

Office 365 ProPlus: Chapter 5: OneDrive

Disediakan oleh: Saiful Nizam Jamaluddin



PEJABAT SETIAUSAHA
KERAJAAN NEGERI
PULAU PINANG



PRESTARIANG'



saiful@cepul.com



cepuljer



cepuljer



www.cepul.net

Cepul Technologies. 
001978005-11

Microsoft in
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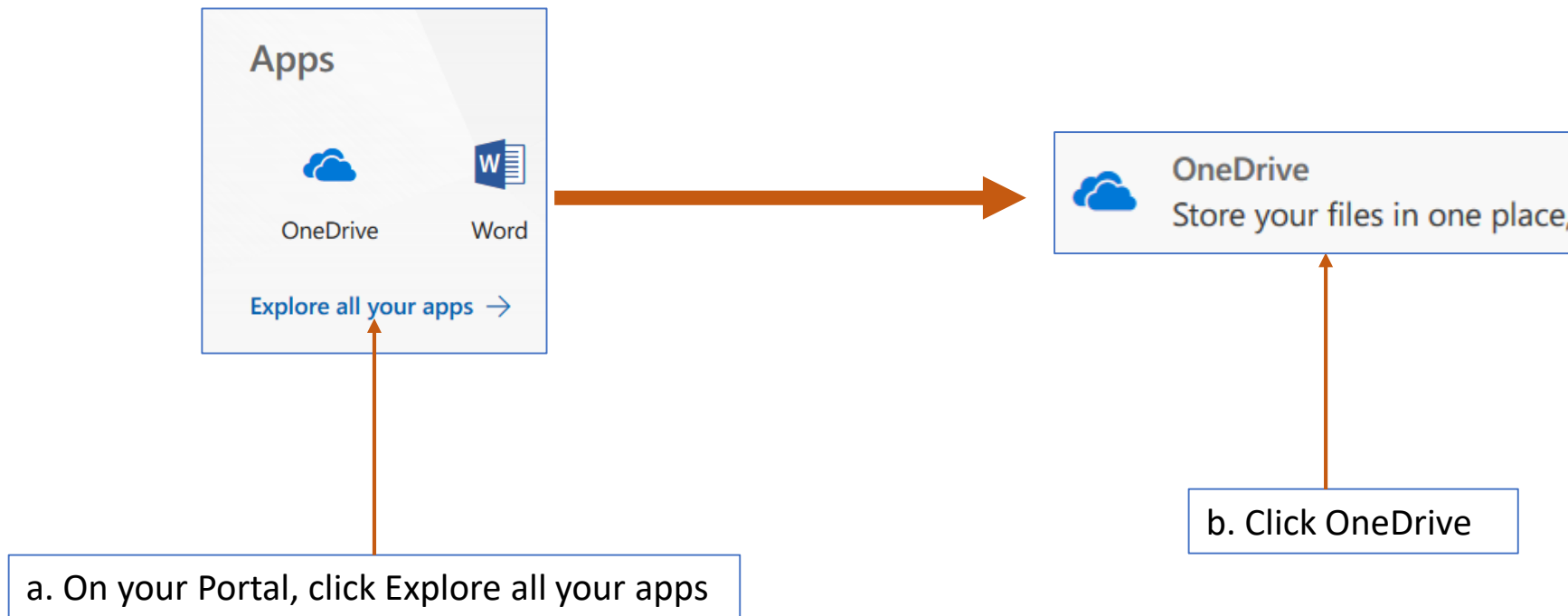


