

How to Download the VPN to a Personal Device:

Follow the instructions on this page under “How to Install & Connect to VPN” - [VPN Home - UVA ITS \(service-now.com\)](#)

How to Install & Connect to VPN

In the case that you need access to highly sensitive data, you will need to use the High Security VPN (HSVPN). For instructions, see the [HSVPN](#) page; otherwise, continue.

To use VPN, you'll need to install and run the Cisco VPN Client software as described below:

Step 1: Get a Digital Certificate (if you don't have one).

Get a digital certificate for VPN >

HIT highly recommends you **do not download this onto a **personal** laptop. Your department issued laptop will already have this installed.*

How to get to Sharepoint:

Before attempting to access, be sure you have clicked on the invite link you received to your @uvahealth.org email inviting you to Team UVA Anesthesiology or opened the UVA Team Anesthesiology Teams page.

****You must be logged in to: Health Systems VPN, UVA Health Portal, or be connected to the hospital Wi-Fi in order to access any Microsoft Office Application**

From UVA Anesthesiology Home Page:

1. On the right-side menu bar, select “Department Portal”. The first segment titled “Department Sharepoint” will have the link to the site within.

From Teams:

1. Open Microsoft Teams using your @uvahealth.org email to log in
2. Go to “Teams” on the left side navigation bar
3. Open the team named “Team-UVA Anesthesiology” with the orange split V logo
4. Once in the team, find the “Home” page located on the top navigation bar. Click to open.
5. Use the drop-down arrow next to the “Home” and select “Go to website”



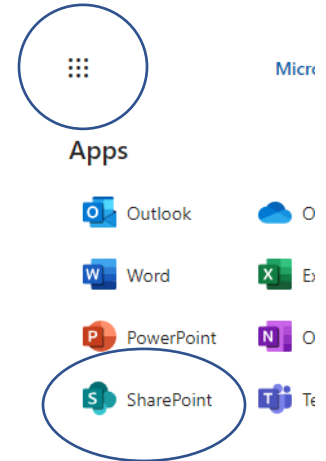
- You are now on the full Sharepoint page! I highly recommend bookmarking this on whatever device you use most frequently/plan on using frequently to access this site. I also recommend following (checking the star on the right top of the screen) to save this page.



**If the team does not automatically pop up, try searching it in the search bar.

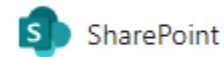
From Browser:

- Go to [Microsoft 365](https://www.microsoft.com) and log in using your **@uvahealth.org email**
- Once logged on to your account, click on the square boxes (9 dots) in the upper left corner of the site and select "Sharepoint"
- Note:** you should access the site through Teams for the first time before using this route to navigate to it. Once you have accepted the Team invite, this should open easily for you.



From the App:

- Download the Microsoft SharePoint app from the app store
- Log in using your @uvahealth.org email credentials (And be sure you are on the hospital Wi-Fi or connected to the VPN)
- Select the "Find" tab at the bottom of the screen
- If you do not see the page show up, try searching "Team UVA Anesthesiology" in the search bar
- Save this page by checking the star
- You should see this site under "Frequent sites" from here on out



**If you have a specific page that you frequent enough on the site and would like a direct link to, select the bookmark in the top right corner of that page. Now, when you go to the "Me" tab at the bottom, a direct link to this page will be located under "Saved"