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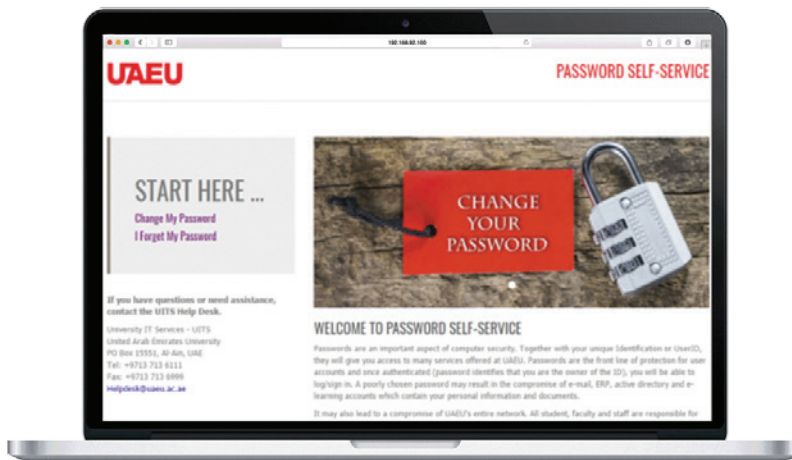
Active Directory self-service portal

Studies show that 30% of Helpdesk queries are related to password reset management as users tend to forget their passwords often. This consumes a substantial amount of Helpdesk time working on most critical password tickets.

To remedy this situation, DoIT needed to reduce this time by rendering a secure, reliable and robust web-based self-service solution to the end user. The solution thus helps end users to change their password if they use a PC or a laptop that is not domain-joined and even reset their password if the password is forgotten.

Allowing end users to reset their password carries a certain amount of risk, as it increases the possibility of an attack from a malicious user. To ensure that only the intended users are allowed access to the self-service password reset/change, users need to prove their identity.

To do this, we added a layer of security that consists of a verification code. During a password reset event, the end user is asked to provide a mobile number or an external email address (live, Gmail, Yahoo mail etc..) to receive the verification code.





BYOD for UAE University

Sajid Ali

The current UAEU Wireless WPA2-Enterprise has some powerful built-in security features. However, it is still vulnerable to attacks, which presents a number of challenges the IT team takes seriously.

Challenge # 1: Device Variation

Support of 802.1x is inconsistent across devices, even within the same OS, and each device has unique characteristics that can make them behave unpredictably.

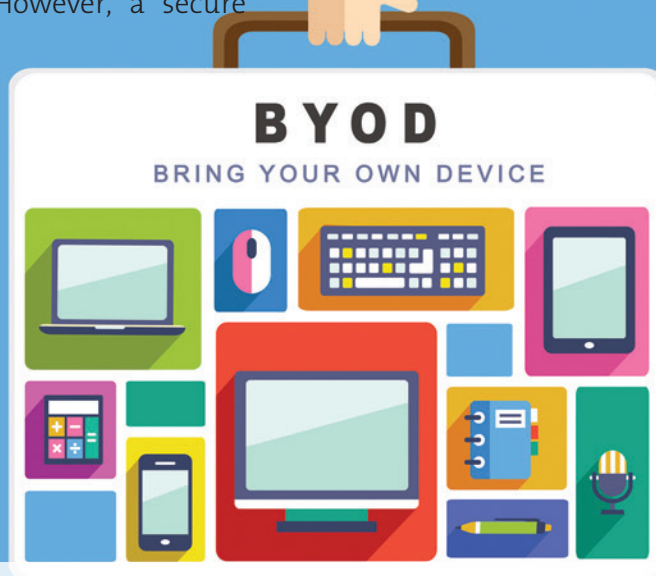
Challenge # 2: MITM (Man-in-the-Middle) Attack

The existing WPA2 Enterprise forces users to only connect to the more secure UAEU Official Wireless SSID (UAEU-SkyNet). However, a secure

connection is meaningless if any honeypot or imposter signal is in place. We do detect rogue access points, including Man-in-the-Middle attacks, but users can still be vulnerable. A person with a laptop can quietly gather user credentials wherever devices might pass through and try to auto-connect.

Challenge # 3: Password Change Problem

UAEU have set up password expire policy on a regular basis face additional burden with WPA2-Enterprise. Password expired user lose wireless connectivity until reconfigured.



BYOD Problem and Solutions

Given the increasing number of devices, and the simplified IT operations and “Work-Your-Way” experiences provided to faculty, staff and students, there are bound to be challenges. IT no longer has physical control over the devices that connect to the enterprise network. Therefore, strong policy management and enforcement is vital.

- **Single Source of Policy for wired and wireless**
- **Fine-Grained Control**
 - » **Who:** Known users (Faculty, Staff, Student)
 - » **What:** Device identity, device classification (profile), device health (posture)
 - » **How:** Wired, Wireless
 - » **Where:** Location, department, SSID, Switch-port
 - » **When:** Data, Time, Start, Stop Access





Flash Desk Technology SSD

Information is getting more and more important in our daily lives. We have become information-dependent, living in an on-command, on-demand world, which means we need information when and where it is required.

Students, Staff and Faculty Members access the IT web and database services at the university every day, send and receive e-mails, share documents and videos, and use scores of other applications. Their information needs to be stored effectively and efficiently in a central data repository (Data Storage).

However, as the university grows and its services increase, so does the burden on the storage environment. Hence, the storage has to be upgraded periodically or replaced to meet new and future requirements. This is why DoIT has just acquired DELL EMC Unity500F AFA, i.e. "To Do More with Less Cost".

An All Flash Array (AFA) is a solid state storage disk system that contains multiple Solid State Drives (maximum of 42000 IOPS/LUN), instead of spinning hard disk drives (maximum of 820 IOPS/LUN) so that we can get hundreds or thousands of IOPS.