 Microsoft

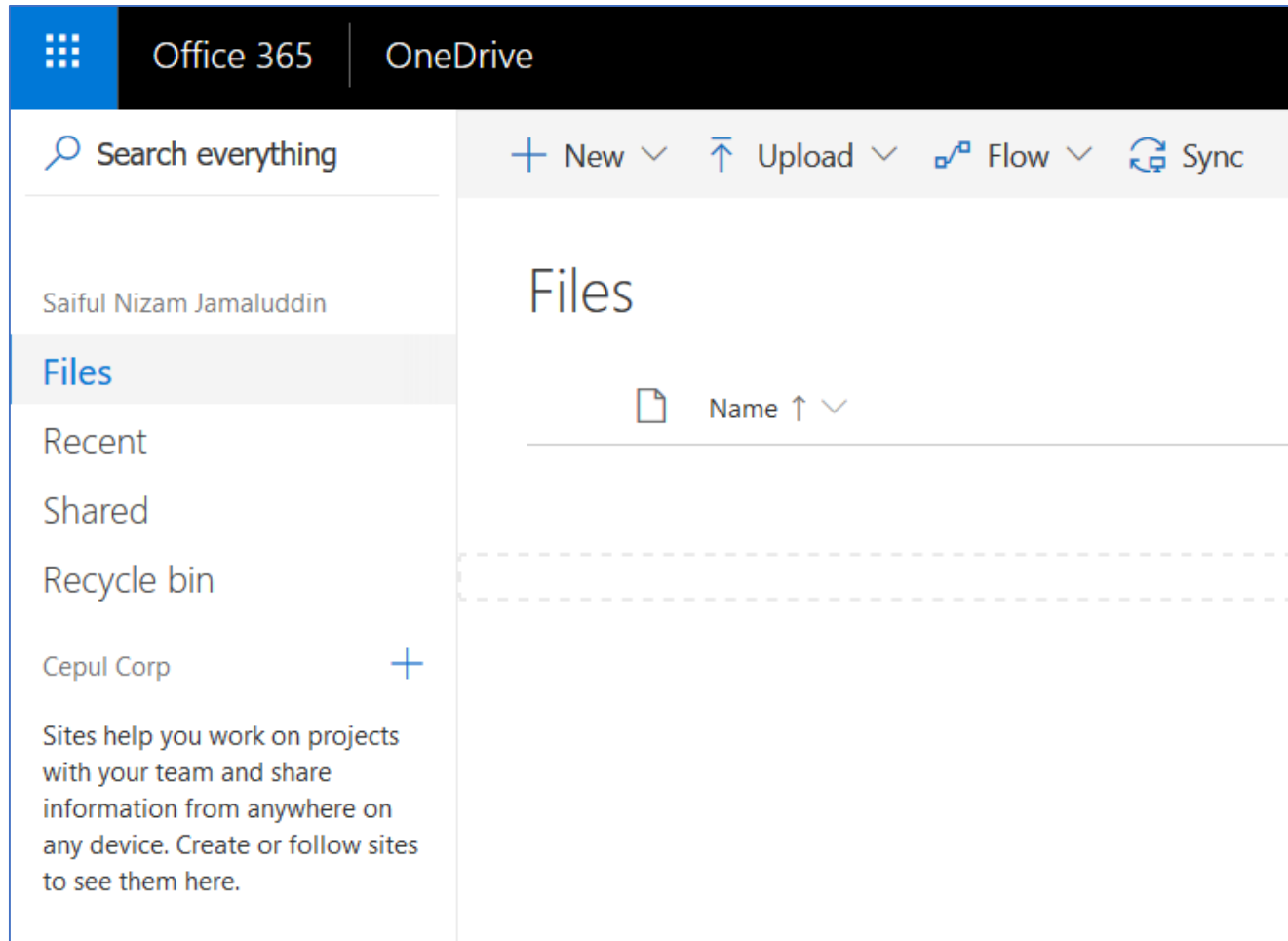
AEP
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Partner



