

HOW TO ADD A MEDNET SHARED SITE TO HARMON.IE

Harmon.ie (an add on to Microsoft Outlook) is used to connect with your **MedNet** site using an added sidebar from your Outlook desktop application. Harmon.ie is a way to upload files to your document library straight from your email. By using the drag and drop option, you are able to send out files in your MedNet document center, and still manage to have encrypted files viewable only to MedNet user who have access. Harmon.ie is only available for Windows machines using the Outlook desktop application. If you would like Harmon.ie installed on your computer, contact the IT Department by filling out an IT Helpdesk ticket.

Add a New Site:

Once the add-in is installed, launch the Outlook desktop application and view the “Home” ribbon area. Click the Harmon.ie icon from the Home ribbon “Show Sidebar”

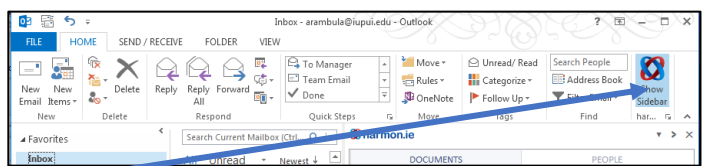
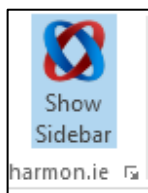


Figure 1

Shown in Figure 2 click the small house icon to open the Harmon.ie ‘add new site’ options window. Then click “Add Site...”

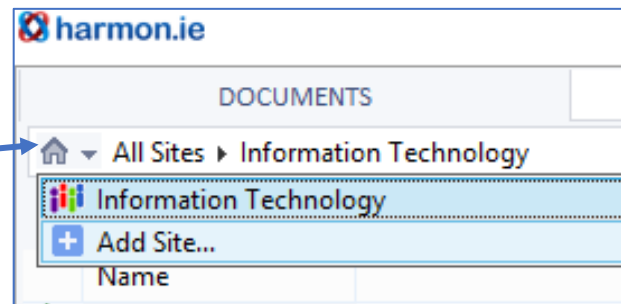


Figure 2

The Harmon.ie “Add SharePoint site” option window will open

- Enter the URL: Type out the URL of your MedNet site
 - Example:
<https://MedNet.iu.edu/portals/SITENAME>
- Select the Authentication method – “Use Custom Credentials”
 - Type in your IU username, prefixing it with ADS\ to establish the domain. Type in your passphrase to the password box

Refer to Figure 3.

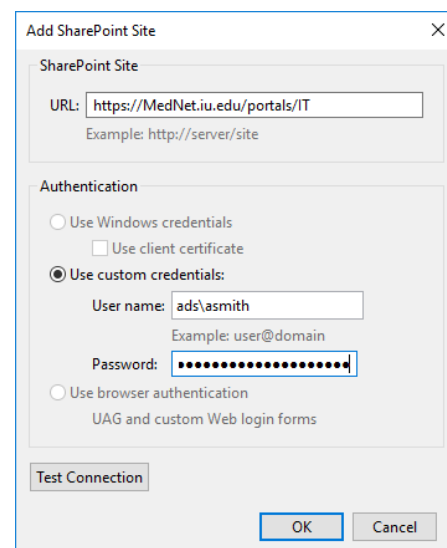


Figure 3

Test your connection using the “Test Connection” button to ensure the connection is correct.

Click on OK to add this site to your Harmon.ie sites list. You will receive a pop up that will confirm the site was successfully added (Figure 4). Click OK.

The site will be shown in your list of sites (Figure 5)

To navigate to that site’s document library, double click on the site name.

For more information about Harmon.ie, you can view the help guide provided by Harmon.ie [here](#).

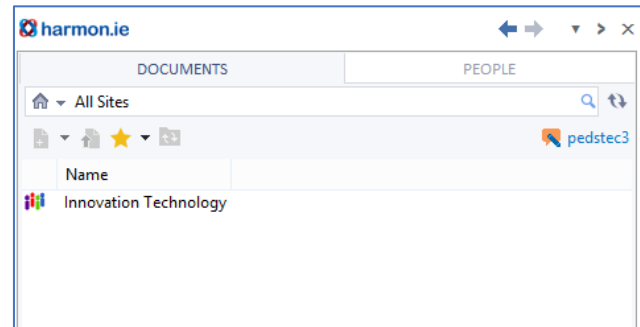
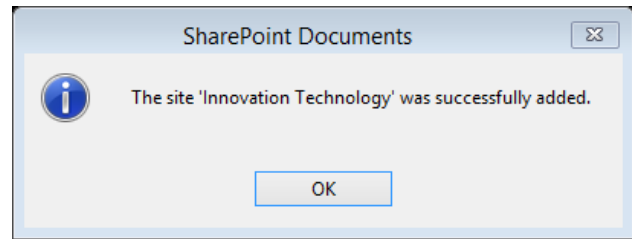


Figure 4

This document is guided for the MedNet user to understand the process of adding a new site to the Harmon.ie add on via Microsoft Outlook. If you have any questions or concerns, please fill out an IT Helpdesk request at **MedNet.iu.edu**