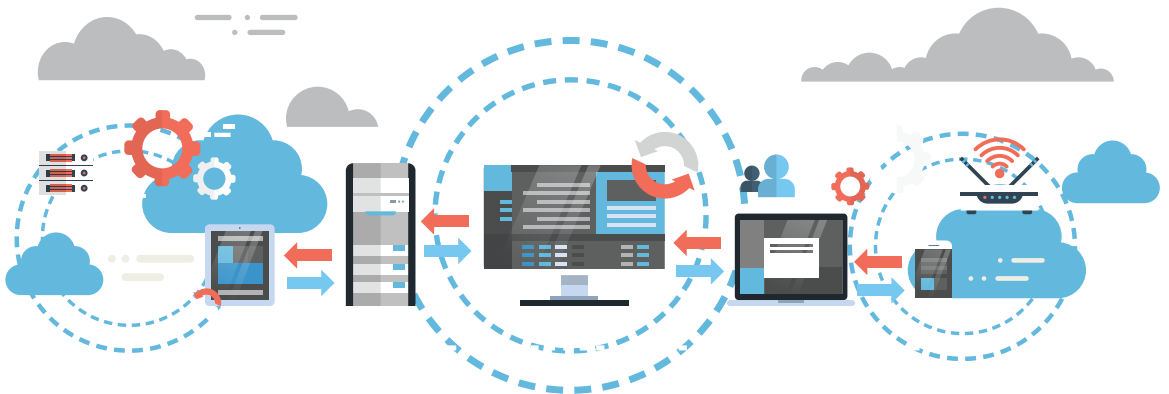
AFA Comprehensive Storage Efficiency relies on key features like data de-duplication, compression, thin provisioning, cloning and others that can boost the utilisation and reduce primary storage requirements.

DELL EMC Unity500F AFA has twenty 3TB SSD drives configured as Extreme Performance Pool with a total of 40 TB of usable capacity. The capacity can be dynamically expanded up to 8.0 PB.



UAEU HIGH PERFORMANCE COMPUTING CLUSTER

AHMAD TALAL



**DoIT has finished the installation
and implementation of**
High-performance
Computing Cluster (HPCC) and the
UAEU HPCC
will be operational starting



High-Performance Computing is aggregated computing power, using parallel processing to deliver much higher performance than one typical desktop computer or workstation. It is used for running advanced application programs efficiently, reliably and quickly to solve big data problems in science, engineering, or business.

What is HPC used for? HPC has the capacity to handle and analyze massive amounts of data at high speed. Tasks that can take months using normal computers can be done in days or even minutes. It can be used to model and solve highly complex problems across a range of high-value sectors. The most common users of HPC systems are scientific researchers, engineers and academic institutions.

**Current UAEU HPC
specifications?**

- » **Speed: 45 Teraflops peak theoretical performance**
- » **Main Components: Processors Intel Xeon E5 V4, 2 CPU sockets per node, 18 cores per CPU, 2.3 GHz frequency 34 Nodes (1224 Processors cores) 256 GB Per node (over 8.7 TB Memory).**
- » **Network: 10 Gbs Network Connection 40 Gbs Interconnect Network.**
- » **Storage: 50 TB Usable capacities.**

Who can use UAEU HPCC? UAEU HPC serves the whole research community at UAEU

Helpdesk Online Form

Amna Khamis Saif



Out of the many services the Helpdesk offers, responding to service requests is one of the most frequent ticket requests received. Such requests range from sending SMS to user groups, creating department emails to reserving video conference rooms. Given the recurring nature of these, DoIT has decided to convert these forms to online forms. The project consisted of three main steps:

1. Convert the traditional form submission process to online forms that can be accessed and filled by users via the helpdesk site
2. Notify managers for approvals
3. Automate the process of generating tickets in the help desk ticketing system.

The Online Forms project utilized the capabilities of SharePoint 2010 to eliminate input of common fields across forms multiple times, e.g. user's banner id, department and additional basic information. These fields have been grouped in a separate HTML file and used as a content editor web part in other pages. SharePoint Web parts are web

page components that can display data from a variety of sources including lists, search results and forms. They are usually used to modify portions of a web page or even an entire SharePoint page. Then, for each form, a webpage has been created that included the web part and the other unique fields for that specific form.

In order to save form information, form lists were created in the SharePoint site. The list was created to contain the values entered and submitted by the users. Using JavaScript and JQuery the values were collected, passed and saved to the SharePoint lists.

The final step is approving users requests and creating a ticket. When a user requests a service by submitting a form, the approval of the user's manager needs to be obtained in order to proceed with processing the request. Hence, several forms required the approval of managers. The aim of this last step was to automate the process of notifying managers by using the approval workflow feature provided by SharePoint. In SharePoint 2010, workflows are a set of actions used to manage and automate certain processes. In the case of the online forms project, workflows were created to notify users by email that their form service request has been submitted successfully. In addition, workflows were applied to direct the user request to their manager for approval. Once managers approve the request an email is automatically sent to Helpdesk ticketing system, allowing the relevant DoIT technician to provide the service to the user.

The conversion of the forms (twelve in total) to their online versions will reduce time and effort for both end users and technical staff. Moreover, the way the online forms are constructed will enable users to recognise the status of their request, get notified of the changes performed and increase the response speed which will all lead to an improved user experience.





Excel

Have you used slicers?

Awatef Alshamsi



In 2010, Microsoft introduced a new feature in Excel for filtering PivotTables* that enables you to compare and evaluate data from different perspectives called Slicers. But what are slicers?

Slicers are visual filters that consist of a set of buttons you can click to quickly filter PivotTable data without the need to open drop-down lists to select the items you need to filter.

With the new filtering feature, the applied slicer is well-defined and clearly labelled, which provides you with a well-structured data report.

Where can you find slicers?

You can use Slicer in Excel from two locations: the Analyse ribbon tab under PivotTable Tools or simply on INSERT tab or on the PivotTable Tools | Analyze ribbon tab, which simply shows when you selected a table part.