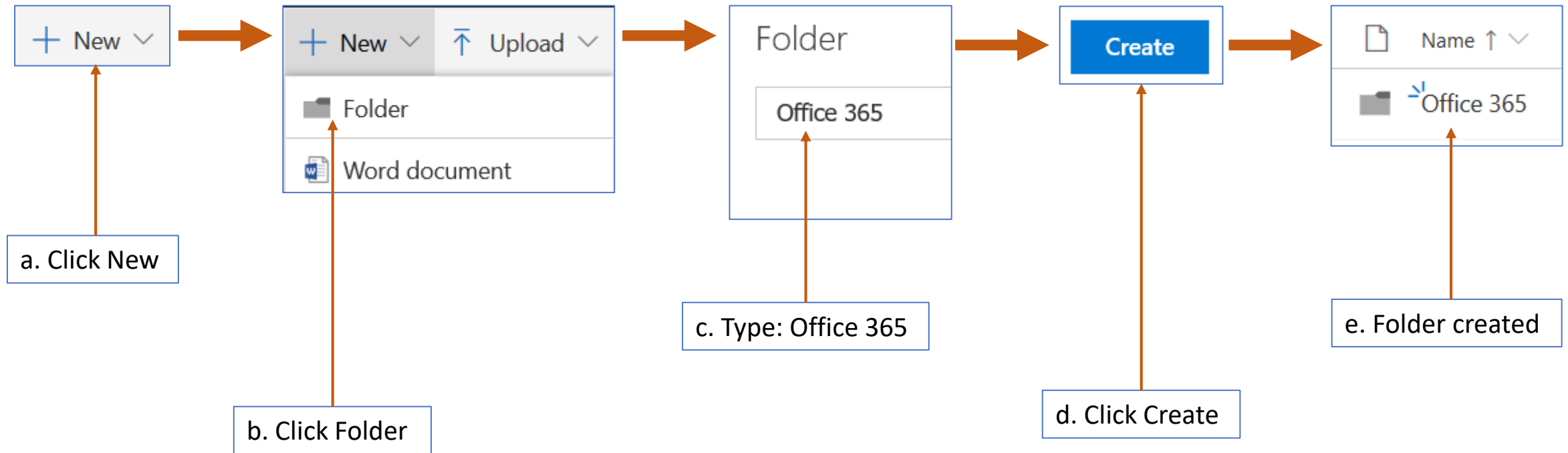
1. Open OneDrive App



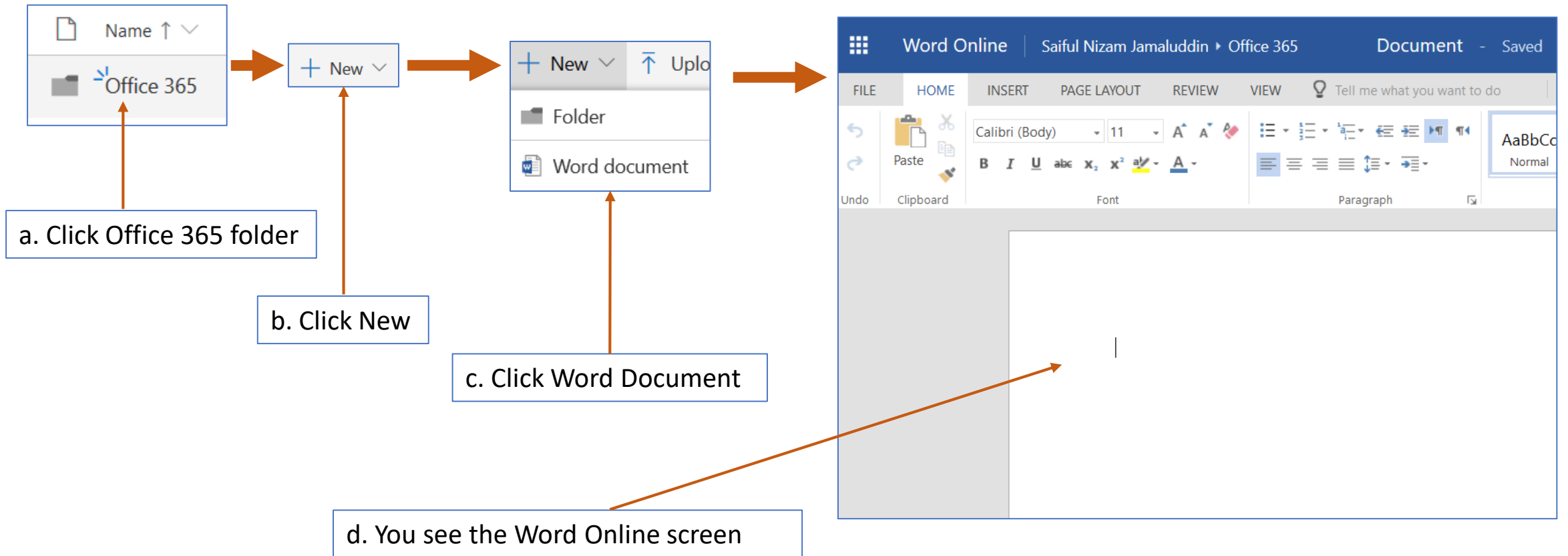
2. OneDrive Start Page



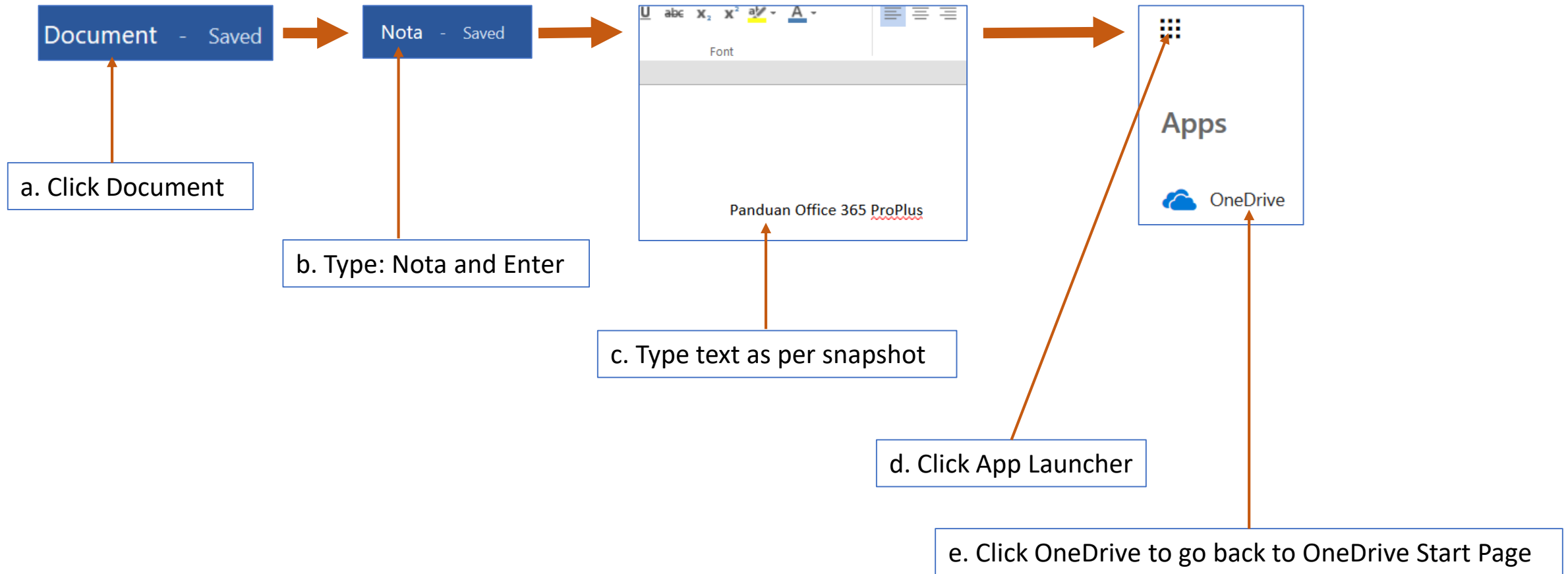
