Accessing Teams

To access your Teams sites from any computer :

1. Browse to https://teams.microsoft.com/start
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
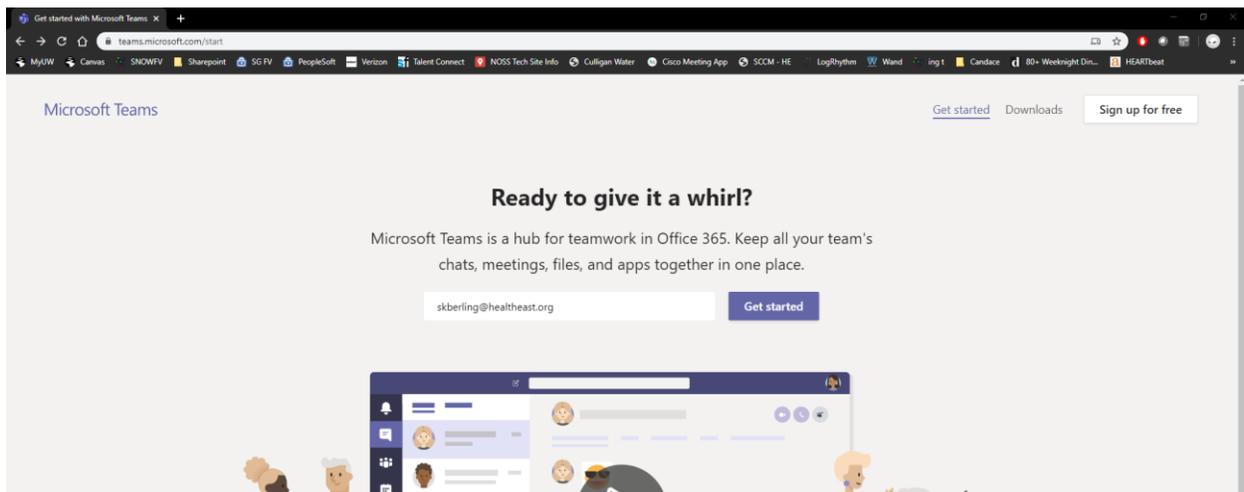
3. Enter your normal password for computer login

4. Next approve the MFA approval or input your code, if you don't have MFA see MFA Sheets
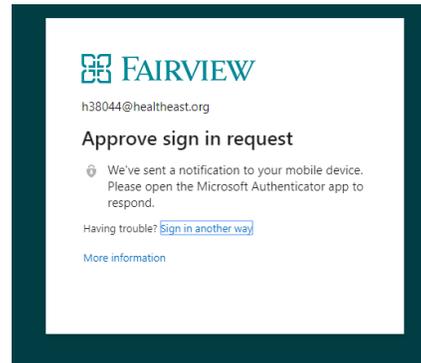
This   Or this

