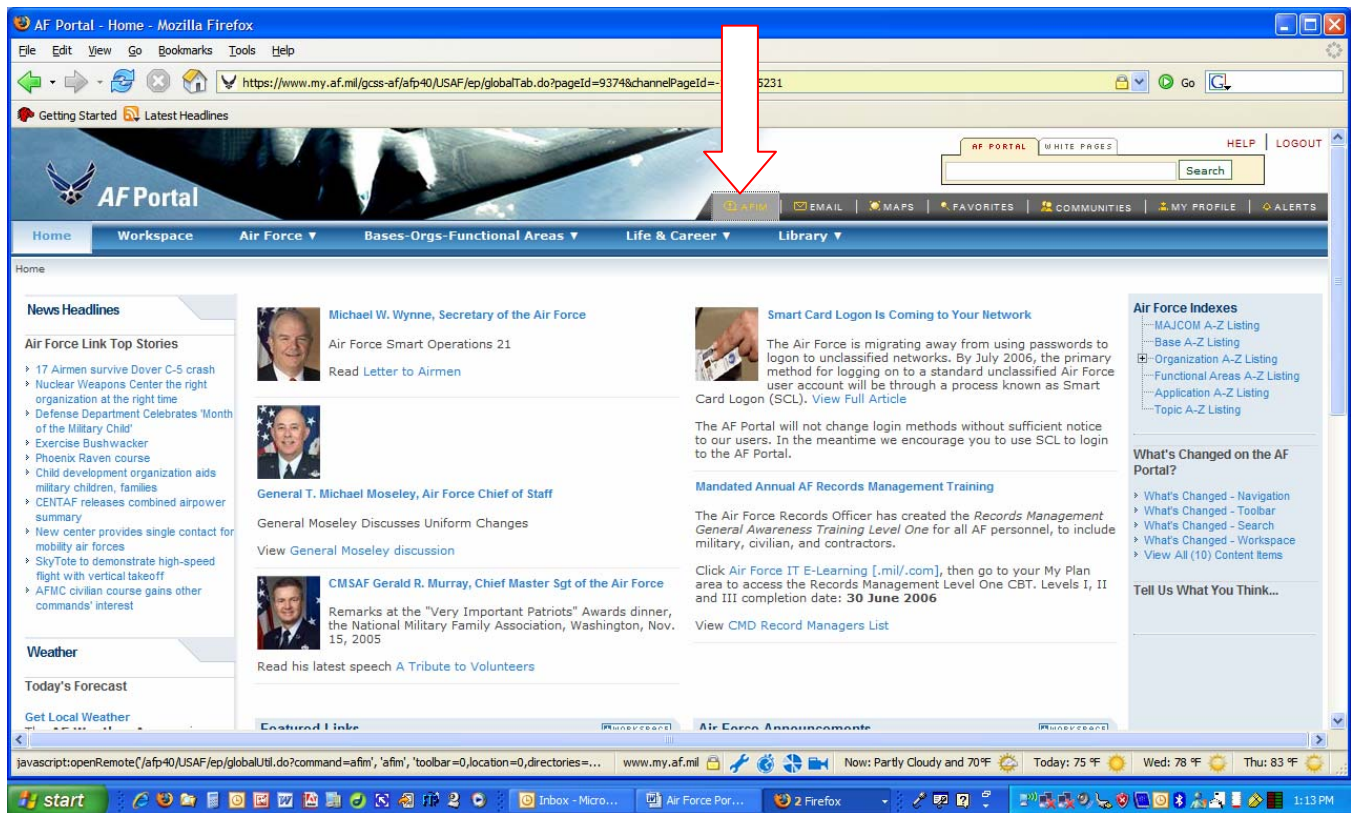
6. An email will be sent to your friend/family member explaining to them how to sign into the Air Force Portal (with the AF Portal website address) as your guest so you can have an instant message chat session.

