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 Tutorial

Outlook Meetings

Setting up online meetings using Skype Meeting Add-in

Enabling the Skype Add-in

This feature is available on the Outlook Opening screen

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

Creating Teams

1. Instant Chat, Call, Share
2. Abraham, George
3. IM, Call, Share
4. Add
   If you want to add more people
5. Share files
6. Join or create a team
7. Join or create a team
8. Create a team
9. General
10. Add cloud storage

Microsoft Teams Tutorial