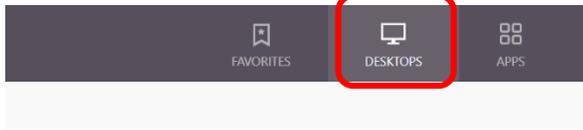


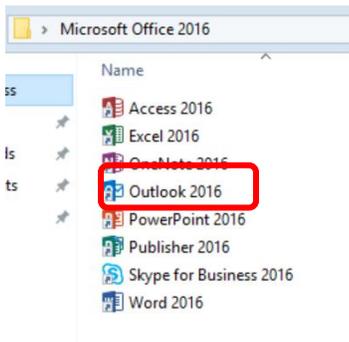
1. Using your cell phone, take a picture of the front side of your COVID Vaccine card, which includes the vaccination and booster information.
2. Send the image to your work email
3. Ensure your home PC or laptop is connected to your home network
4. Open a web browser on you PC.
5. Go to <https://remote.uhc.edu>
6. Login using your UConn Health username and password
7. Use DUO authentication to login to UConn Health network
8. Select DESKTOPS and double click the Windows 10 TC 1 icon



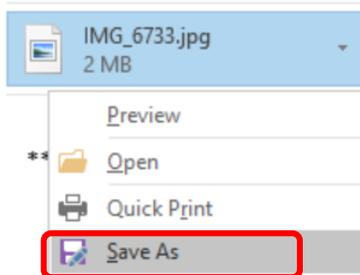
9. Double click Microsoft Office 2016 icon from your Desktop



10. Double Click on Microsoft Outlook icon

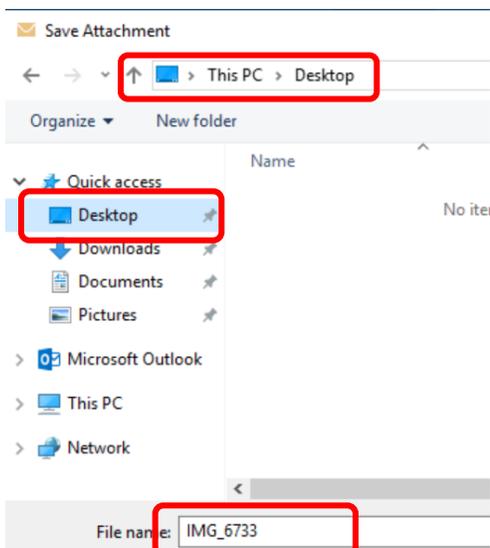


11. For the first time, you may have to take all the prompts to get logged into your work email.
12. Once logged into Outlook, navigate to the email that you sent in Step 2
13. Open the email that contains the image
14. **Right Click** on the image and click Save As



