

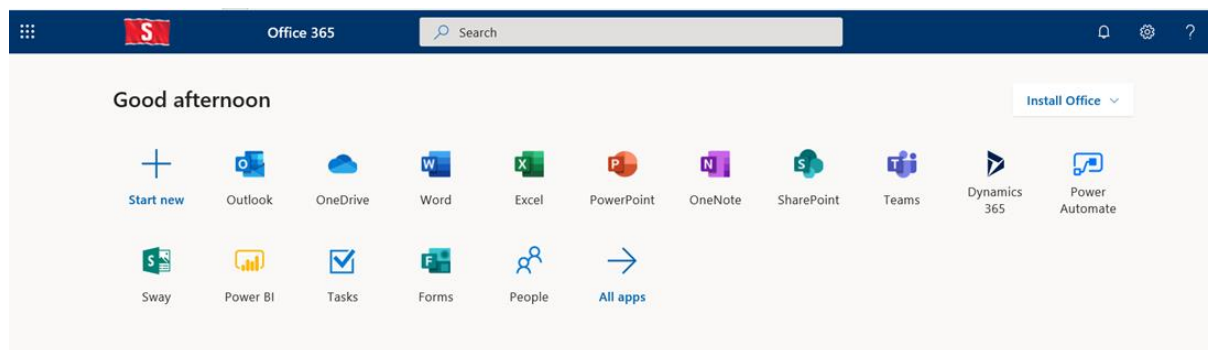
WORKING REMOTELY WITH YOUR NON-STENA PC

Below is information on how to connect using a non-Stena personal computer to access your Stena digital workplace.

ACCESS TO STENA OFFICE 365

For general access to O365 applications i.e. Outlook, OneDrive, SharePoint, etc.

1. First connect to your home internet access and open your internet browser.
2. Once you've connected to the internet go to <https://www.office.com>
3. Follow the instructions for two-step verification.
4. Once logged in you will have access to your Office 365 applications

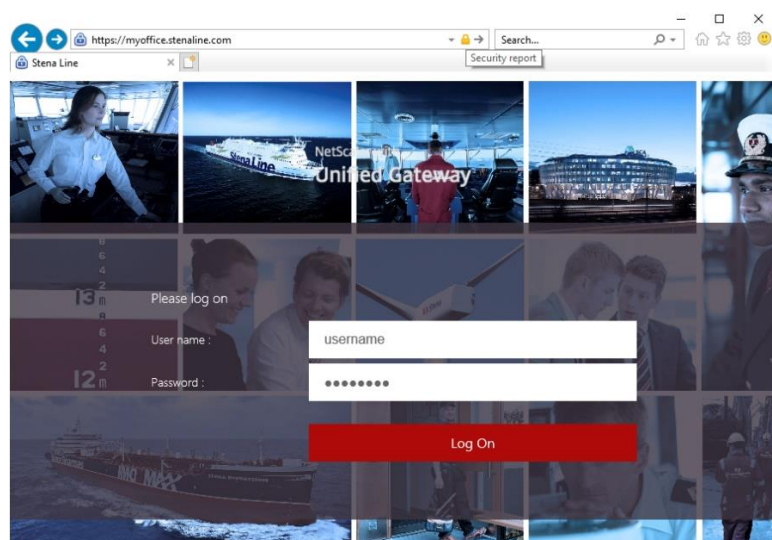


ACCESS TO STENA MYOFFICE

For people using regular Citrix business specific applications in their daily work!

