Mayo Clinic email, Skype, Blackboard, and MedHub are accessible from any internet session. You do not need to be connected to Mayo Clinic VPN.

**It is recommended that you do not use VPN, unless necessary. This is to provide enough bandwidth for critical positions that require VPN throughout Mayo Clinic.**

**Accessing Blackboard, not on VPN**

- Accessible outside the Mayo Clinic firewall, VPN connection is not required
- Go to [https://eduonline.mayo.edu](https://eduonline.mayo.edu)
- Login with Mayo Clinic Users (blue button), using your Mayo Clinic LANID and Password

**Accessing Mayo Clinic email, not on VPN**

- You must first register for and use a new multi-factor authentication (MFS) tool called Microsoft Authentication. Instructions [here](#).
- Once registered, go to [https://outlook.office.com](https://outlook.office.com)
- Sign in using your Mayo Clinic email address and password; use the Microsoft Authenticator for two factor verification.

**Accessing Skype, not on VPN** (note: meetings are accessible, not ad-hoc chat functions, default maximum of 20 per meeting (this can be raised for a meeting organizer, if requested))

[Instructions for Windows users](#)

[Instructions for Mac users](#)

[Virtual Meetings Take 5](#)

[Guide for Facilitating Virtual Meetings](#)

Requesting expanded Skype license beyond 25 (up to 250)

1. Start a [Web Ticket](#)
2. Choose “Outlook, Calendar, SharePoint, & Skype”
3. Choose “Skype for Business”
4. Providing details – use the following:
   5. Please increase my Skype participant limit
   6. Include the number of participants in your largest meeting
   7. Fill in any other required fields
   8. Submit (lower right corner)

**Accessing MedHub, not on VPN**

- Accessible outside the Mayo Clinic firewall, VPN connection is not required
- Go to [https://mayo.medhub.com](https://mayo.medhub.com)
- Click link to Login with Mayo Clinic credentials
- Login using your Mayo Clinic LANID and Password

[Teleworking Resources](#) (sign in with your Mayo Clinic email address; use the Microsoft Authenticator for two factor authentication)