Reference :

1. “Use slicers to filter PivotTable data”,

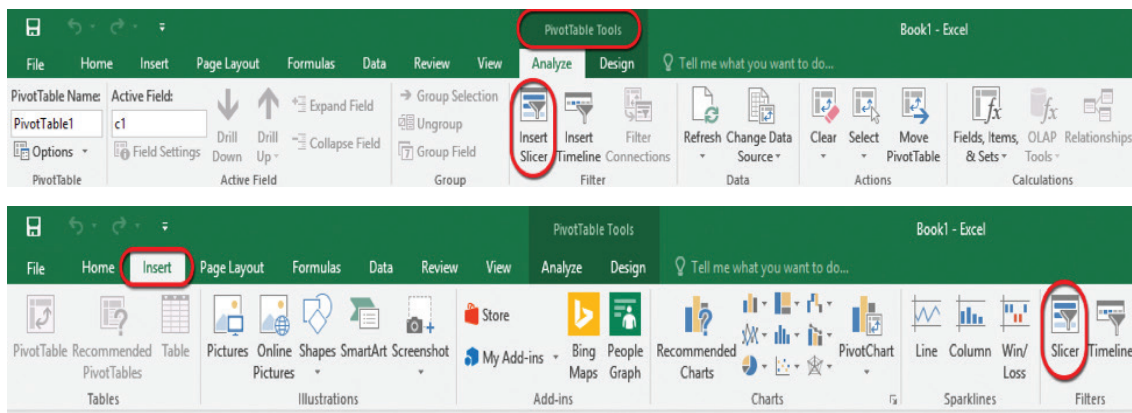
<https://support.office.com/en-us/article/Use-slicers-to-filter-PivotTable-data-249f966b-a9d5-4bof-b31a-12651785d29d#bm2>

2. (“Table Slicers in Microsoft Excel”, 2013),

<http://www.excelandaccess.com/table-slicers-in-excel-2013/>

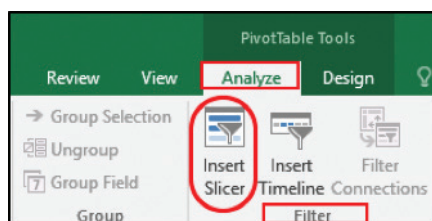
3. “Create a PivotTable to analyze worksheet data”,

<https://support.office.com/en-us/article/Create-a-PivotTable-to-analyze-worksheet-data-a9a84538-bfeg-40a9-a8e9-f99134456576>



How to Create a Slicer in an existing Pivot Table?

1. In the PivotTable click anywhere for which you want to create a slicer and the PivotTable Tools tab will show.
2. On the Analyze tab, in the Filter group, click Insert Slicer.
3. In the Insert Slicers dialog box, select the check box of the PivotTable fields for which you want to create a slicer.



Click OK (A slicer is displayed for every field that you selected).

4. In each slicer, click which items you want to filter. To select more than one item press down Ctrl.

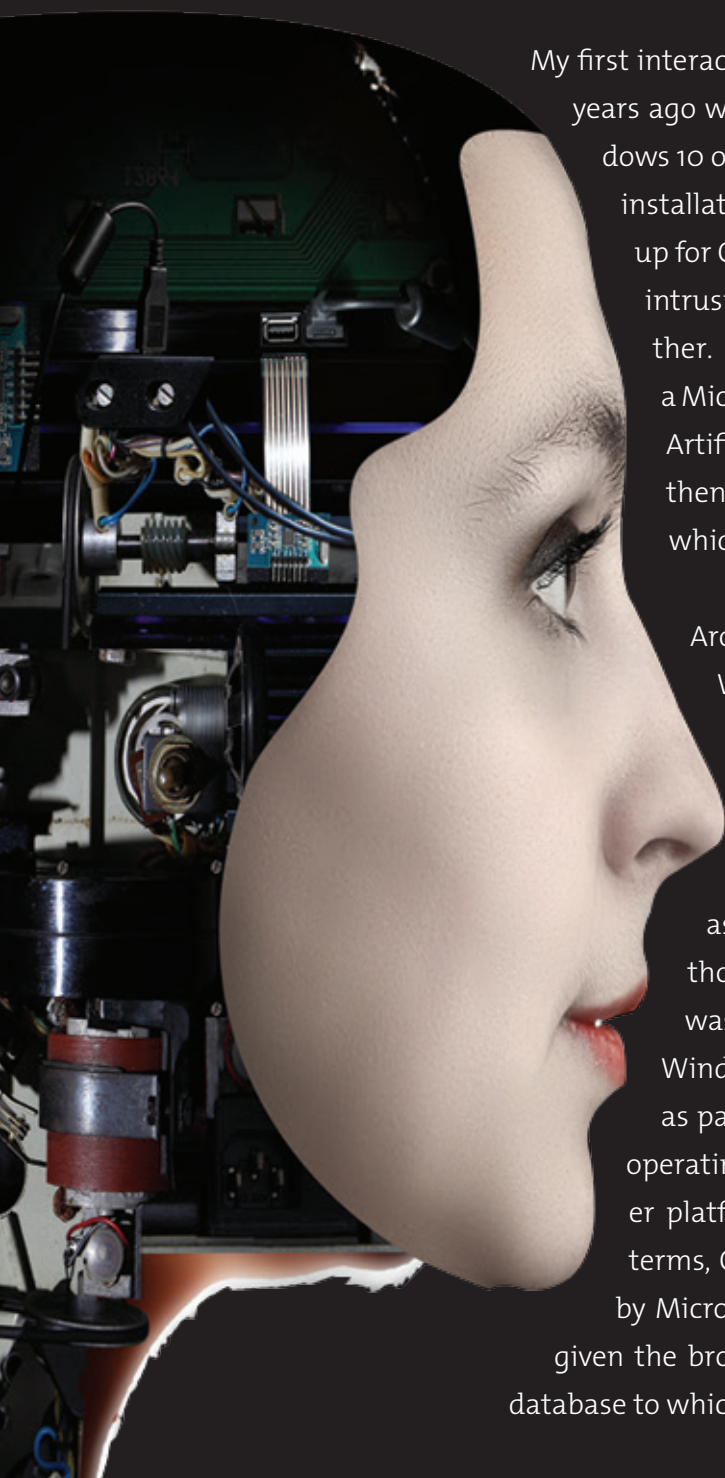
PivotTables:

The pivot table allows you to summarise, analyse and present a large amount of data in lists and tables. This table actually helps you to have a look at the same information in many different ways and figure the relationships and trends. more details

Alsajir M Basheer

CORTANA

Girl with Artificial Intelligence



My first interaction with this smart lady was around 2 years ago when I installed the free version of Windows 10 on my computer. Just after finishing the installation, a popup came up asking me to sign up for Cortana. That was of course noted as an intrusion into my privacy and I did not go further. However, 6 months ago, after attending a Microsoft CEO talk pitching for Cortana and Artificial Intelligence, things changed. Since then, I developed a friendship with Cortana, which provided some amazing experience.