3. Create New Folder



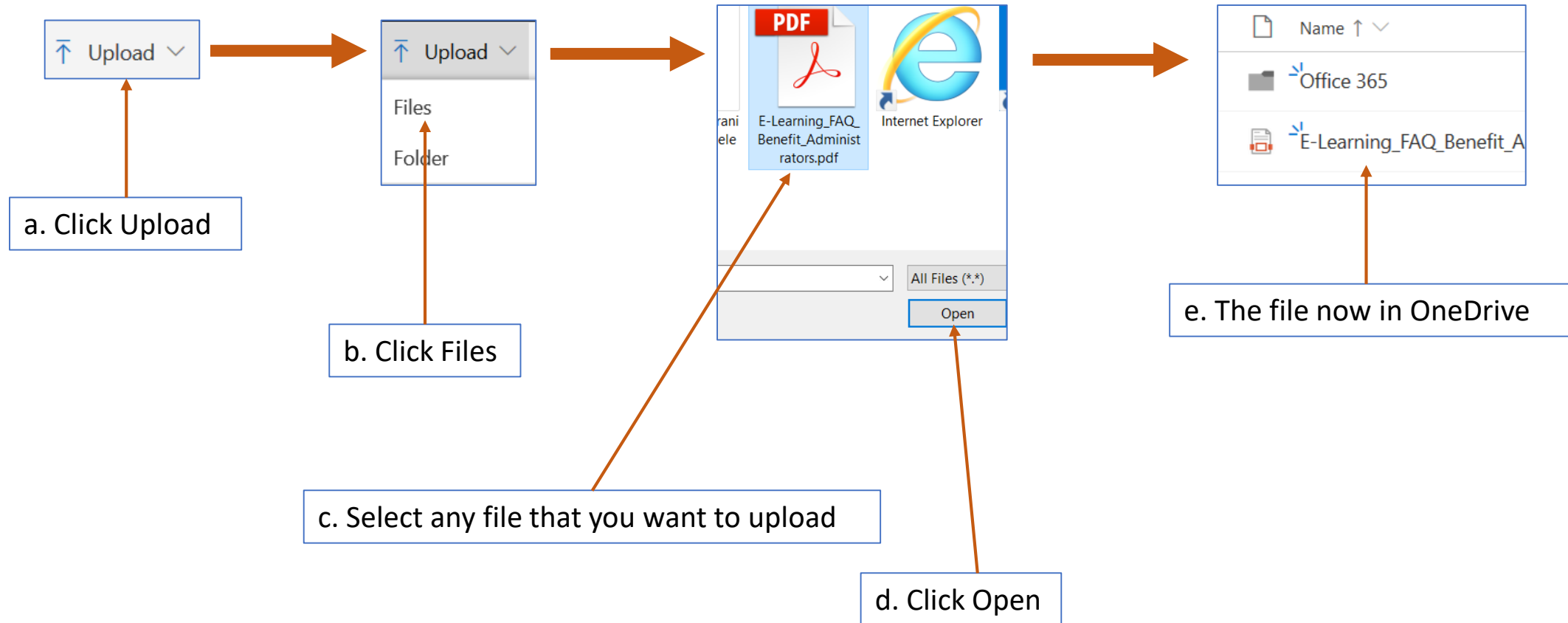
4. Create Word Online Document



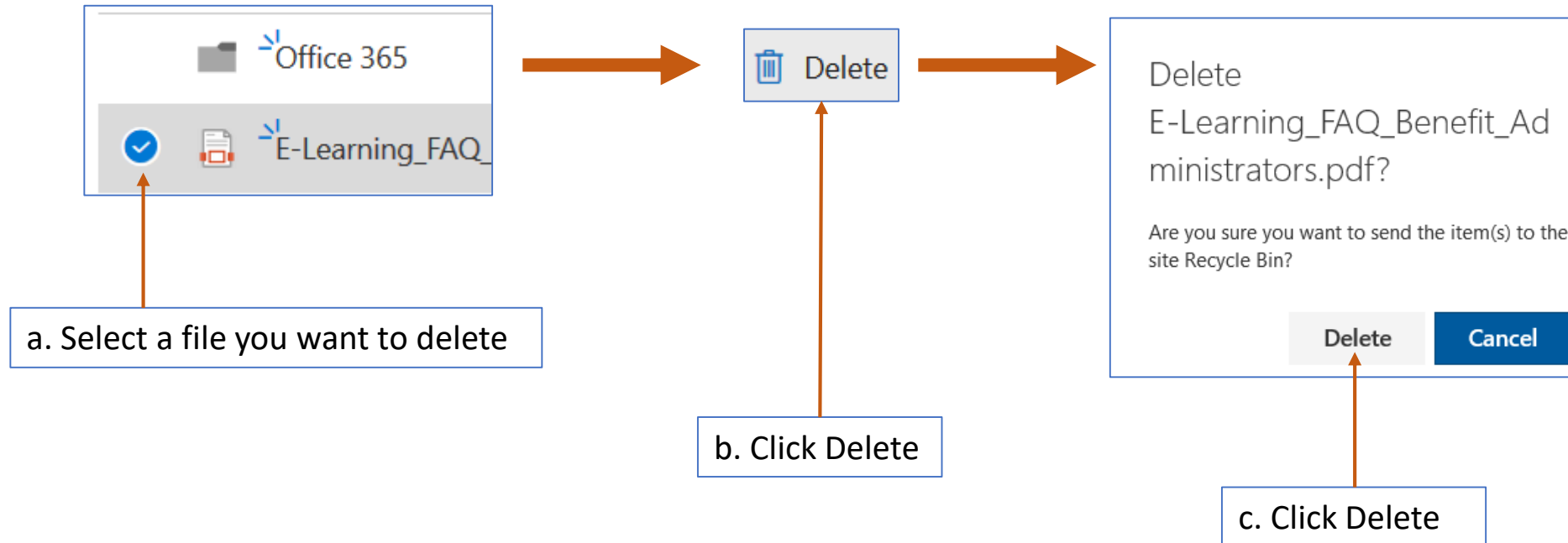