5. You will be presented with Teams! Go ahead and pin any important Teams you are apart of now on the left hand column
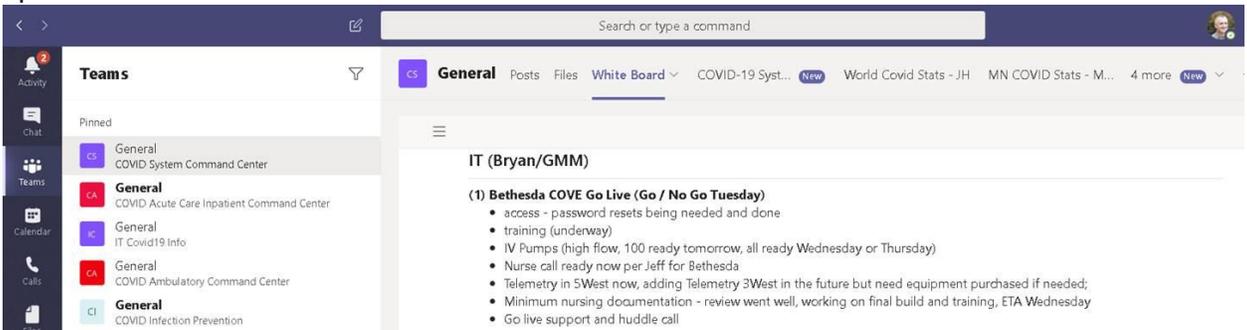
Conversely, you may have a new FV laptop that may have Teams already loaded for you. Search for Teams in the search bar at the bottom right of the laptop screen
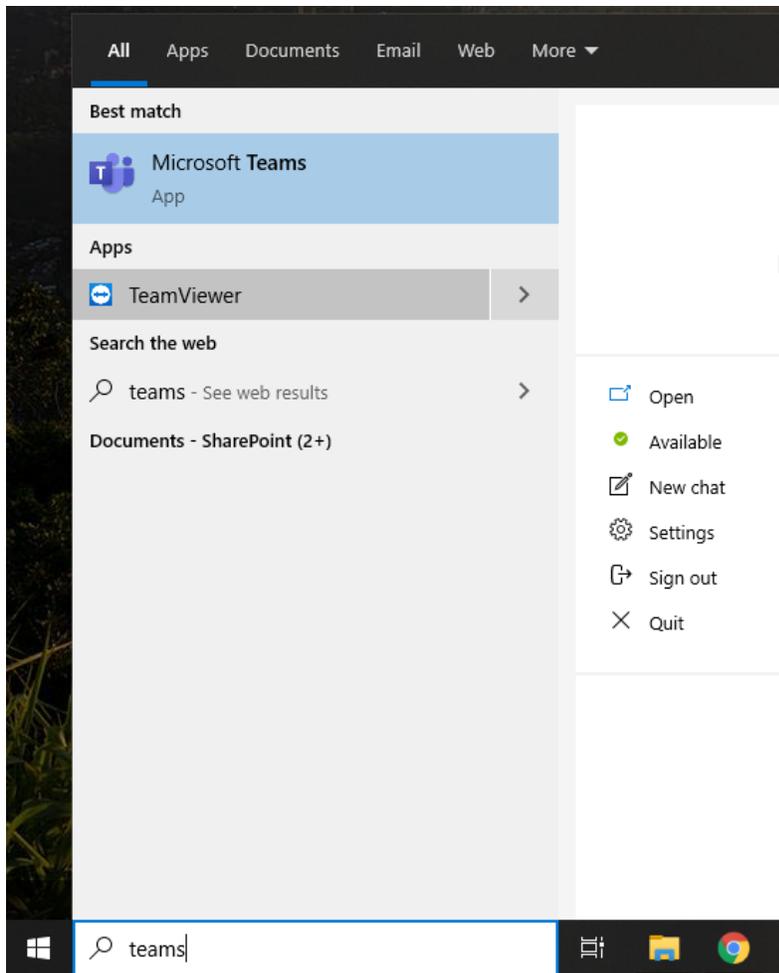
Accessing Fairview Remotely

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

1. 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. HTTPS://securegateway.fairview.org
3. Enter your Fairview username and password – the same password you use to log into your computer/E-mail/Epic at work
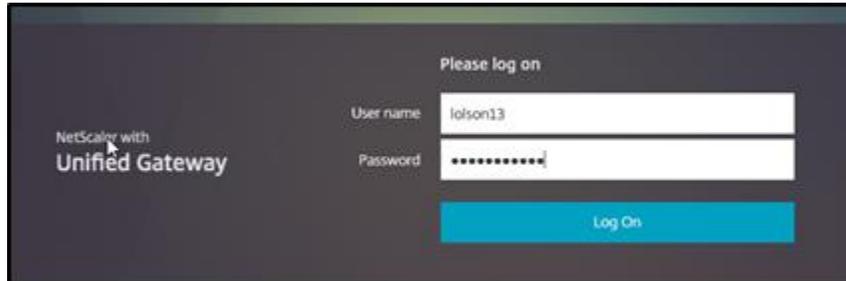
   1.