Around 500 million users have installed Windows 10 on their computers, only a minority of which is using Cortana, and again those who are using it extensively are minnows. Who is this Cortana? Cortana is the digital assistant developed by Microsoft. Even though the idea was rooted in 2009, this was introduced as a standard feature in Windows 10 desktops and mobile devices as part of merging Windows Phone into the operating system at large. It soon got into other platforms like Android and iOS. In simple terms, Cortana is a digital assistant developed by Microsoft similar to Siri by Apple. However, given the broad base of Windows 10 users and the database to which Cortana is connected for data mining

and analysis makes it one of those digital assistants to take note of. What can Cortana do for you? It can take notes for you, draft e-mail if you dictate and manage your phone calls. Interestingly, it can also proactively give suggestions on what to eat, provide reminders for your meetings and prompt you to make credit card payments or utility bills on time. Limitless possibilities. Sounds interesting...

How does Cortana manage all these?

Microsoft has given us a tool which has huge potential. Cortana is working on the new craze of Artificial Intelligence (AI). Whatever you ask Cortana to do, it sends those data to Microsoft data centres along with thousands of data collected similarly from other devices across the world.

These data are analyzed and appropriate decisions made for Cortana by the AI modules. The AI data centres are constantly updated with new features and capabilities, and in fact, this same AI processing is used by various other Microsoft flagship projects. Microsoft has the world's most powerful, intelligent and flexible cloud, and Cortana is tapping into that intelligence to bring the best for us.

But we should not ignore the issue of privacy. Once we start using Cortana and be dependent on her, are we not going to lose our decision making power? Since Cortana is passing our data to Microsoft data centres, are we not losing our privacy? In the end, will our activities be controlled by some data crunching machines rather than our picturesque imaginations? Those are questions to be pondered and to be dealt with not because of Cortana, but the intelligence powering it, "Artificial Intelligence" which is going to take the world over soon in various forms.

Cortana Interaction Samples

To take notes

Say "Hey Cortana" followed by "new note."
Cortana responds with "What's your note?"
Dictate the content.
Your note will be automatically saved to your OneNote account.

To send e-mail

Say "Hey Cortana" followed by "send an email."
Cortana will open the quick-message window and ask whom the message is going to.
Say the name of the

To set reminders

Say "Hey Cortana," and tell it what you want to remember in natural speech.
When the relevant circumstances are met, you'll get an alert on your PC or Windows Phone.
For example, a person-based reminder will pop up next time you receive an email, phone call, or text from that person.

Share. Store. Sync



Will help you !!



Eiman Rashed

MS OneDrive for Business is an important component of MS Office365 cloud, which was made available to the UAEU community (Faculty, students and staff) in mid-2016. MS OneDrive for Business provides you space in the cloud where you can store and share your work documents. It also allows you to access your files from anywhere, on any device including Windows, Mac, Android, iPhone, iPad. Importantly, you can easily collaborate live with your co-workers on any MS Office documents. Simply put, MS OneDrive for Business is your professional library.

What You Will Get?

With your UAEU University account, you get 1TB of OneDrive space that works seamlessly with the tools you use every day to create, edit, communicate, and collaborate from your devices.

OneDrive for Business gives you peace of mind. Built in security features like file encryption help you store and protect your data and allow you to send encrypted email to anyone, whatever email service recipients may use.

Don't worry if you lose your files. OneDrive creates a backup for you, allowing you to restore your files anytime.

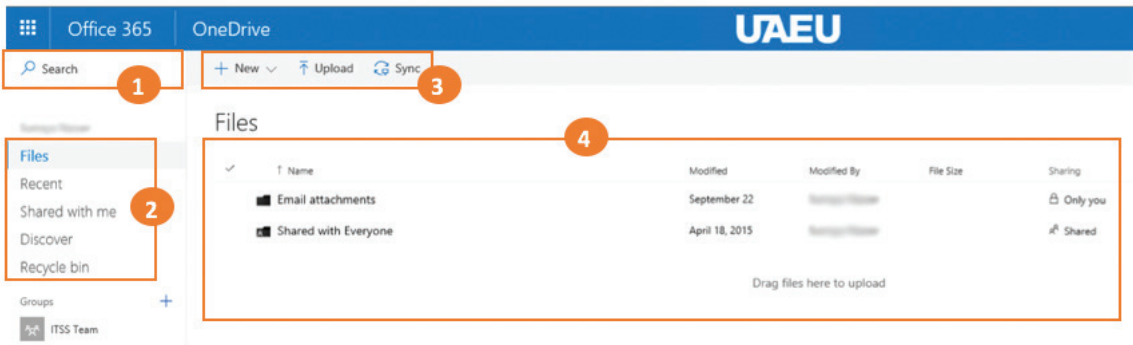


How To Access OneDrive?

1. Login to UAEU Webmail.
(<http://cloudmail.uaeu.ac.ae/>)
2. Click the “Apps Launcher” in the upper left and then select “OneDrive” icon



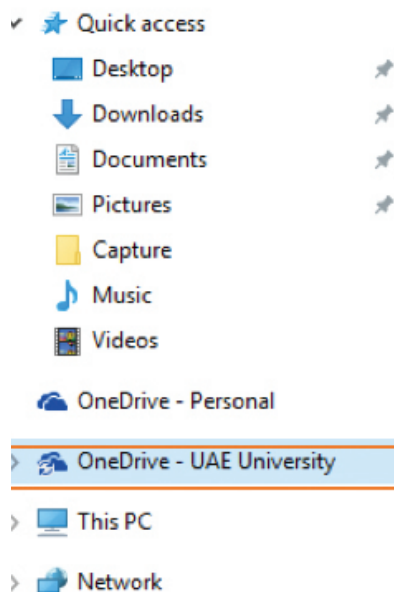
Below is the default screen you will get when login.



1. Use the Query Box to search the Documents in your OneDrive for Business.
2. By default, you will see your own files and folders in OneDrive for Business, managing them by using the links on left side (Files, Recent, Shared with me, Discover and Recycle bin)
3. The Quick Command Bar allows you to
 - » **Create new documents.**
 - » **Upload documents from your computer.**
 - » **Sync OneDrive for Business to your devices for local access to your files.**
4. This is your OneDrive library of files and folders, the place to keep your work documents, assignments, coursework and other files.