A. Friends and Family members can see an Instruction video at [AF Portal Friends & Family AFIM Audio instructions](#)

7. You and your friend/family member will then need to setup a time to log into the AF Portal. Remember the time difference. [World Time Server](#)

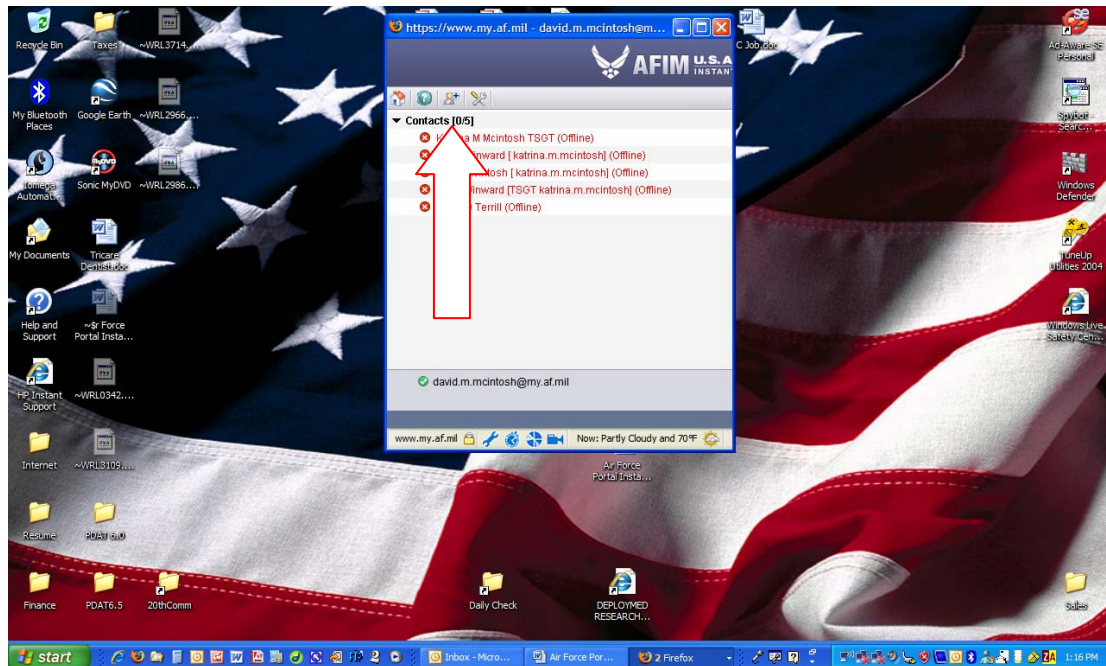
## To Conduct a AFIM Chat Session

8. When you log into the AF Portal for a chat session click on the AFIM link at the top right hand corner of the page to sign into the internet messenger program.



