Using VX Remote

- Provides a portal into your shared partitions, but not your work laptop or desktop.
- Requires Duo two-factor authentication and Internet access only; no VPN connection needed.
- Not optimized for mobile or tablet use; best experience is on a laptop or desktop.
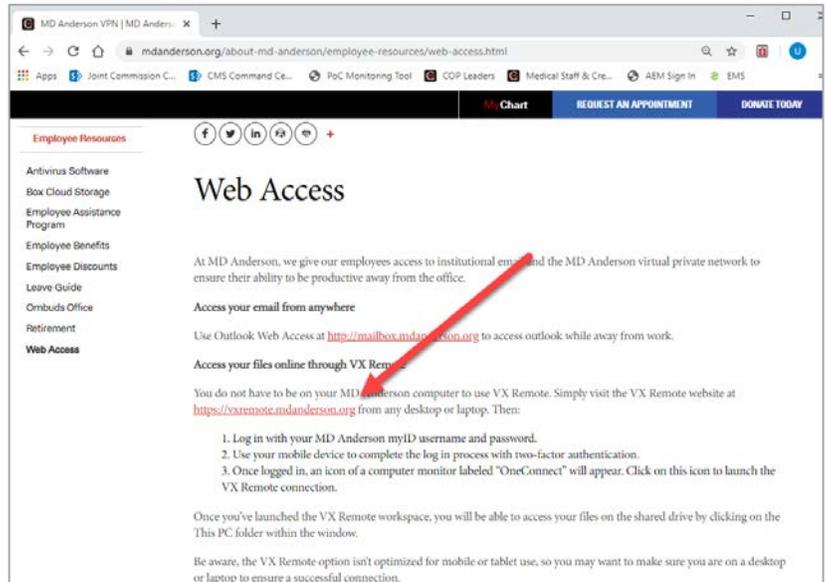
Open a browser window.

Navigate to www.mdanderson.org

Scroll to the bottom of the page.

Under "About", click "For Employees".

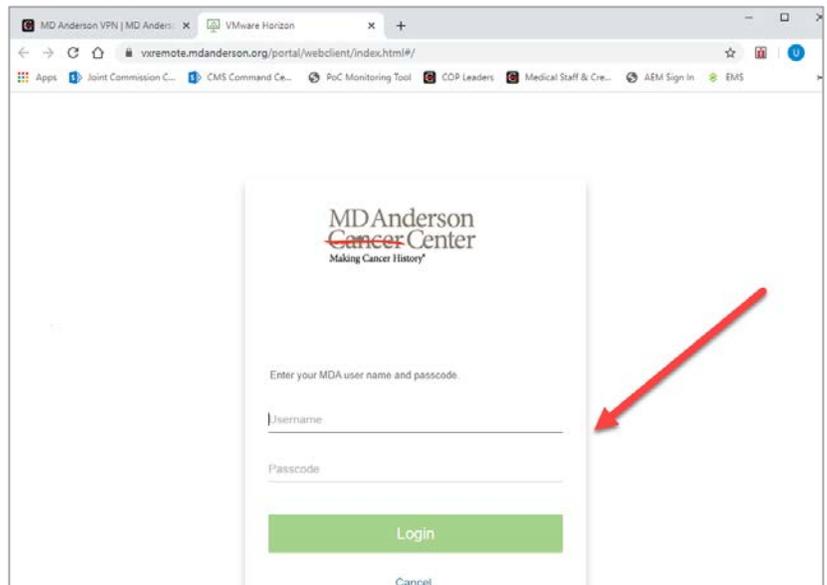On the left navigation (nav), click "Web Access".

On the Web Access page, click the link in the "Access your files online through VX Remote" section.

Your browser will open a new window or tab.

Enter your myID credentials and click "Login".

You'll need to have your Duo two-factor authentication method ready.

In the "Enter a passcode or select one of the following options" box, enter 1, 2, or 3 for the method of two-factor authentication you wish to use. Note that depending on the size of your window, the field may be on top of or behind the inactive "Continue" button; that's okay, just enter the appropriate number and the "Continue" button will become active.

**Duo Push:** Duo will push an alert to your phone; see last page.

Call me: Duo will call your phone. The automated call will identify itself as coming from MD Anderson Cancer Center, and ask you to press any key on your phone to confirm your access request.

Passcode: You'll be asked if you want to select from a passcode list or have a passcode texted to your phone; easiest option is to ask for the passcode to be texted. Note that this password expires ten minutes after being sent. Enter the passcode into the "Passcode" field in the "Choose an authentication method" box.