From your Desktop

To sync OneDrive for Business with your local computer, you'll need the OneDrive for Business sync app which lets you synchronize your OneDrive for Business library. This sync app is available with Windows 10 by default, Office 2013 or Office 2016, or with Office 365 subscriptions that include Office 2016 applications. So you have to login with your UAEU accounts to access OneDrive for business.

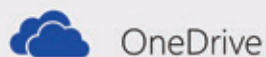


From your Tablet and Phone

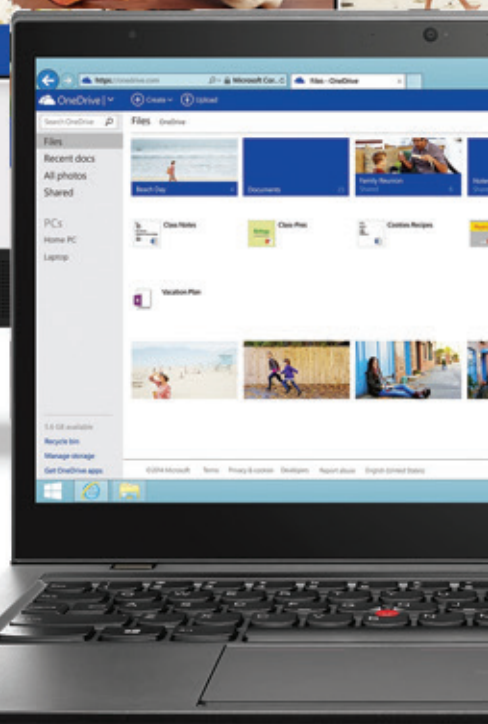
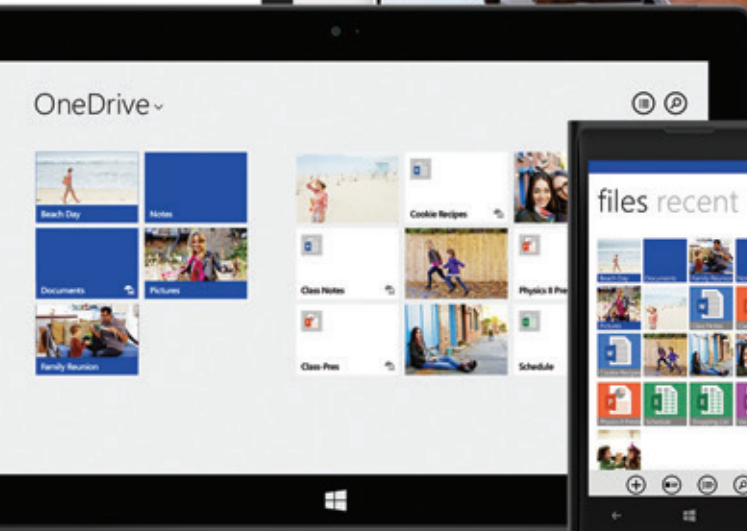
You can download the OneDrive app in your Smart Phone from "Apple store" or "Play Store". However, OneDrive is already built into the latest version of Windows tablets.

For more information:

<https://onedrive.live.com/about/en-gb/business/>



Photos & videos Shared



How to protect yourself from Malware

Asad Mukhtar

Information has become a powerful tool in today's world. This, however, has brought problems along with many obvious benefits. Technologies used to handle information are now the main targets of hackers and crackers. These are constantly on the lookout for new technology that helps them crack and gain access to information with the view of benefitting from it, financially or otherwise. Their tools are software or codes called Malware, such as viruses, worms, trojan horse, ransomware, spyware, adware, and scareware.



Adware, Freeware, and Crack software are considered malware sources. These software, tools, codes, and applications are mostly injected with viruses as hidden codes which infect the user's computer. Cracks are mostly used in software like operating systems, word processors, image editors usually have malware, and ransomware mostly comes as attachments in (.pdf) format. the major target of malware is to gain authorize access to the system.

Abnormal activities like Pop-ups, System slow down, System Crash (Blue Screen), Hard disk full messages and processing without any activity are symptoms of malware infections

The very fast pace changing scenario of information gathering, data mining and information handling techniques needs more robust and effective information security framework to protect information and information systems from malware. Below are some tips that can protect you from malware.

1. **Install antivirus and anti-Malware software.**
2. **Regularly update and scan with anti-virus and anti-malware software.**
3. **Avoid using cracked software.**
4. **Regularly update OS patches.**
5. **Think before clicking.**
6. **Avoid open SSIDs.**
7. **Keep personal information safe.**
8. **Backup regularly.**
9. **Use complex and strong passwords.**
10. **Keep changing passwords and avoid using previous ones.**
11. **Keep yourself update with the latest technology.**

Outdoor Wi-Fi

Saeed Alloghani

Campus-wide Wi-Fi connectivity has been an important feature of UAE University in all its buildings for a few years now. But given its importance to faculty, students and researchers, Division of Information Technology (DoIT) is now committed to take this service to a new level. To make sure users are literally always connected, UITS plan to install outdoor access points, i.e. outside buildings to cover the entire UAEU campus. The outdoor access points will support UAEU users as they move between buildings and open air outdoor events organized on campus.

Below is a map that shows UAEU Maqam campus site with outdoor coverage.



UAEU Infrastructure upgrade – Phase 3

Salman Sadiq

UAEU upgraded its data center in the Crescent building in the first two phases of infrastructure upgrade, continuing UAE University's promise to deliver ubiquitous, high bandwidth connectivity throughout the campus. In phase 3 two more buildings C-series and F-series were upgraded to keep up-to-date with the advancement in networking technology and the introduction of features such as internet of things (IoT), 4th generation access protocols, cloud applications as well as bandwidth hungry gaming application such as Poke'Mon. This upgrade enables the infrastructure to meet the exorbitant bandwidth demands and to satisfy the requirement for ever-present internet connectivity providing a switching backhaul of 40 Gbps, highly resilient, non-blocking state-of-the-art infrastructure. The upshot of this change would be a higher bandwidth for the end user by reducing the bandwidth contention ratio and oversubscription on the uplink.