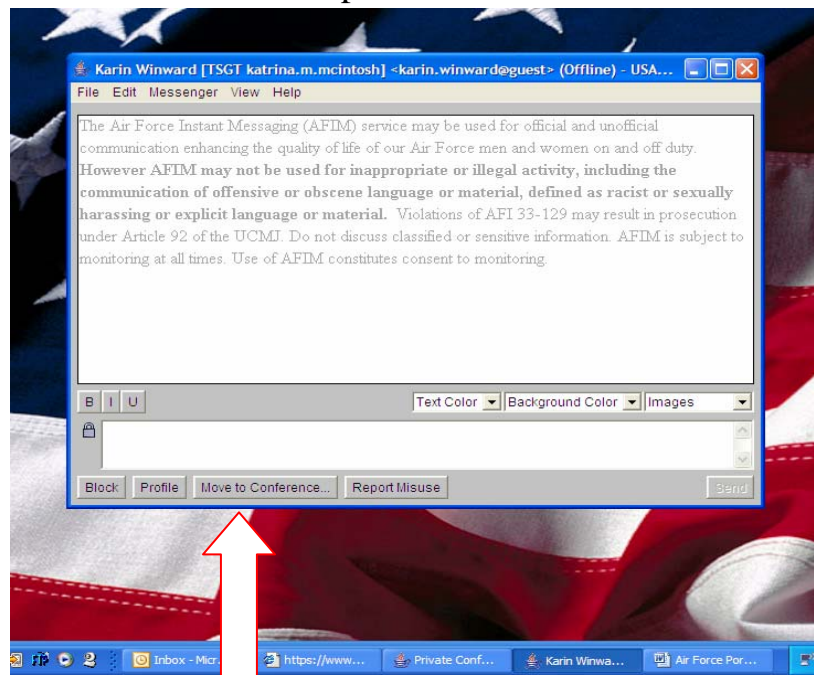
The screenshot shows the AF Portal website in a Mozilla Firefox browser window. The browser's address bar displays the URL: <https://www.my.af.mil/gcss-af/afp40/USAF/ep/globalTab.do?pagetId=9374&channelPageId=5231>. The website header includes the AF Portal logo and navigation links: Home, Workspace, Air Force, Bases-Orgs-Functional Areas, Life & Career, and Library. A red arrow points to the 'AFIM' link in the top right corner of the page. The main content area features news headlines, a featured link for Michael W. Wynne, Secretary of the Air Force, and a section for Smart Card Logon. The right sidebar contains links for Air Force Indexes and What's Changed on the AF Portal.

- A. To add Friends/Family members to your visible Contact List
1. Click the “Plus sign Icon” on the toolbar of the AFIM window
  2. Type in your family or friends name and search

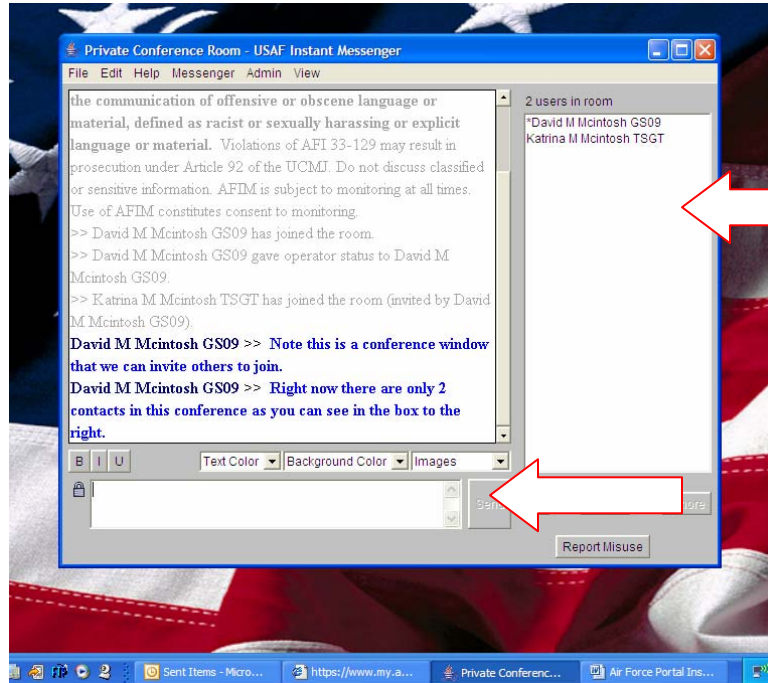


- B. You will then be able to see your contacts who are online/offline
- C. To initiate a chat session with someone who is online double click on their name.
1. If you have more than one contact you would like to have in the same chat session (window) than you can **move to a conference**. This way all your contacts who are currently online can see each others comments. You must click “move to conference” for one of your contacts. Note: The “Move to Conference” button at the bottom left hand corner of the current chat window.