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
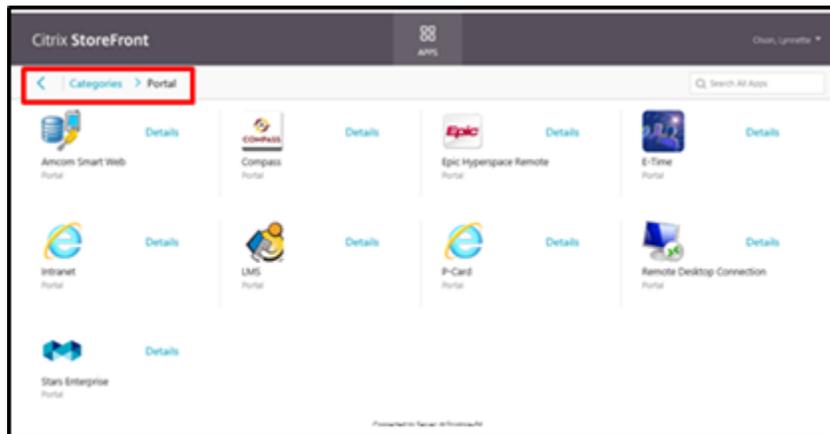
6. There are other folders you might need to use, such as **Clinical Applications**
7. **First click on Categories**
8. Then click on one of the other folders
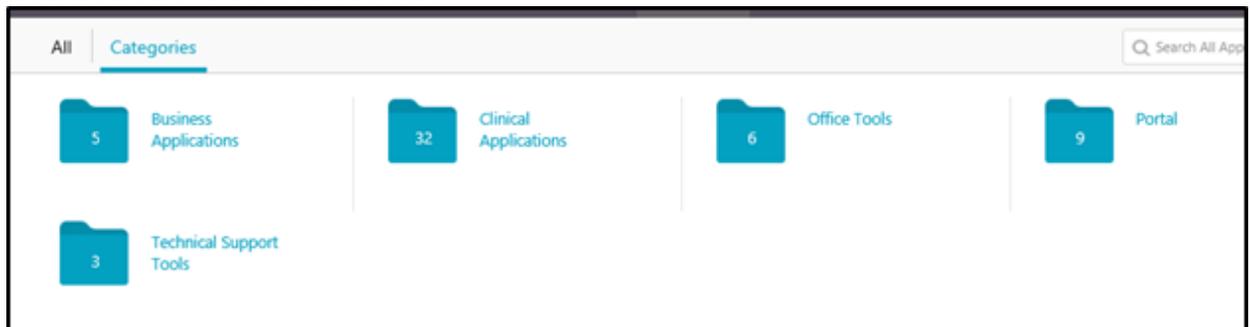
Clinical Applications (your view may be different)
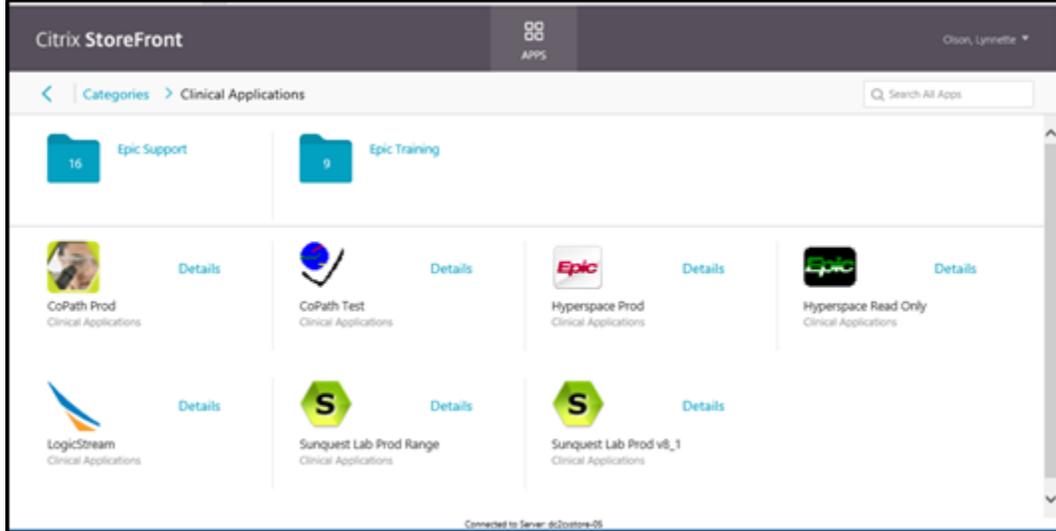
VPN:

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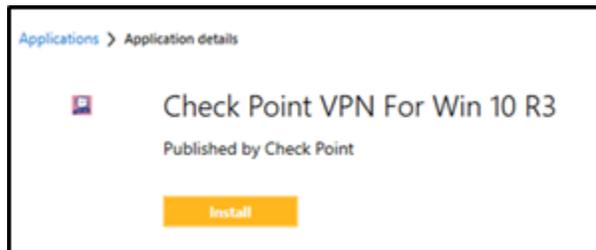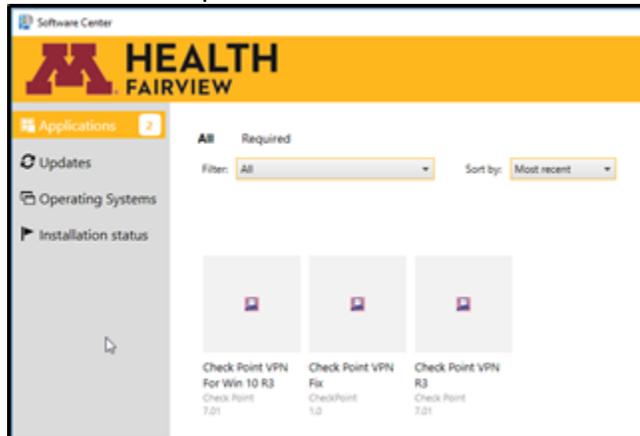
5. Once it's installed, you'll see it in the Business Applications Folder under the Windows Start Menu

1.
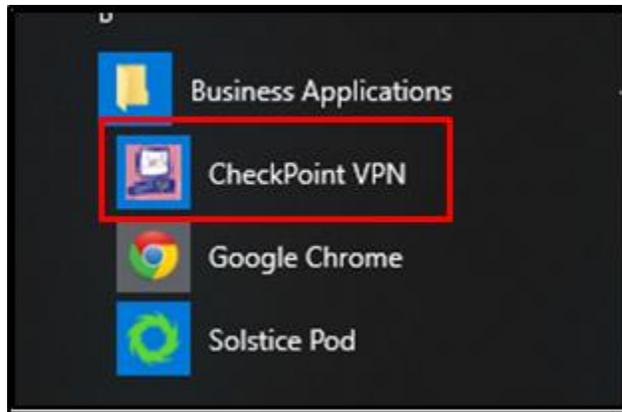
6. Click the icon and log onto the system using your Fairview Username and Password

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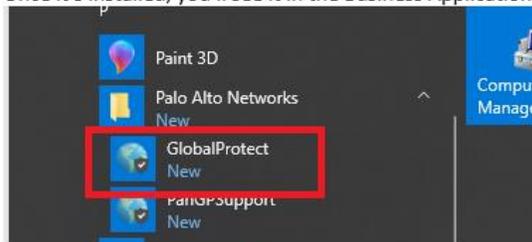
d. Click the icon and this display will show in the system tray