Figure 1: Cisco Nexus 7702 series

For the campus, Nexus-7702 40 Gbps switch form the distribution layer while the Multi-gigabit Catalyst-3850 constitutes the access layer. The Cisco Nexus 7702 switch is designed to extend the feature richness of the Nexus 7700 family to small and medium-sized deployments. The comprehensive DCI feature set includes Cisco Overlay Transport Virtualization (OTV), Cisco Locator/ID Separation Protocol (LISP), Cisco IOS Multiprotocol Label Switching (MPLS), and Virtual Private LAN Service (VPLS). The switch is hardware ready for Virtual Extensible LAN (VXLAN) and Ethernet VPN (EVPN) technologies.

Similarly, The Cisco Catalyst-3850 Series is the next generation of enterprise-class stackable Ethernet and Multigigabit Ethernet access and aggregation layer switches that provide full convergence between wired and wireless on a single platform. Cisco's new Unified Access Data Plane (UADP) application-specific integrated circuit (ASIC) powers the switch and enables uniform wired-wireless policy enforcement, application visibility, flexibility and application.



Figure 2: Cisco Multigig 3850 Series

References

Cisco validated designs

Cisco datasheets for Nexus7700 & Catalyst-3850



Losing Your Mobile Device

Shaikha Hareb

Mobile devices are essential tools of communication in our networked life. They hold huge amounts of sensitive and vital information such as contact numbers, text messages, voicemail, email, photos, location tracking and calendar events. This information becomes even more important if you lose your mobile device or it is stolen. Your privacy can thus easily be jeopardised, so what precautions you can take to ensure that this doesn't happen?

Securing your mobile while it is still in your hands is certainly a smart move so you can optimise the benefits of a mobile device while reducing the risks that comes with it. Here are some steps you can take in this regard.



» Access Protection Methods

Activate the access protection features as a PIN, pattern lock or password. This guarantees that only the authorised person has access to the information.

» Password

It is similar to the password used to lock your computer or other ordinary devices. Most smartphones have this feature, which if you enable, you can get greater security than a PIN can offer.

» PIN

Use a secret Personal Identification Number (PIN) so that only you can gain access to the device.

» Pattern Lock

Consider using a unique pattern drawn on the screen of the mobile device.

» Backups

Backup your mobile device regularly. This will help you recover your information in case your mobile device is lost or stolen. Backup can be performed in many ways: storing directly in the computer, through iCloud for Apple devices and Google Cloud for Android users.

» Encryption

If a tech-savvy has physical access to your mobile, he can use one of the advanced cracking methods to reach to your mobile information even if it's locked by PIN, password or pat-

» Remote Wiping & Tracking

Most of the mobile devices can support software which remotely erases and/or locates mobile information in case you lose your device. Some mobiles' operating systems come with embedded software that enables managing the mobile device afar either by wiping information or tracking its location. Other operating systems require a special software to enable such control.

tern lock. Therefore, various mobile companies provide built-in hardware encryption enabled automatically to protect the data even without a password.



Now what should you do if your mobile device is lost or stolen?

- If the lost mobile device was dispensed by your organisation or has work related data, you should immediately inform the organisation's helpdesk, so you're not held accountable in case of misuse.
- Inform your phone provider so that calls cannot be made from your device.
- If any of the tracking software was installed in the device, this facilitates the wiping process of your mobile's information remotely. In addition, with such software your stolen/lost mobile device can easily be located.
- You can restore your information to the newly replaced mobile device by using the backup feature mentioned earlier.
- Examples of the tracking software and feature in some of the common mobile devices

Examples of the tracking software and feature in some of the common mobile devices



Android Phones

Find My Device is a feature that comes with the Android smartphone via Google store services. It makes use of GPS or WiFi to assist you to hunt down your missing mobile device. This feature allows to call you, wipe the information before it gets into the wrong hands, configure a new password and many other controlling settings which can be invaluable should you misplace your device.

To enable Find My Device feature: Go to Setting > Google > Security. Verify that the "Remotely locate this device" and "Allow remote lock and erase" options are activated.



iPhone Devices

In contrast, Apple company offers for its users a native application called Find My iPhone. It is an embedded application in every iOS device that locates and manages your missing device distantly. In order to deploy Find My iPhone, you need to have the application in both of your phone and a computer or other Apple device. De facto, you need also the availability of the Internet connection to find your iPhone.

Activating Find My iPhone feature involves logging into the iCloud account and browsing the Find My iPhone feature which gives you the ability to erase sensitive information, send a message with lost mode and play a sound without extra configurations.

For Windows phones and not so smart cell phones, browse the below web page:

<https://www.digitaltrends.com/mobile/how-to-find-a-lost-cell-phone/2/>

References:

1. Bill Wyman, Walt Scrivens, Phil Hoffman, and Lance Spitzner, eds. "Losing Your Mobile Device." OUCH!, October 2012.
2. Sherman, Joshua. "How to find your lost Android, iPhone, or other smartphone." Digital Trends. June 01, 2017. Accessed June 17, 2017.
<https://www.digitaltrends.com/mobile/how-to-find-a-lost-cell-phone/>.
3. "Securing Mobile Devices." Securing Mobile Devices. Accessed June 17, 2017.
<http://www.isaca.org/Knowledge-Center/Research/ResearchDeliverables/Pages/Securing-Mobile-Devices.aspx>

Know more about your MS O365 services

Luke D'Silva



Exchange online email filtering

Recently we have introduced a new email filtering solution called EOP (Exchange Online Protection). With this new filtering we are not only preventing emails with spam or malware but also giving end user (that's you) more authority on which email you wish to receive and which you don't. You can simply manage your own allow or block list as shown below. This will be synced with the filtering system & respect your preference as per the list you manage.

Managing End Users Block or Allow List

1. How to Block email senders from outlook?

Right click the email message that you have received and suspect is spam.

From the menu, go down to Junk & select the "Block Sender" or you may wish to safe list a sender by selecting "Never block Sender"

Once done this email sender will be added to your block list & you will not receive new emails form this sender again(moved to quarantine) or added to safe sender list & never blocked again.

2. How to Block email sender from Outlook on the web?

Right click the email that you have received and suspect is spam.