5. Edit Word Online Document



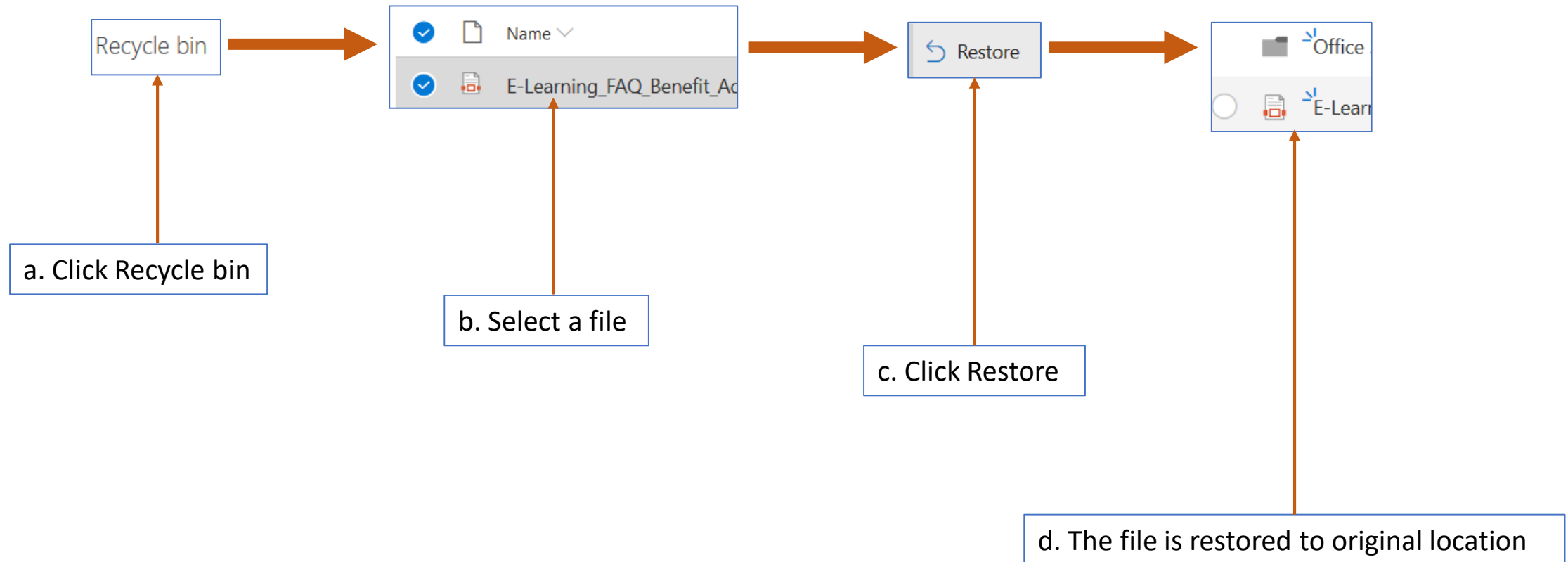
6. Upload a File



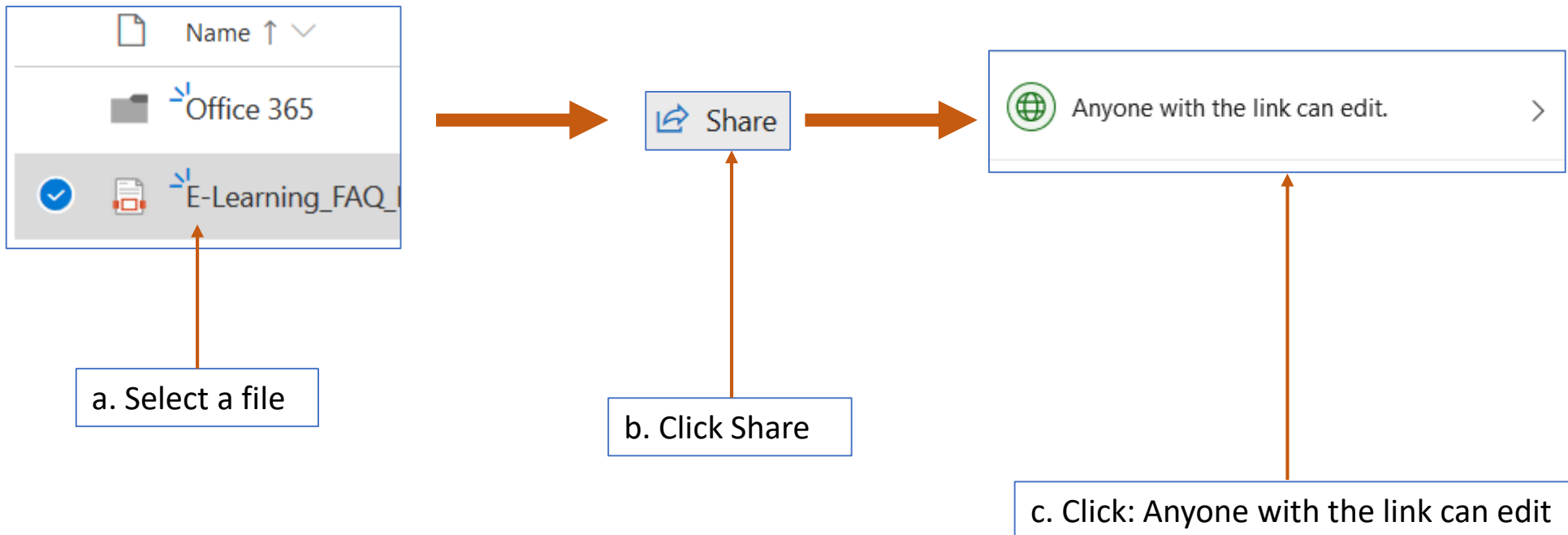
7. Delete a File