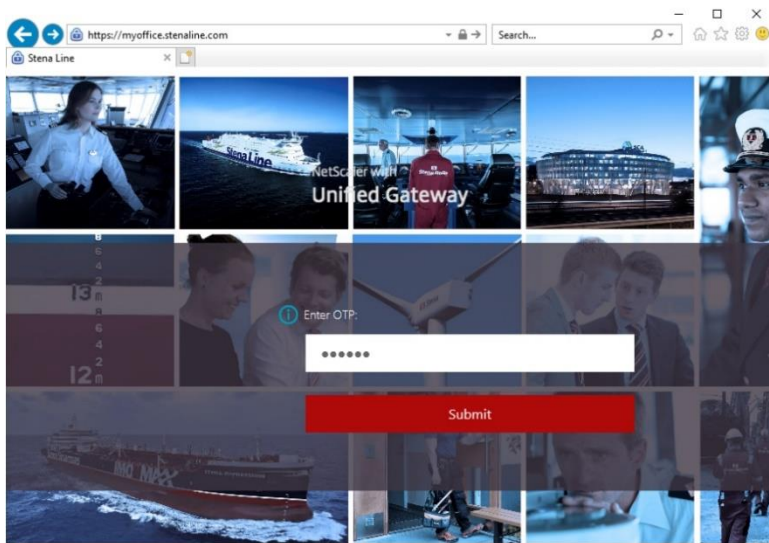
1. First connect to your home internet access and open your internet browser.
2. Stena Line Users:

Step 1: Once you've connected to the internet go to <https://myoffice.steneline.com>



Step 2: Once you log in you will receive a code on your phone to complete the two-step verification process. Use the code and press Submit.

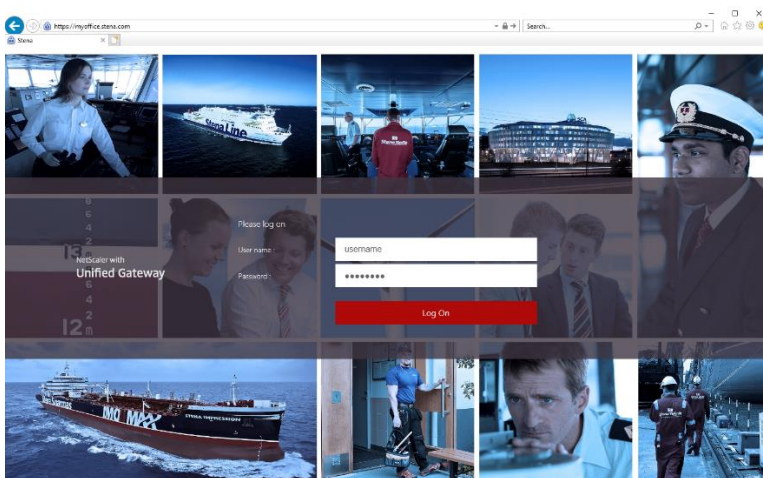
Note: Refer below if you need to obtain two-step verification



Note: If you need access to specific business applications, you may need to install Citrix Workspace App on your computer. Follow the prompt and instructions when logging in.

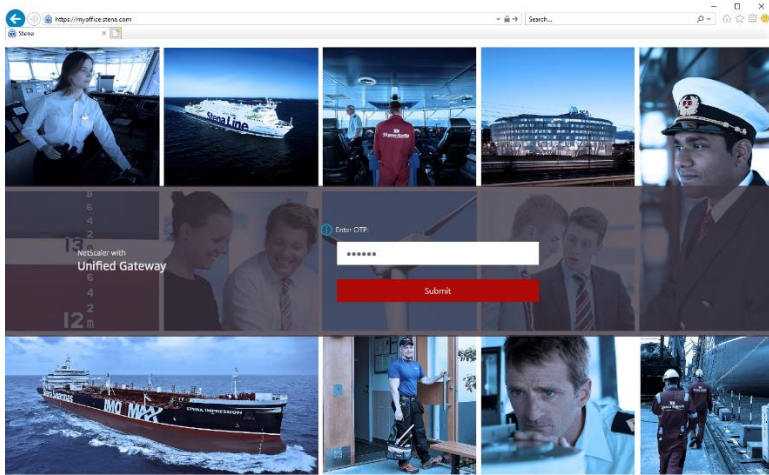
3. Stena AB Users:

Step 1: Once you've connected to your home internet go to <https://myoffice.stena.com>



Step 2: Once you log in you will receive a code on your phone to complete the two-step verification process. Use the code and press Submit.

