



For Remote Workers

Ways to Connect to the HM Network Remotely

When you need to stay connected and you're not at an HM location, here are several ways to access your files and Microsoft apps, like Outlook, Word, Excel and more.

Office 365 (portal.office.com): Off-network access anywhere, on any device

- Log in to Office 365 and you'll see icons for Microsoft Outlook, Word, Excel, PowerPoint, OneDrive and more.
- An easy option is to start working in OneDrive for the items you use most often, giving you access to these files anywhere, from any device, without being at work. [Click](#) for more information.

Apps Center (apps.houstonmethodist.org): Connect to the HM network

- Enter your **username**, e.g., TMHXX9 and select **This is a private computer**. Click **Log in**. If prompted, follow the steps to get the two-factor authentication code sent to your mobile device via SMS text or phone call. Enter your network password and click **Log on**. Click **Detect Receiver**, if applicable. **Note:** Only log in from a private computer.

VPN: Connect to the HM network (Note: This option only applies if you currently have access)

Email this link (<file:///tmh.tmhs/NETLOGON/login.bat>) to yourself (Note: this link is an internal computer command and not an internet URL). Each time you log in remotely, click the link in the email to access to your I-drive and shared drives. For instructions, click [here](#).