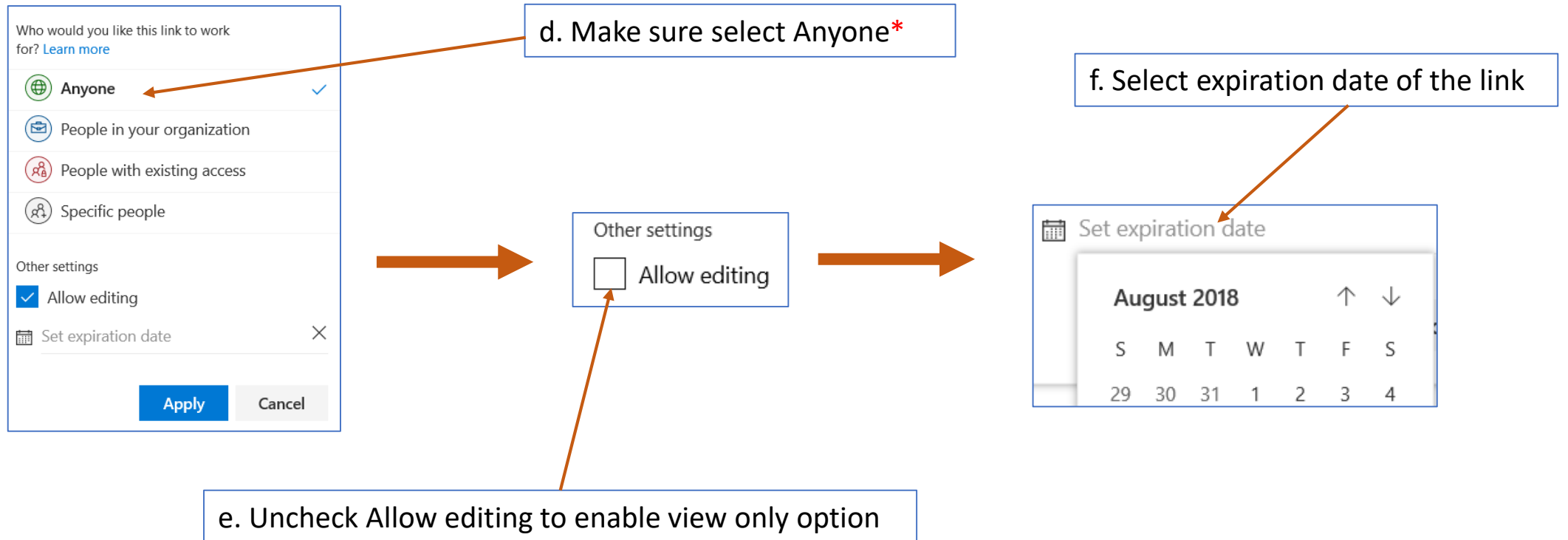
8. Restore a File from Recycle Bin



9. Sharing a File (Part 1)

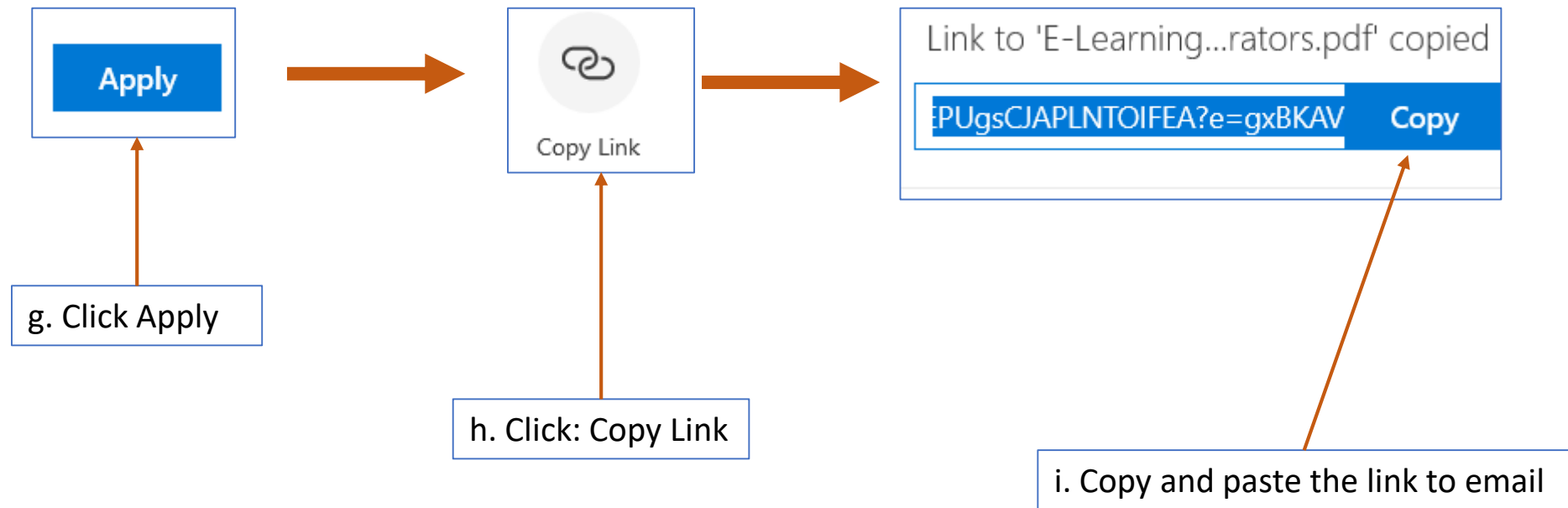


9. Sharing a File (Part 2)



* Your IT Admin may restrict this option. Please refer to SUK Penang OneDrive usage policy for more info or contact IT HelpDesk

9. Sharing a File (Part 3)



Note: You can use the sharing option to solve the 10 MB attachment limit for your email.

Tamat Terima kasih

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