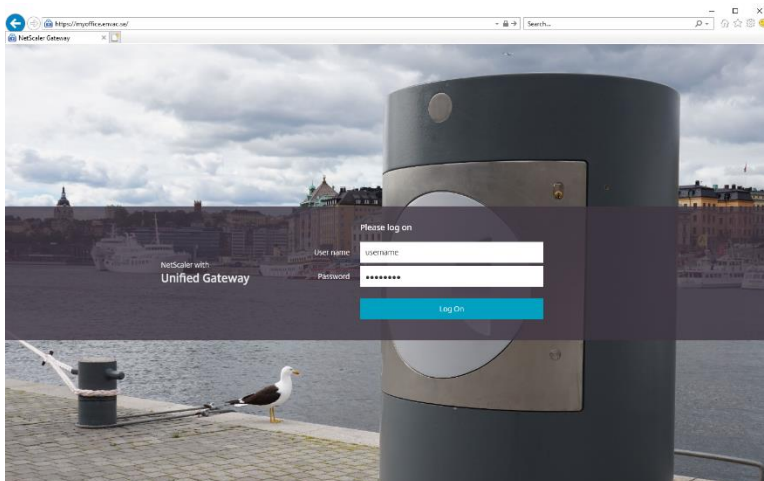
Note: Refer below if you need to obtain two-step verification



Note: If you need access to specific business applications, you may need to install Citrix Workspace app on your computer. Follow the prompt and instructions when logging in.

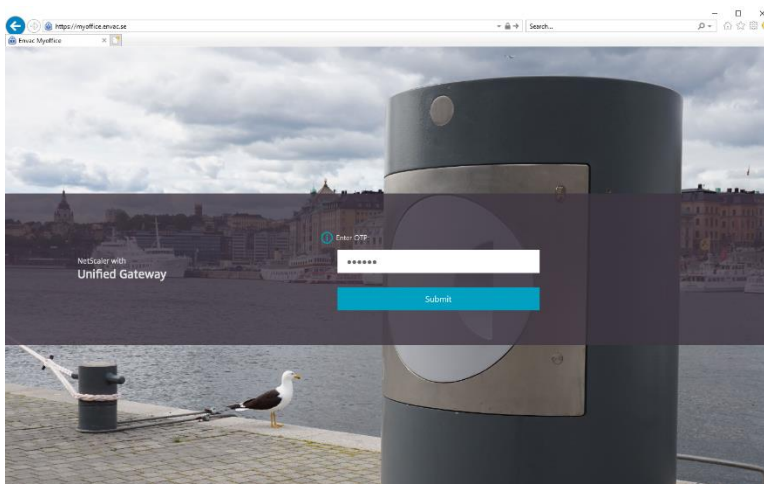
Envac:

Step 1: Once you've connected to your home internet go to <https://myoffice.envac.se>



Step 2: Once you log in you will receive a code on your phone to complete the two-step verification process. Use the code and press Submit.

Note: Refer below if you need to obtain two-step verification



Note: If you need access to specific business applications, you may need to install Citrix Workspace app on your computer. Follow the prompt and instructions when logging in.

Obtaining Two-Step Verification

1. Contact your Line Manager to request approval for the two-step verification client and working with your personal computer.
2. Upon approval contact Stena Group IT Service Desk and request support in completing the process

Stena Group IT Service Desk

We are here to help you with IT related requests or issues.

Note: You can use the TeamViewer client, so as we can help you remotely via your personal computer (as well as Stena issued devices).

Call us: +46 31 855 300

Email us: itsupport@stena.com

TeamViewer: help.stena.com

Visit our site: <https://stena.sharepoint.com/sites/Group-IT>

Stena Group IT – Business technology integral to Stena business