



# CITRA

الهيئة العامة للاتصالات و تقنية المعلومات  
COMMUNICATION & INFORMATION TECHNOLOGY REGULATORY AUTHORITY

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دليل اختيارات العمل عن بعد / خطة التواصل

- Skype for Business
- Microsoft Teams



# Remote working options... Microsoft Skype and Outlook Meeting

How to invoke Skype or Outlook?

- Go to the Search box in the taskbar area
- Type "Skype" or "Outlook" depending on the application you want to invoke

## Internal IM, Calls & Meetings (audio& video)

**Skype IM, Calls**

1

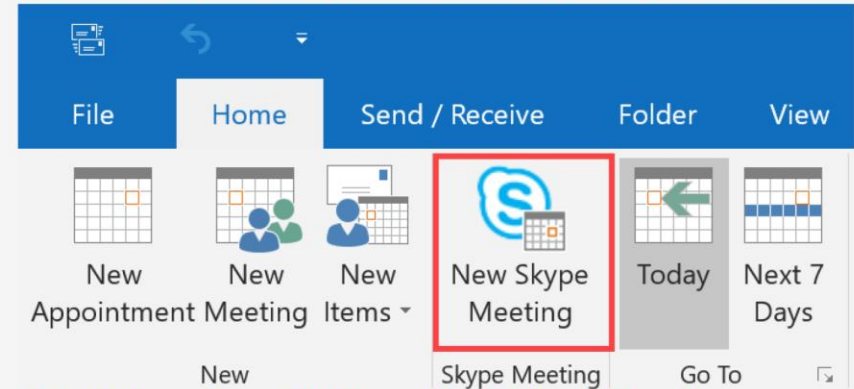
2

3

**Skype Tutorial**

4

Setting-up online meetings using Skype Meeting Add-in

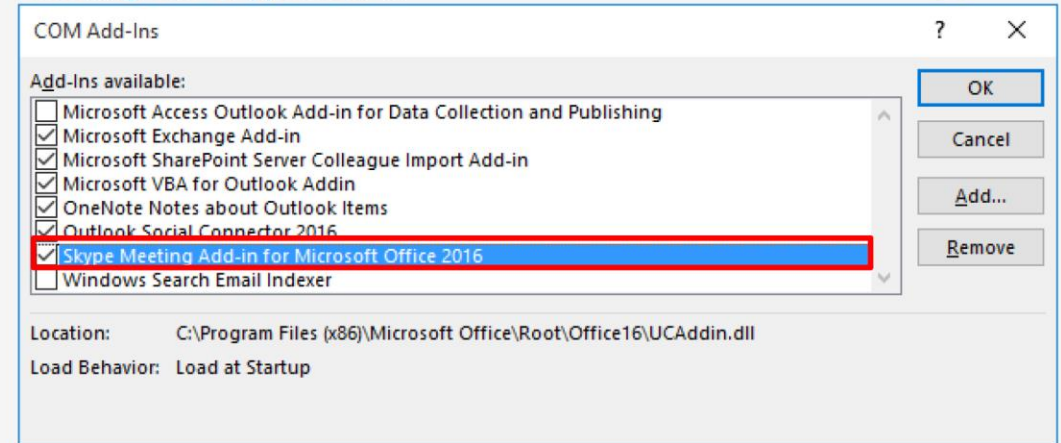


This feature is available on the Outlook Opening screen

## Outlook Meetings

5

Enabling the Skype Add-in



This feature is available under Outlook Options >> Add-ins

# Remote working options...

## Microsoft Teams



How to invoke Microsoft Teams?

- Go to the Search box in the taskbar area
- Type Teams to invoke (Microsoft Teams app should appear)

**Internal IM, Calls & Meetings (audio& video),  
Collaboration, Documents Sharing**

1 Instant Chat, Call, Share

2

3 IM, Call, Share

4 If you want to add more people

5 Share files

Abraham, George Chat Files Organization Activity

Share

Add

Start typing a name

Cancel Add

Abraham, George Chat Files Organization Activity

Share

Type	Name
PDF	COVID-19_Response-Remote_Work_Toolkit (003).pdf

6

7

8

9

10

Join or create a team

Create a team

Bring everyone together and get to work!

Teams

Your teams

- FT FRRRA Trainings
- DR DME RA Onboarding
- ST SOR Trainings
- CL Cross-Function Learning Team
- ID IWD 2020 | DME Risk Advisory
- AT AJ\_Tari

Hidden teams

DR General Posts Files Wiki Home +

General

New Upload Get link Add cloud storage Open in SharePoint

Type	Name	Modified
Word	Document.docx	12/24/19
PDF	DME RA Risk Learning Notification_Sample.pdf	12/24/19

Join or create a team