STENA GROUP IT

WORK REMOTELY WITH A STENA ISSUED PC

In consideration of current events we are providing information to support working remotely.

WORKING REMOTELY

1. First and foremost be sure that your laptop is connect to the Internet.
If you are using your own Internet please press the bottom Internet access, then choose your broadband. (Your broadband network's router should have the default name written on it). Then Connect to your Internet. Once you've connected to the Internet use your device as usual. All of your installed applications (i.e. Outlook, Word, PowerPoint …) will work as usual.

2. Access to regular Citrix business applications
If you have a standard Stena issued computer then you already have access to your email and files, you can also reach the intranet.

The applications published to inforum, inhouse and Insight will work as usual.

a) Access to your regular Citrix business applications is provided through our Citrix platform. Please use the links below:
• For Stena Line: https://myoffice.stenaline.com
• For Stena AB: https://myoffice.stena.com/
• For Envac: https://myoffice.envac.se

b) Enter your **Username and Password** and follow the instructions on the screen.
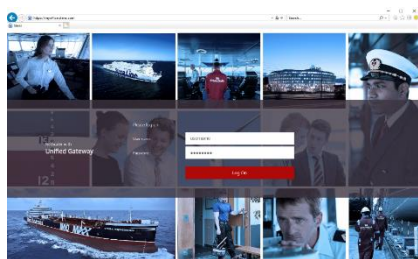

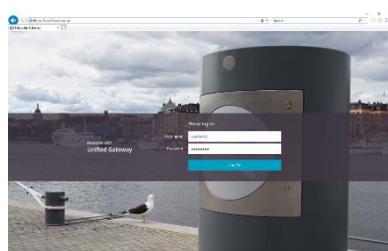*Fig. 1 Stena Line and Stena AB login page*

Fig 2 Envac login page

c) Depending on your rights you will get access to your **Business Applications.**

COLLABORATION & MEETINGS

1. Remote Meeting Tools: Skype for Business and Teams
Skype for Business is our preferred remote meeting tool, as it is integrated with telephony and conference rooms. However, if you are familiar with Teams this too can be used for remote meetings.

Note: At this time please avoid mixing remote meeting tools when conducting an online meeting i.e. use either Skype for Business OR Teams.

Use the link below to find more information on how to book a digital meeting using Skype for Business or Teams or download the **"How To Book a Digital Meeting"** guide in this portal
https://stena.sharepoint.com/sites/Group-IT/SitePages/Meetings.aspx

Please note: if you use Cisco AnyConnect you will not be able to login to Skype for Business.

2. Learn More About Remote Meeting Tools: Skype for Business & Teams
Please use the meeting tools that you are familiar with. However, if you'd like to learn more about Skype for Business, or Microsoft Teams then use the links provided below:
• Skype for Business
• Microsoft Teams

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