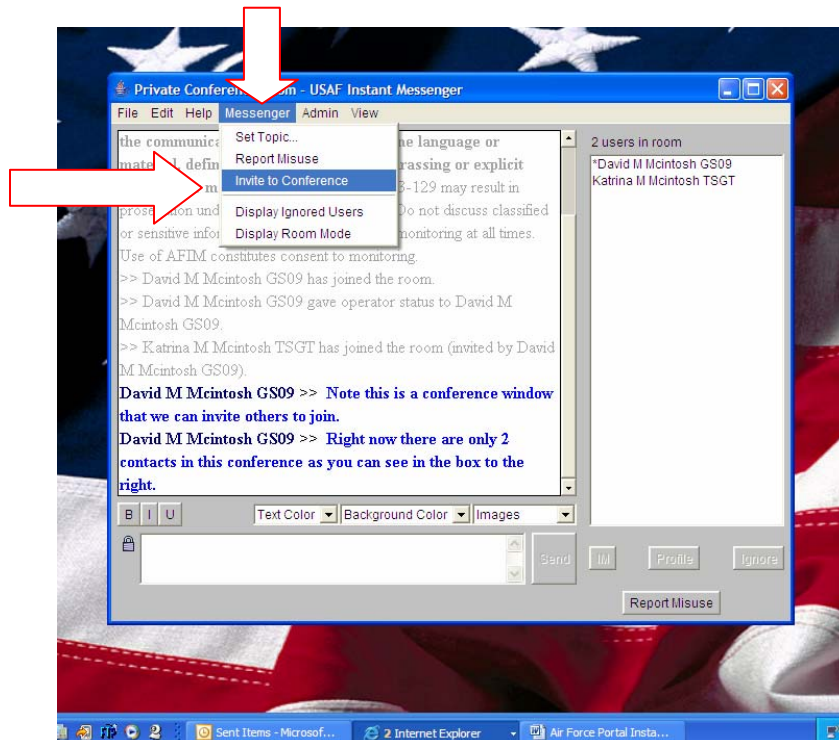
This is a sample Chat window



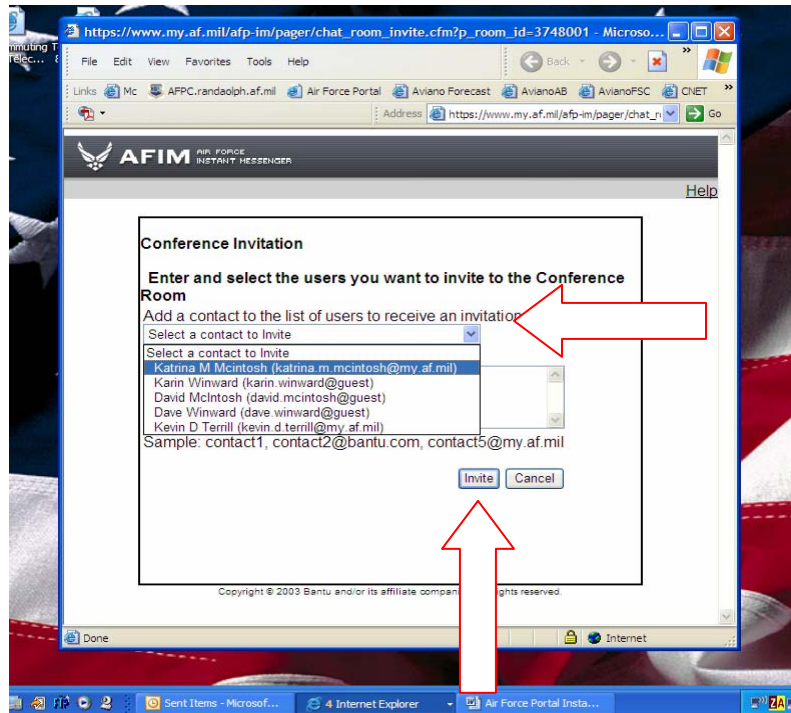
2. After clicking on Move to Conference a Conference window will appear. See below: Below is a Conference that allows for multiple contacts in the same window. Notice it looks different than the chat window above.