From the menu, click the option "Mark as Junk"

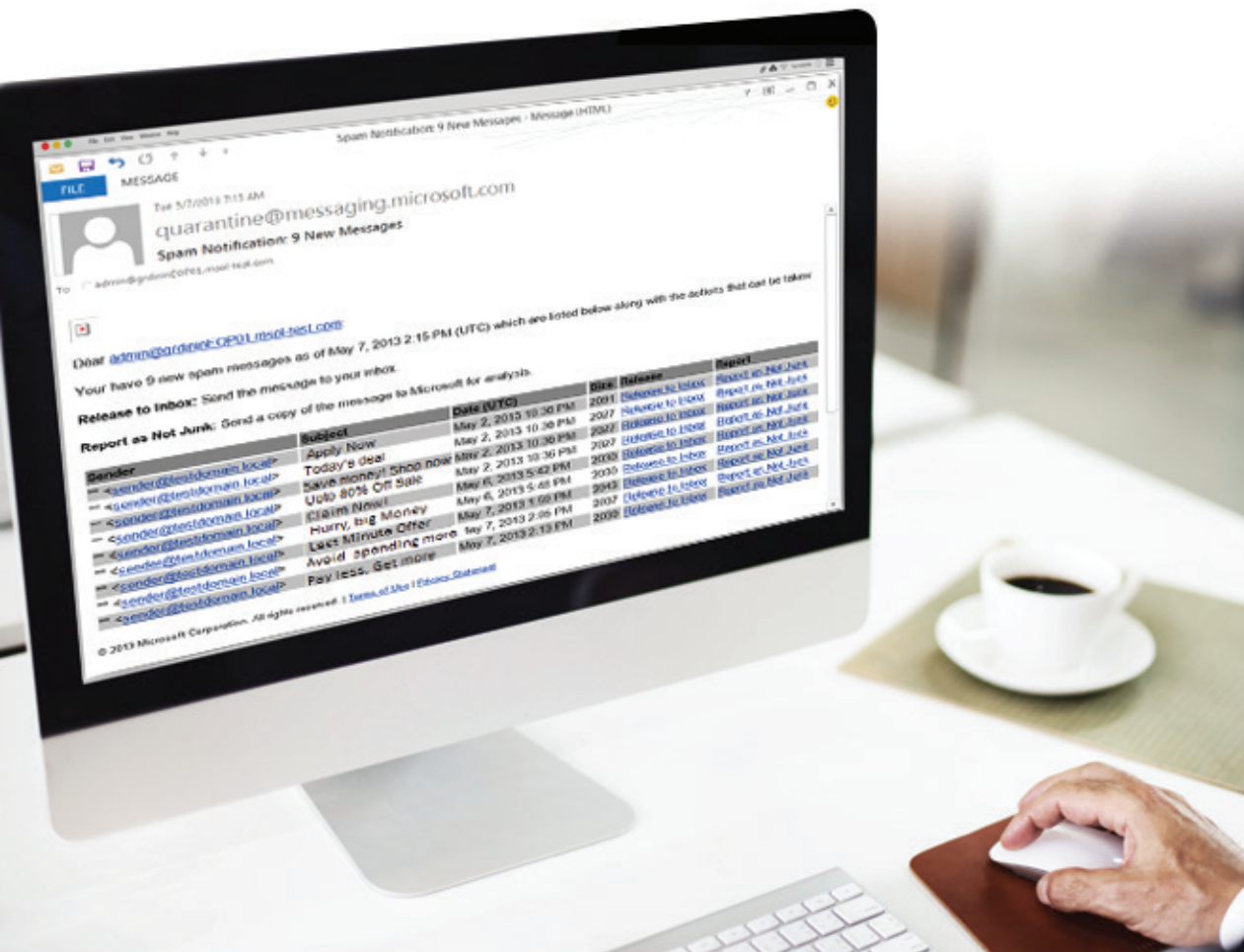
You will get a popup where you can choose to report the user to Microsoft for further analysis or not. In either of the option, the sender will be added to your block list.

Note: For details please visit the link below
https://my.uaeu.ac.ae/en/DoIT/service_directory/Pages/Email%20and%20Calendering/managing_endusers_block_allow_list.aspx

O365 end user quarantine app

With ever-increasing security enhancements, we have launched an O365 users Quarantine App that will help you find & release any important email messages that were marked as spam. With this, you do not have to wait for the quarantine notification email to know or release quarantined emails. The steps below will help you navigate to the app.

Note: Most of the emails in Quarantine are spam, hence release them only if you know the sender & content looks genuine.



Office 365

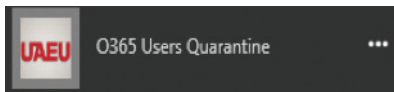
One-time process to enable the app for quick access

Login to Microsoft O365 using <http://cloudmail.uaeu.ac.ae>

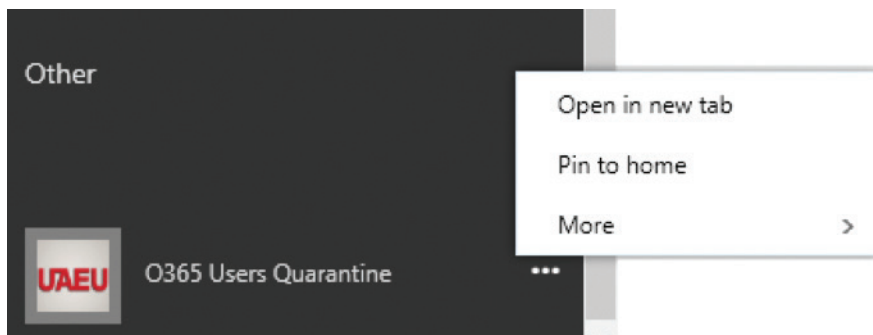
Click the app launcher icon on the top left corner Click All to view all apps



In the new tab, scroll down to see all your default apps.



Click the 3 dots “...” which is more information & Select Pin to home



Once these steps are done you will be able to access this app from the app launcher the next time round.

How to share documents using OneDrive for business?