Depending on what you're authorized to see in the VX Remote environment, you may see multiple tiles from which to select.
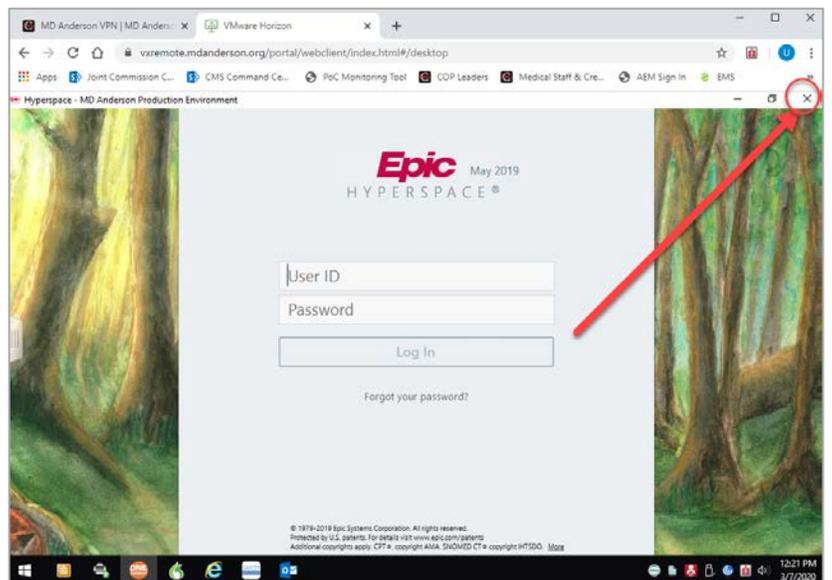
Most likely, you'll see only one tile: OneConnect; see the image to the right.

Click this tile.
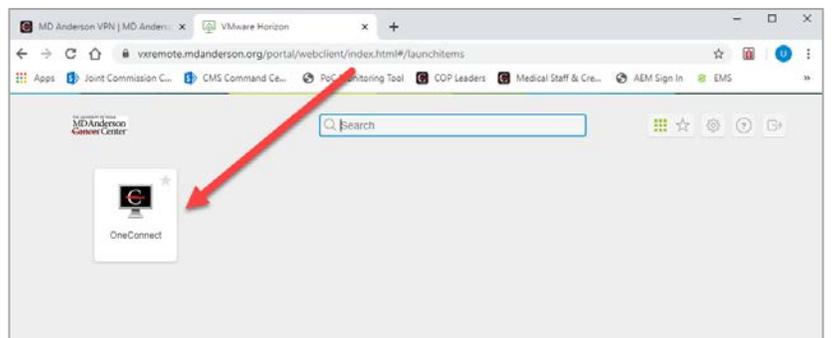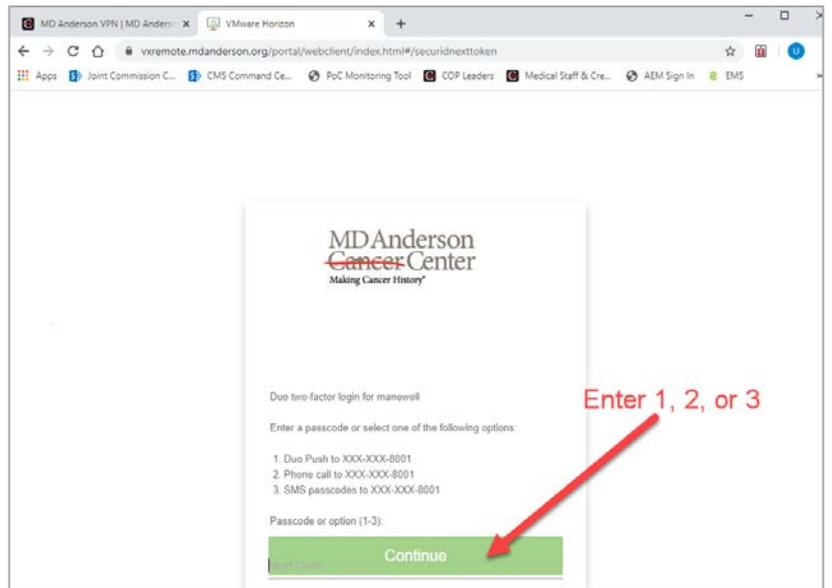
As a default, VX Remote brings up the Epic Hyperspace login screen.

