

Tips and Best Practices

The following topics provide tips for using the MayoACCESS application.

Adding a Desktop Shortcut to Mayo Clinic Laboratories

For quick access to the Mayo Clinic Laboratories website, you can add a shortcut to your computer desktop. To add a shortcut, follow these steps:

Note: These instructions are for Microsoft Windows 10 and Internet Explorer 11. The steps for other versions of Windows or Internet Explorer might be different.

1. Open Internet Explorer and enter the following uniform resource locator (URL) in the address bar:

<http://mayocliniclabs.com>

2. On the **File** menu, click **Send > Shortcut to Desktop**.

A shortcut to Mayo Clinic Laboratories is added to your computer desktop.

Adding a Desktop Shortcut to the MayoACCESS Application

To add a shortcut to the MayoACCESS application, follow these steps:

Note: These instructions are for Microsoft Windows 10 and Internet Explorer 11. The steps for other versions of Windows or of Internet Explorer, or for other operating systems might be different.

1. Open Internet Explorer and enter either of the following URLs in the address bar:

- **Test Site:** <https://test.mmlaccess.com>

Note: To avoid inadvertently ordering tests from the MayoACCESS test site, do not add a shortcut to the test site on the processing computers in your laboratories.

- **Production Site:** <https://mmlaccess.com>

2. On the **File** menu, click **Send > Shortcut to Desktop**.

A shortcut to the MayoACCESS application is added to your computer desktop.

Adding Mayo Clinic Laboratories and the MayoACCESS Application as Trusted Websites

To ensure correct operation, add Mayo Clinic Laboratories and the MayoACCESS application to your Internet Explorer as trusted sites by following these steps:

Note: These instructions are for Internet Explorer 11. The steps for other versions of Internet Explorer might be different.

1. Open Internet Explorer.
2. On the **Tools** menu, click **Internet options**.
3. In the Internet Options dialog box, click the **Security** tab.

4. On the Security page, click the **Trusted sites** icon.
5. Click **Sites**.
6. In the Trusted sites dialog box, enter each of the following URLs, and then click **Add** to add the website to the list of trusted sites:
 - Mayo Clinic Laboratories
<http://mayocliniclabs.com>
 - MayoACCESS production site
<https://mmlaccess.com>
 - MayoACCESS test site
<https://test.mmlaccess.com>
7. Clear the Require server verification (https:) for all sites in this zone check box.
8. Click **Close** to close the Trusted sites dialog box.
9. Click **OK** to close the Internet Options dialog box.