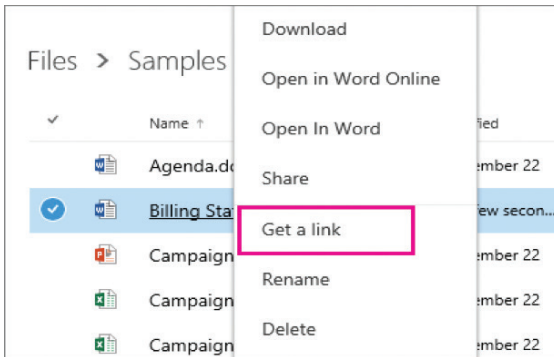
You can share files in a folder on your OneDrive for Business folder. To set up file sharing, you must be able to sign in to Office 365 using your UAEU email ID. Then select OneDrive from the applet.

Share a file by using Get a link

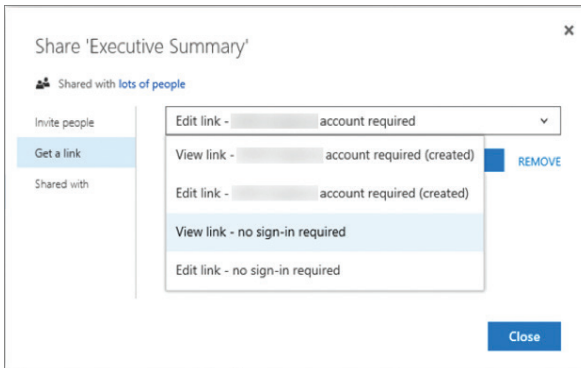
You can share a link to a file that others can also share by using Get a link. Get a link is available only for individual files, but it is the easiest way to share files with everyone in your organisation or to share with people externally.

Go to the OneDrive for business folder that has the file you want to share.

Right-click the file you want to share, and then select Get a link. If you do not see Get a link, click **Share**, and then click get a **link**.



Choose the type of link you want to create.



Links for internal sharing



After signing in, users in your organisation can edit, copy, or download the file.



After signing in, users in your organisation can view, copy, or download the file.

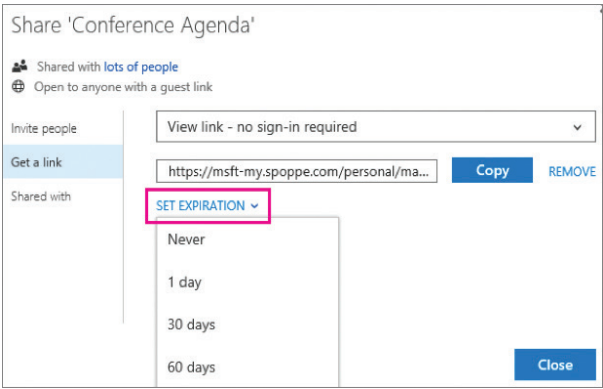
Guest links



Users outside your organisation are not required to sign in to edit a file. However, they may need to sign in with a Microsoft account to copy or download the file.



Again users outside your organisation are not required to sign in to view a file. However, they may need to sign in with a Microsoft account to copy or download the file.



If you choose a link that requires no sign-in and you wish to set the link to expire, click Set expiration, and then choose how long before the link expires. Links that require Sign in do not expire, and there is no option to set an expiration for those links.

Click **Copy** to copy the link & **Paste** it into an email and send it or post it on a website for the people you wish to share with.

Note:

Links created by using Get a link are not discoverable by search, so only people who receive a link from someone else can use it.

You can remove no sign-in required links at any time in the Share dialog box mentioned in the steps above. The REMOVE link is right next to the Copy button.

Introducing Microsoft Flow

Microsoft Flow is a product that helps you set up automated workflows between your favorite apps and services like “synchronize files”, “get notifications”, “collect data”, and more.

The first step is to sign into Outlook on the web with your UAEU account & select Flow from the Applet. You can create your flow from a template or design your own. Templetms are designed for a specific purpose such as notifying you through email when someone modifies a file you shared or backing up your files. These templates are just the tip of the iceberg and are intended to inspire you to create flows that are customized to the exact processes that you need.

Below are some examples of flow templates

Automate your business processes

Multistep flows

Turn repetitive tasks into multistep workflows. For example, with a few clicks capture tweets and add them as leads in Dynamics 365, subscribers in Mailchimp, and more...

[Learn more >](#)

When a new tweet is posted

Check if the user has more than 100 followers

Create a new record

Add member to list

New step

Adding conditions

On new email

Get my profile

Get manager

Post Message Scope

Object Name

Relationship

Value

From

is equal to

Email

Edit in advanced mode

Collapse condition

IF YES

Post Message (Preview)

Channel Name

Channel, private group, or IM channel to send message

Using the default values for the parameters. Edit

Add an action

More

IF NO, DO NOTHING

Add an action

More



Introducing Microsoft Teams

Microsoft Teams delivers on four core promises to create a digital workspace for high performing teams.

Microsoft Office 365 Home
lets you full, installed Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones, p
e 365 Home is \$9.99 per month. You can cancel online at any time. ⓘ
Office 2016 for Mac requires Mac OS X 10.10. Microsoft account required.

1. Chat for today's teams

Microsoft Teams provides a modern conversation experience for today's teams. Microsoft Teams supports not only persistent but also threaded chats to keep everyone engaged. Team conversations are, by default, visible to the entire team, but there is of course the ability for private discussions. Skype for business is deeply integrated, so teams can participate in voice and video conferences and everyone can add personality to their digital workspace with emoji, stickers, GIFs and custom memes to make it their own.

2. A hub for teamwork

Microsoft Teams brings together the full breadth and depth of Office 365 to provide a true hub for teamwork. Word, Excel, PowerPoint, SharePoint, OneNote, Planner, Power BI and Delve are all built into Microsoft Teams so users have all the information and tools they need at their fingertips. Backed by the Microsoft Graph, intelligent services are surfaced throughout the workspace to help with information relevancy, discovery and sharing. Microsoft Teams is also built on Office 365 Groups — our cross-application membership service that makes it easy for people to move naturally from one collaboration tool to another, preserve their sense of context and share with others.

3. Customizable for each team

Since all teams are unique, users can customize their workspace thanks to rich extensibility and the general availability of open APIs. For example, Tabs provides quick access to frequently used documents and cloud services. Microsoft Teams also shares the same Connector model as Exchange, providing notifications and updates from third-party services like Twitter or GitHub.

4. Security teams trust

Microsoft Teams provides the advanced security and compliance capabilities that our Office 365 customers expect. Data is encrypted both in transit and at rest.

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