

## REMOTE WORK TIPS

The following tips are for employees working remotely. If you have any questions, please contact the LSUHS Information Technology Group at 5-6506 or [SHVHELP@lsuhsc.edu](mailto:SHVHELP@lsuhsc.edu).

**In order to access VPN, your email via the Outlook Web App, Skype for Business, the LSUHS website, etc. you must have an Internet connection. If you are unable to access any of the following technologies after consulting with ITG, please contact your direct supervisor.**

**Reminder to LSUHS employees working remotely:** Please stay home and do your part to help support the efforts of our national, state and local leadership to stop the spread of COVID-19 and protect those who are at a higher risk of getting sick. The latest updates as they relate to the LSU Health Shreveport campus will continue to be shared via email and on our website at [www.lsuhs.edu/coronavirus](http://www.lsuhs.edu/coronavirus). For additional recommendations and prevention tips from the CDC, visit [www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html).

### LSU Health Shreveport Email

To access your LSUHS email, login via the Outlook Web App online at <https://mail.lsuhs.edu/>.

### LSU Health Shreveport VPN

In order to perform normal jobs duties and work remotely, you will need to utilize LSUHS's VPN. Utilizing the VPN will allow you to access resources that you normally would only be able to access if you were on the LSUHS network while providing an additional layer of security.

In order to utilize the LSUHS VPN the VPN client will need to be installed. This download and instructions on how to use the VPN client can be found at the following links:

- If you are **not** on the LSUHS network: <https://portal.lsuhseshreveport.edu>
- If you are on the LSUHS network: <https://vpn.lsuhseshreveport.edu>

**\*\*\* NOTE: If you only need access to LSUHS email while working remotely, the LSUHS VPN should not be used. The LSUHS VPN should only be used when there is a need to access information internally (e.g. Department File Shares).**

### Virtual Meetings

LSUHS ITG has several options for conducting virtual meetings. One of these solutions is **Skype for Business**. Please find Skype for Business instructions below:

*How to create a meeting in Skype for Business:*

#### **PC Users**

1. Click on the Windows icon at the bottom left of your screen (Start Menu)
2. Scroll down the program list to Skype for Business 2016 and open it
3. Type your LSU email address and sign in

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4. Open Outlook and click “New Items” at the top left of screen
5. At the bottom of the drop-down list click on “Skype Meeting”
6. This will create an email with a link that says “Join Skype Meeting”
7. Select the date and time of your meeting and email it to anyone you want to participate
8. An appointment/reminder for the meeting will be created in Outlook

*Note: You can send the invitation to any email address; it doesn't have to be an LSU address*

### Mac Users

1. Go here to download Skype for Business: <https://www.microsoft.com/en-us/download/details.aspx?id=54108> and install the program
2. Log in with your LSU email address
3. Open Outlook and click “new items” at the top left of screen
4. Select “meeting.” This will create an invitation
5. Click “Skype meeting” on toolbar
6. Select the date and time of your meeting and email it to anyone you want to participate
7. Meeting link will be created after you send the invitation
8. An appointment/reminder for the meeting will be created in Outlook

### [Skype for Business Videos](#)

There are several other online teleconferencing/video communication tools available. *Please note that not all of these services are free and may have a price associated with them.*

- Zoom
- GoToMeeting
- Google Hangouts
- UberConference
- Webex
- FreeConferenceCall.com
- FaceTime (for Apple iPhone, iPad and Mac users)
- Google Duo (app for Android and iOS)