Accessing Teams

To access your Teams sites from any computer :

- 1. Browse to <u>https://teams.microsoft.com/start</u>
- 2. Enter your email in next to "Get Started"

Login Options for various team members:

Fairview users or anyone with Fairview Emails

Login: Userid@fairview.org Password: your Fairview network password

UMP/UMN users that log into Fairview programs

Use your Fairview ID you use to login to Fairview computer programs like Epic and add @fairview.org to this user ID. (e.g. UserID1@fairview.org) Password: your Fairview network password

HealthEast users

Login: Use your HealthEast login ID you us to login and add @healtheast.org (NOTE: this is not your email but a combination of your UserID and @healtheast.org (e.g.

x12345@healtheast.org)

Password: your HealthEast network password

Git started with Microsoft Teams X +	- o ×
← → C ☆ l teams.microsoft.com/start	교 🛧 🚺 👁 🗟 😨 :
🐳 MyCW 🐥 Camus 👋 SHOWFV 📕 Sharepoint 🂩 SG FV 🍈 PeopleSoft 🚍 Verizon 🚮 Talent Connect 🧕 NOSS Tech Site Info 🔇 Culligan Water 🐠 Caco Meeting App 🔇 SCCM-HE 👘 LogRhythm 🕎 Wand 🖄	🔆 ing t 📕 Candace 🔥 80+ Weeknight Din 🔠 HEARTbeat 🛛 🛸
Microsoft Teams	Get started Downloads Sign up for free
Ready to give it a whirl?	
Microsoft Teams is a hub for teamwork in Office 365. Keep all your team's	
chats, meetings, files, and apps together in one place.	
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3. Enter your normal password for computer login



This

4. Next approve the MFA approval or input your code, if you don't have MFA see <u>MFA</u> <u>Sheets</u>



5. You will be presented with Teams! Go ahead and pin any important Teams you are apart of now on the left hand column



Conversely, you may have a new FV laptop that may have Teams already loaded for you. Search for Teams in the search bar at the bottom right of the laptop screen



Accessing Fairview Remotely

There are a couple ways to work remotely from your home or other off-site location:

- The first option is Secure Gateway. The Secure Gateway is a portal which houses applications that you typically use while on-site. All Fairview Users should have access to the Secure Gateway
- 2. The second option is **VPN**: VPN or Virtual Private Network is a tool that lets you connect to Fairview using a secure "tunnel" and allows you to access your Fairview tools as if you are sitting at your desk. Most users do not have this access and it requires approval from your manager and a Fairview laptop
- 3. Use the remote access tool you normally use when working remotely. These options work on Fairview owned devices as well as personal devices. Below are the two options

Secure Gateway:

- 2. From an Internet Explorer Browser, enter the secure gateway URL:
 - 1. <u>HTTPS://securegateway.fairview.org</u>
- 3. Enter your Fairview username and password the same password you use to log into your computer/E-mail/Epic at work

		Please log on
the first sector is the	User name	lolson13
Unified Gateway	Password	
		Log On

- 4. You will receive a verification request on your cellphone, click approve
- 5. Once you're signed in, you'll have access to all your applications and files that are saved on the server. The icons you see will depend on your security for the site and will display in the "Portal" folder

Citrix StoreFro	nt			88 ATTS			Osai, iproeta *
Categories	> Portal					Q. 1	learch Ail Apps
Amoon Smart Web	Details	Compass Portal	Details	Epic Epic Hyperspace Ports	Details Remote	E-Time Parts	Details
Refrand Porte	Details	LMS Portal	Details	PCad hose	Details	Remote Desktop Turk	Details Connection
Stars Enterprise	Details						
			Completion	n fanar inframadul			

- 6. There are other folders you might need to use, such as **Clinical Applications**
- 7. First click on Categories

1.

8. Then click on one of the other folders

All Cat	egories						Q. Search All App
5	Business Applications	32	Clinical Applications	6	Office Tools	9	Portal
з	Technical Support Tools						

Clinical Applications (your view may be different)

Citrix StoreFront		88 APPS			Olson, Lynnette *
Categories > Clinical Applica	ations			Q, Search A	I Apps
16 Epic Support	9 Epic Training				^
CoPath Prod Clinical Applications	CoPath Test Cinical Applications	Epic Hyperspace Prod Cinical Applications	Details	Hyperspace Read Only Clinical Applications	Details
LogicStream Clinical Applications	Sunquest Lab Prod Range Clinical Applications	Sunquest Lab Prod Clinical Applications	Details		~
	Connec	ted to Server, dc2cistore-05			

VPN:

- 2. To use VPN, you need to submit a Service Now request for "Checkpoint VPN"
- 3. Once you have access, you'll see the option to download it from the Application Catalog
- 4. Highlight the correct option and click Install

D Software Center						
H Applications 2	All Required					
O Updates	Fiter: All		 Sort by: 	Most recent	•	
🔁 Operating Systems						
► Installation status						
N						
ьg	Check Point VPN For Win 10 R3 Check Point 7.01	Check Point VPN Fix Creatfoint 1.0	Check Point VPN R3 Check Point 2,01			
Applications > Application	on details					
Check Point VPN For Win 10 R3 Published by Check Point						
	Install					

5. Once it's installed, you'll see it in the Business Applications Folder under the Windows Start Menu



6. Click the icon and log onto the system using your Fairview Username and Password

Please provide Faiview user name and password	
User name:	
Password:	
Sign In	

f. If you have any questions or concerns contact the TSC at 612-672-6805

New VPN ***Some may have***



c. Once it's installed, you'll see it in the Business Applications Folder under the Windows Start Menu



d. Click the icon and this display will show in the system tray



Accessing HealthEast Remotely

HealthEast uses an authentication method which is similar to the technology used by banks. This process allows you to access HealthEast resources via Citrix from any computer

Try It Out

1. Go to https://secauth1.healtheast.org to register your security questions. This is required before you can log in to the site.

Click here If you need assistance

2. Once your security questions are registered you will be ready to use the remote access site at https://remote.healtheast.org. (Note: This is only accessible OFF the HealthEast network.)

a. Use your Network username/password to log in to the site

Please log or	1 to continue.	
User name	lolson13	
Password	•••••	
	Log On	

3. You will see icons for tools that you typically used, the icons you see are determined by your role

Citrix StoreFro	ont		FAVORITES	88 APPS				
All Categories						Q	Search All Apps	
Epic Hyperspace POC	Details	Epic Hyperspace PRI	Details	Epic Hyperspace PRC	Details D Analysts RH	Epic Hyperspace PR/ Only	Details DD - Analysts	
Epic Cytyperspace REV	Details	Epic Hyperspace SUR Citrix Hected Appl	Details	Epic Hyperspace TRM	Details	Epic Hyperspace TS1	Details	
Epic Hyperspace VAL	Details	Internet Explore	Details r Citrix	Notepad	Details	Remote Deskto	Details p Client	

4. Click on an icon to open the program and use it as you would when you're on-site



- 5. You have the option to add your frequently used applications to your "Favorites"
 - a. Click Details next to the icon



b. Click Add to Favorites

Epic	Hyperspace Other	e PRD
	Open	Add To Favorites
	Hyperspace PR	2018 DB

c. At the top of the screen choose Favorites

Citrix StoreFront	88 APPS	Olson, Lynnette *
All Categories		Q, Search All Apps

d. You'll see only the items you've added as a favorite.



- e. Click <u>here</u> for assistance installing the Citrix receiver
- f. If you have any questions or concerns contact the TSC at 612-672-6805