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
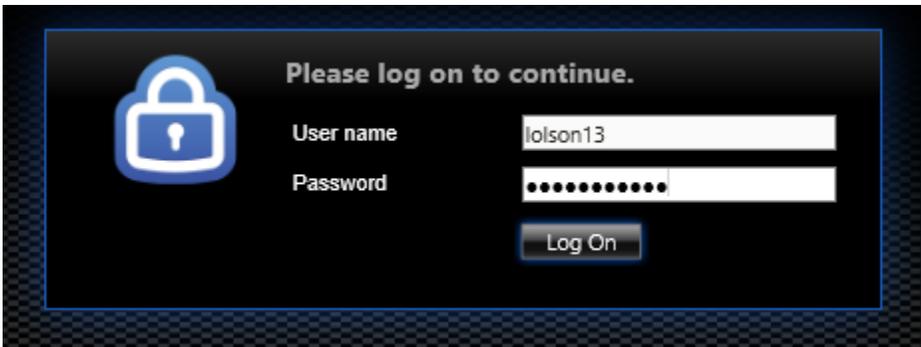
3. You will see icons for tools that you typically used, the icons you see are determined by your role
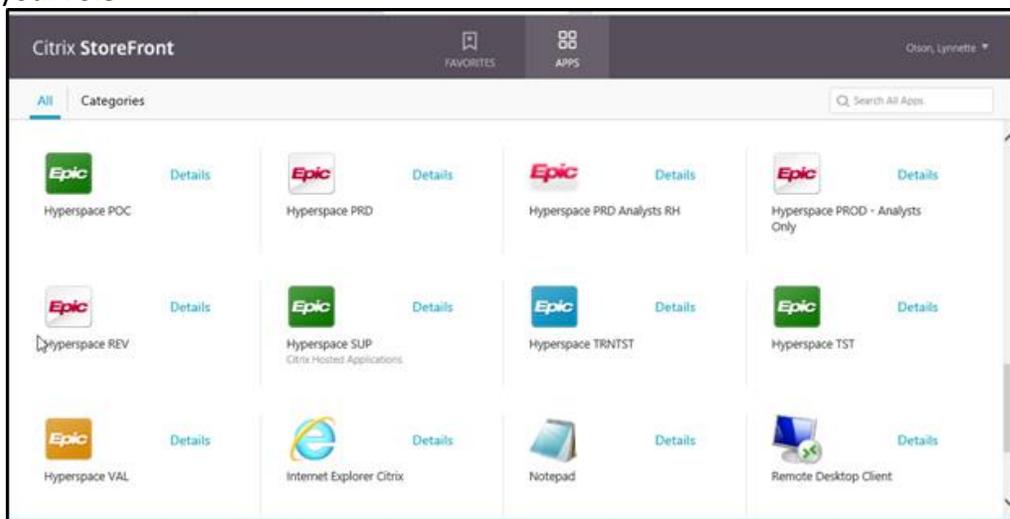
4. Click on an icon to open the program and use it as you would when you're on-site
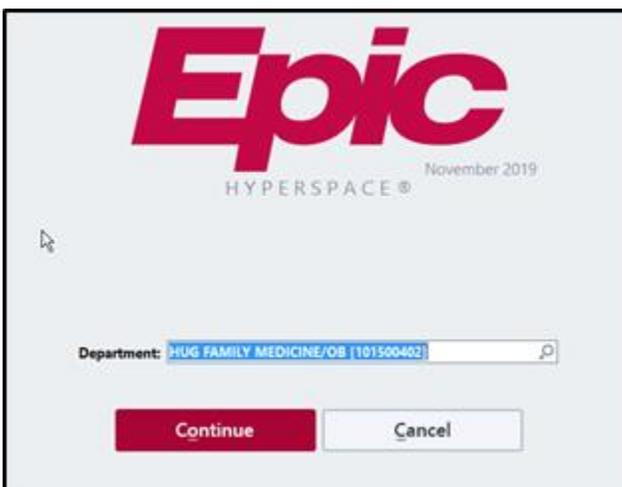
5. You have the option to add your frequently used applications to your "Favorites"