Unless you need to use Epic, you can close this login screen by clicking the small "x" in the upper right corner; see the image to the right.
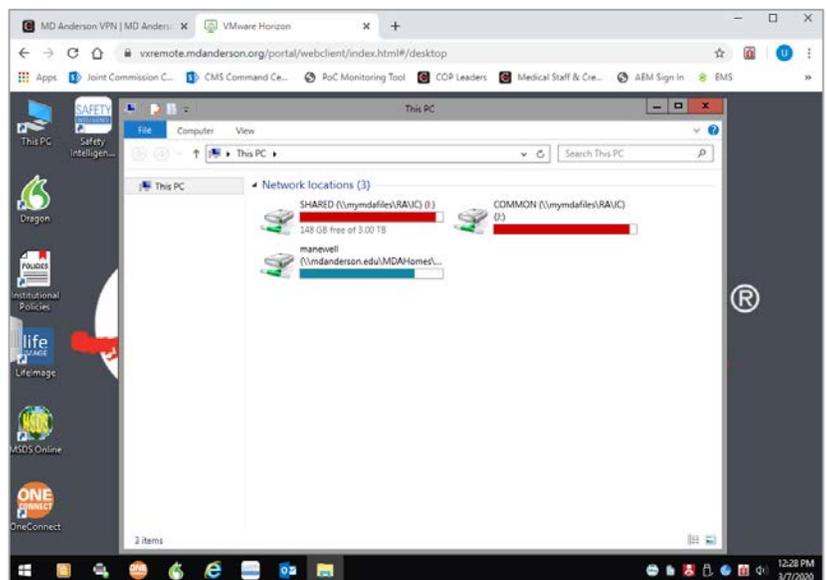
You're now on the VX Remote desktop.

The Outlook icon is in the system tray along the bottom of the window; see the image to right.

Double-click on "This PC" in the upper left corner of the desktop.
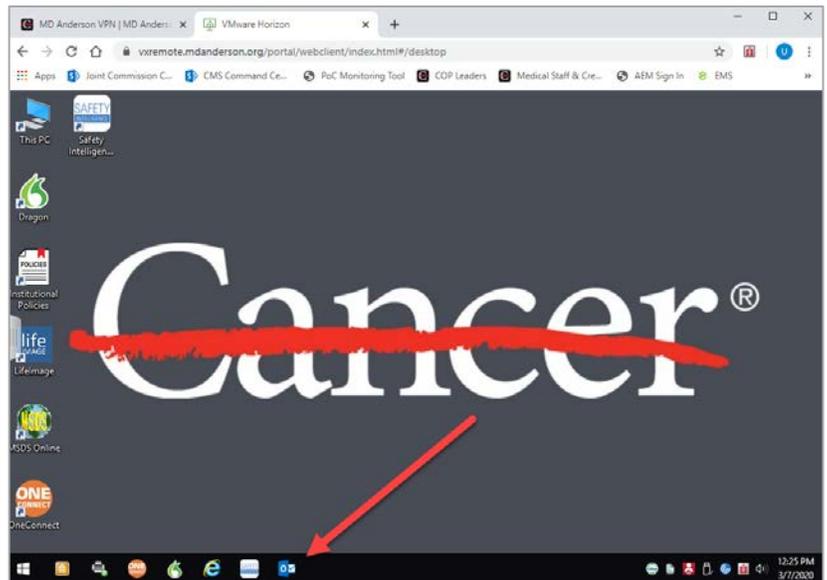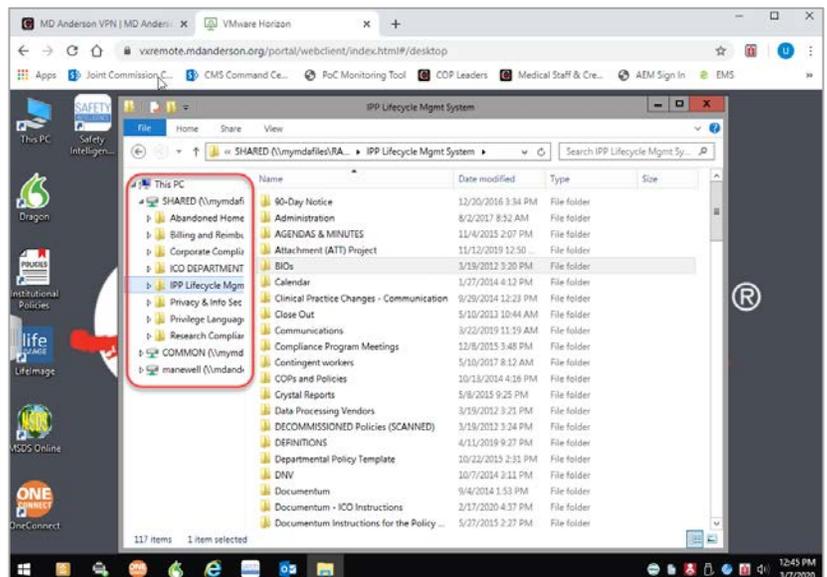

You'll see the network (server) partitions mapped to your user profile.

What you *won't* see are the folder shortcuts you may have created on your work laptop or desktop.

NOTE: If you've used VX Remote previously, you'll be able to see the drives mapped to your user profile on the left side; see the image to the right.

Duo Push

The image to the right reflects how Duo Push looks on an iPhone.

Click "Approve", and your browser will open an instance of Outlook Web Access in your browser window.

Please note that Outlook Web Access is a browser-based application; you will not have Outlook's full functionality.

If you want Outlook's full functionality, you'll need to establish a VPN connection using Cisco AnyConnect.