**Log onto the UVA Health Portal**

You will use the portal to access Sharepoint if you are: off grounds and not on a health issued laptop/device with the VPN installed.

1. Go to: portal.uvahealth.virginia.edu

2. Log in with your computing ID and password.

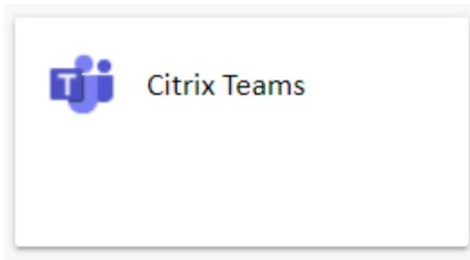3. If you do not already have it installed, go to the bottom of the page to the section titled "Client installer" and download the Citrix installer for the computer you have (hp/Mac).
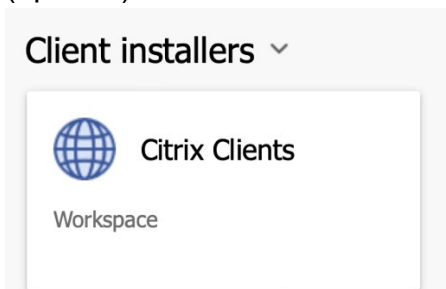
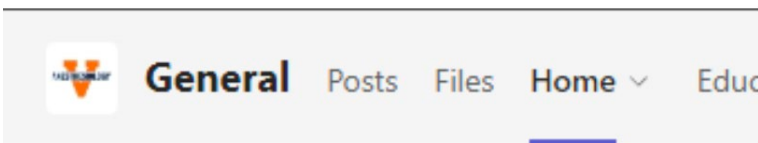4. Go to the application titled "Citrix Office Applications".
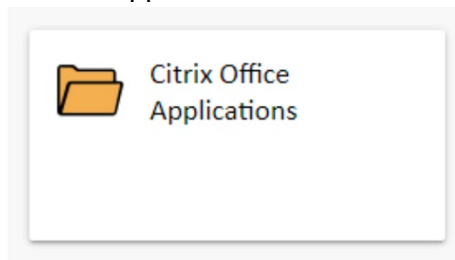
5. Open "Citrix Teams".

6. This may prompt a launch.ics download. **You will need to click to launch this**.

7. Go to "Team UVA Anesthesiology" and open the "Home" tab on the top navigation bar.

8. You can navigate the Sharepoint page from here or open it in your browser. This will launch into an edge browser. Do not close out of this.