   a.   Click Details next to the icon
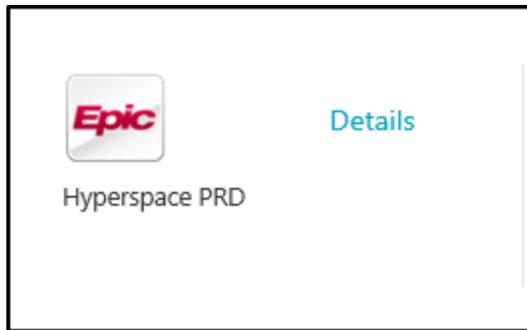
b.   Click Add to Favorites
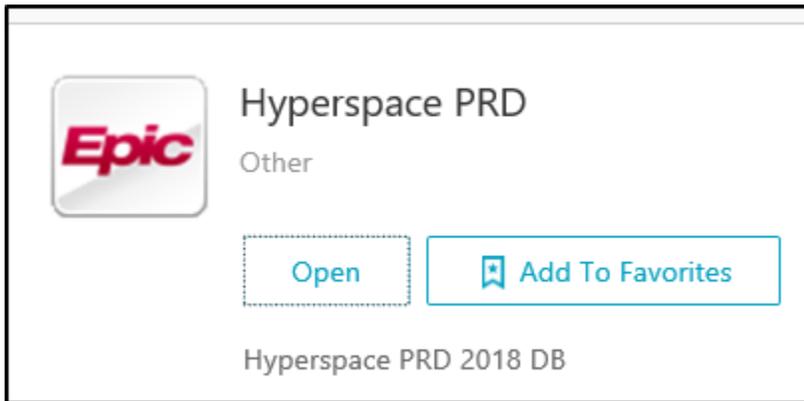
c.   At the top of the screen choose Favorites
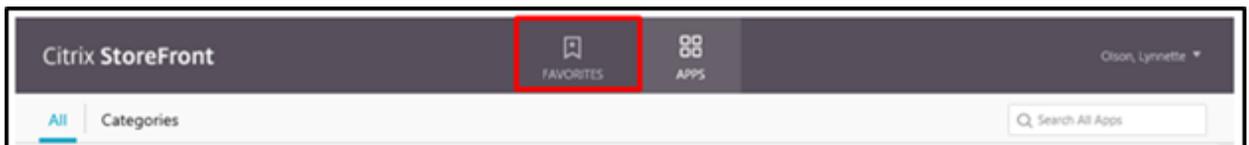
d.   You'll see only the items you've added as a favorite.
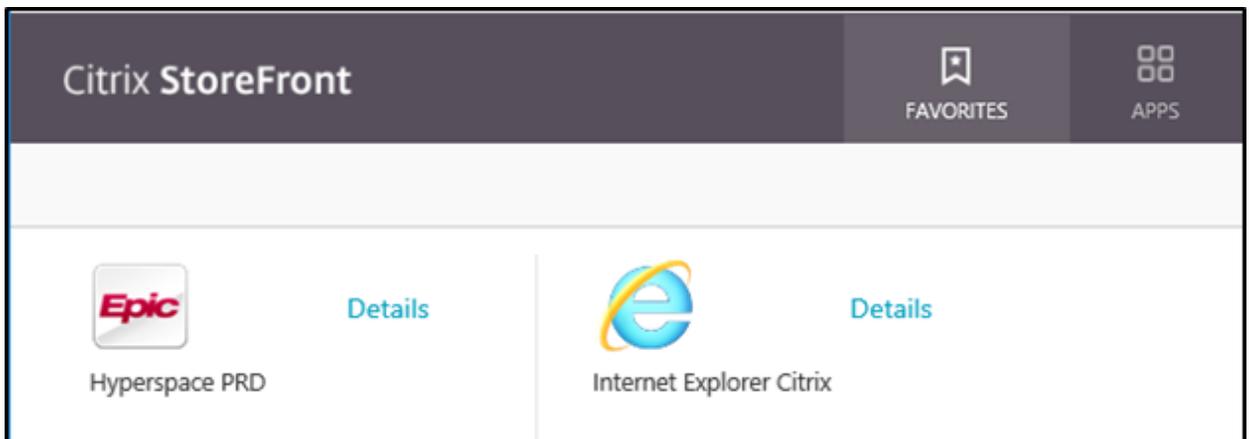
e.   Click [here](#) for assistance installing the Citrix receiver

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