15. On the left hand side, Choose Desktop and save the image

HOW TO UPLOAD THE COVID VACCINE CARD IMAGE FROM HOME NETWORK USING WINDOWS 10

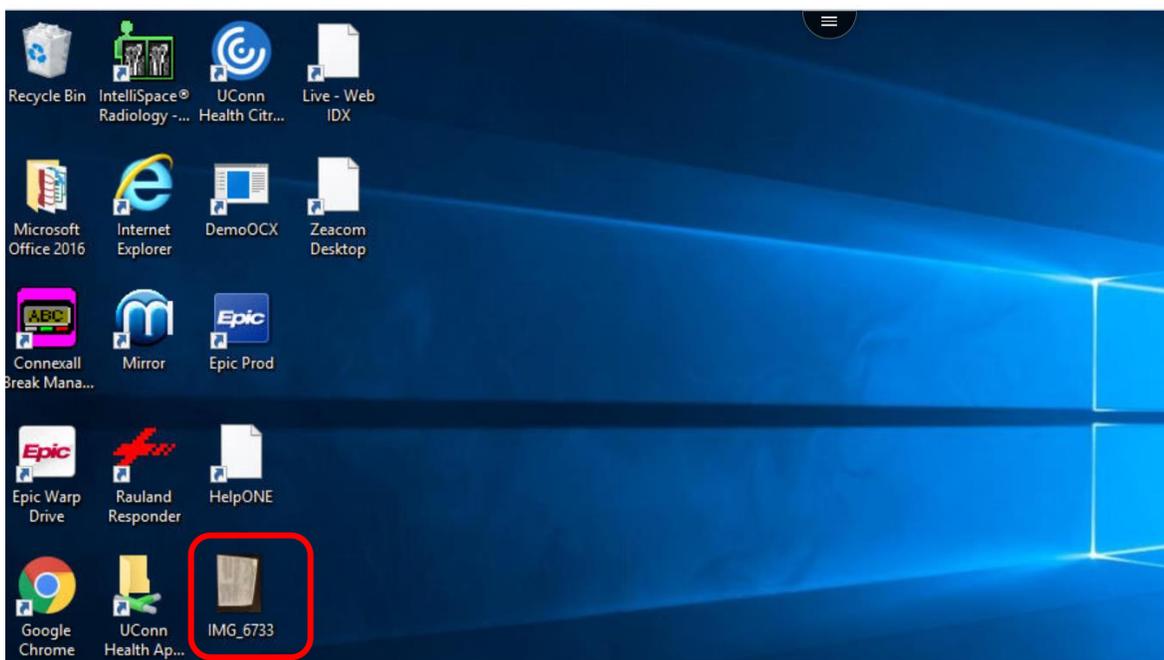


16. "X" out of the image

17. File → Exit to logout from Outlook

18. If you do not see the image on the Desktop then you have missed the steps above

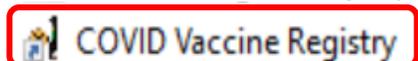
← → ↻ 🏠 remote.uconn.edu/Citrix/UConnHealthWeb/clients/HTML5Client/src/SessionWindow.html?launchid=1629837805878



19. Go to UConn Health Applications Folder



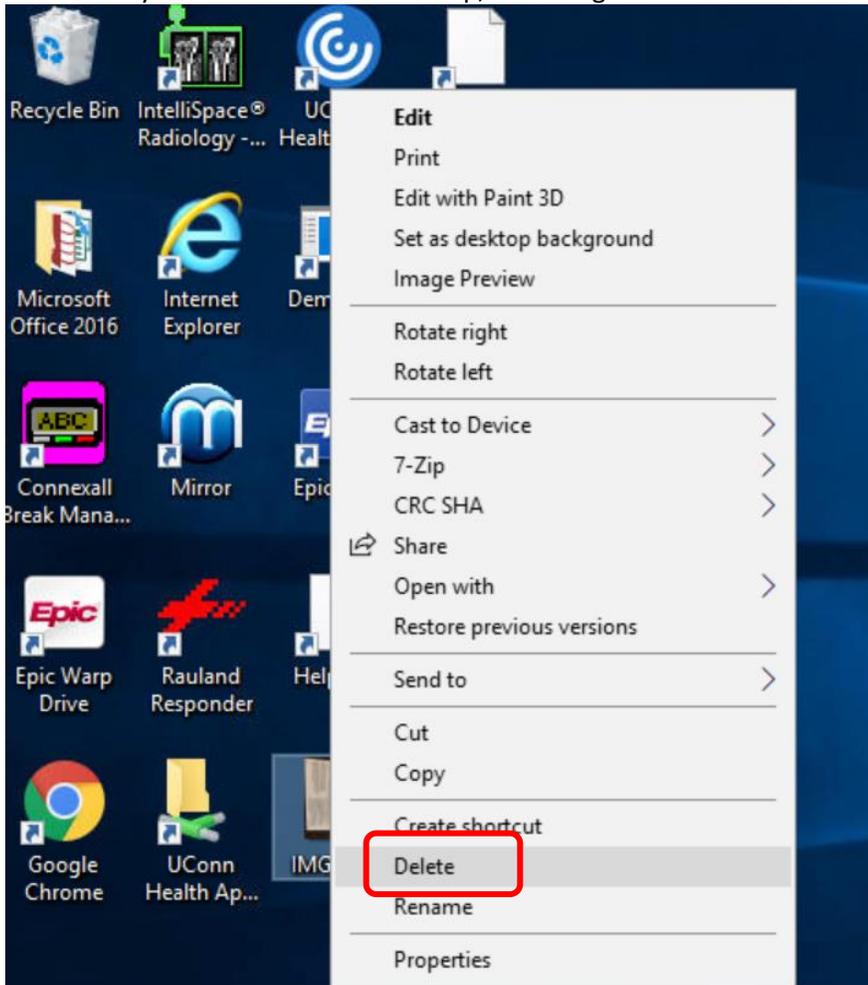
20. Choose COVID Vaccine Registry icon



21. Login using your UConn Health username and password

22. Answer all your Vaccination or Booster questions

- 23. Upload the image by changing the location to "Desktop"
- 24. Logout from the website
- 25. Before you close out of the Desktop, Please right click and delete the image



- 26. Click the button



- 27. Left Click the "three dots" and choose logout



- 28. Logoff from Citrix Receiver Screen
- 29. You have successfully uploaded your COVID Vaccination card image.