3. To invite other contacts into this same conference click on the "Messenger" drop down menu then click on "Invite to conference"



4. A new window will open
  - A. Click the drop down menu and then click on the names of the contacts one at a time you wish to invite to this conference.
  - B. After you have selected all the contacts you wish to invite to this conference, click the “Invite” button
  - C. Your contacts will be invited to be in the same conference window



9. Friends and Family members need to sign into the AF Portal by clicking on the “Access Friends and Family” link on the AF Portal main page shown below with an arrow, or by bookmarking this address <https://guest.my.af.mil>

[Click Here for AF Portal Friends & Family AFIM Audio instructions](#)

A. Your friend/family log in name is `guest.firstname.lastname`

Mozilla Firefox  
https://www.my.af.mil/gcss-af/afp40/USAF/ep/globalNav.do?command=log-out

Getting Started Latest Headlines

**Password Log In**  
Username:   
Password:   
Forgot Your Username or Password?

**Not A Member?**  
View Account Requirements  
Register for a new AF Portal Account with your CAC  
Register for a new AF Portal Account without a CAC  
Enable your CAC for Login  
Sponsor a Friend or Family Member

**Help Center**  
Top 5 Questions:  
How do I retrieve my password or username?  
Password not working?  
How do I register?  
Problems with drop down menus in "My Profile/Personal Details" account benefits?  
Other Topics:  
Frequently Asked Questions  
Enable your CAC for Login  
CAC User's Guide  
Contact Help Desk

**Get on the Same Page**  
The AF Portal is transforming the way we do business. It's an award-winning program and we're not standing still. We listened to our Airmen and made some big improvements to:  
Reduce the number of clicks  
Simplify and unify the design  
Upgrade our search performance  
Make it easy to build your own Workspace  
Provide new and timely content  
It's all there — information, collaboration and applications — so you can do your job, manage your career and live your life in the Air Force.  
Get the Full Details on What's Changed (PDF 2MB)

**Get on the same page.**  
Everyone. Over 700,000 users  
Everywhere. At home, at work or deployed  
Everyday. 24 x 7 x 365

**AF Portal Video**  
Hi-Res Video (Media Player 22MB)  
Low-Res Video (Media Player 5MB)  
View Video Transcript

**Friends and Family**  
Access Friends and Family  
Sponsor a Friend or Family Member

**Updates to the Portal**  
**Attention Portal Users: Password Reset Notice**  
Due to the overwhelming amount of password reset requests, some users are only receiving an email containing their User Name. If this happens to you please be patient and know that your password is on its way. This could take up to 24 hours. We apologize in advance for any inconvenience this might cause.

Privacy and Security Policy  
Last Modified: 3 Apr 2006 | fb3

https://www.my.af.mil/afp/hetstorage/afvideo/af\_portal\_1024k.wmv www.my.af.mil Now: Partly Cloudy and 70°F Today: 75°F Wed: 78°F Thu: 83°F

AF Portal Login - Windows Internet Explorer  
https://guest.my.af.mil/faf/fafhome.jsp

File Edit View Favorites Tools Help msn Search Web Phishing Filter Form Fill (0) (3) Spaces My MSN News

Links AF Portal CNET CNET Review CNN MSNBC MSVideo PDAT NutsBolt RFCU TV Listing Weather Mc Freware Palm CNET.com MyCNET

AF Portal Login

**Friends & Family Log In**  
Username:   
(ex: guest.yourfirstname.yourlastname)  
Password:   
Forgot Your Username or Password?   
By logging in you have read and agreed to the Instant Messenger Usage Policy

**Customer Service**  
If you have questions or need help, please contact our Customer Service team. We will be glad to help you if you have had the Minimum and Recommended Software Requirements.

**Welcome to Friends and Family Instant Messenger**  
Friends and Family Instant Messenger (AFIM) is a free online service that lets you communicate with friends or family in the Air Force. To join AFIM, you need to be sponsored by a friend or family member who has an active Air Force Portal Account. Ask them to sponsor you using their portal account.  
View the AFIM Tutorial.

Privacy Policy | Last Modified: Dec 30, 2005

Internet 100%