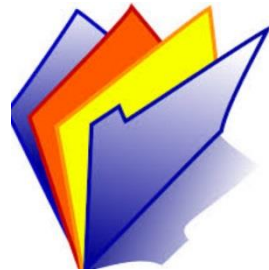


OneDrive



.....



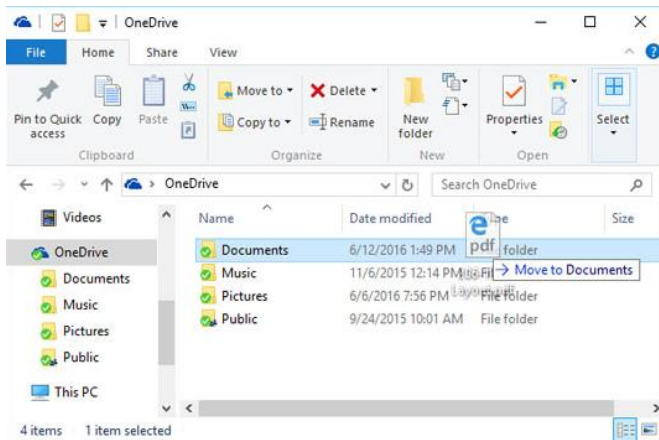
.....



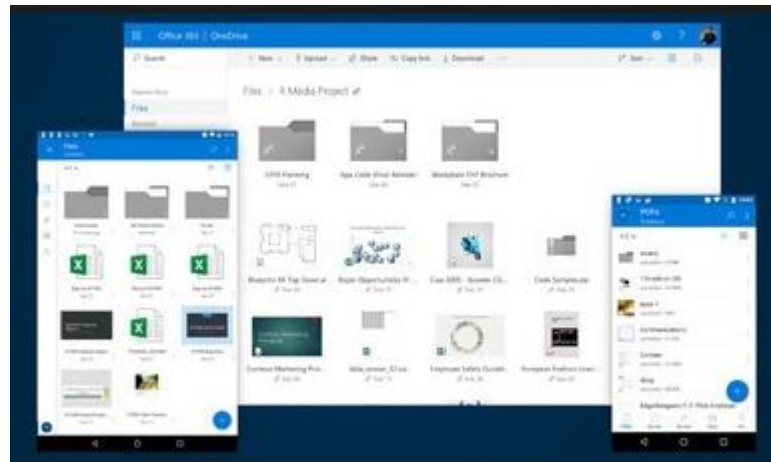
Apa itu "One Drive"?

OneDrive adalah perkhidmatan simpanan dalam talian yang boleh digunakan untuk menyimpan dokumen, nota, foto, muzik, video, atau jenis fail lain. Dengan *OneDrive* anda boleh mengakses fail anda dari hampir mana-mana peranti dan anda boleh berkongsi dengan orang lain.

Pengguna Office 365 yang aktif akan menerima tambahan 1 TB dari storan OneDrive setiap akaun.



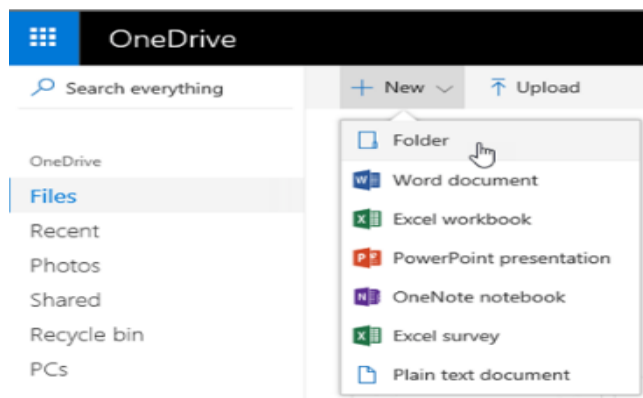
.....



Adakah One Drive boleh diguna semasa offline?

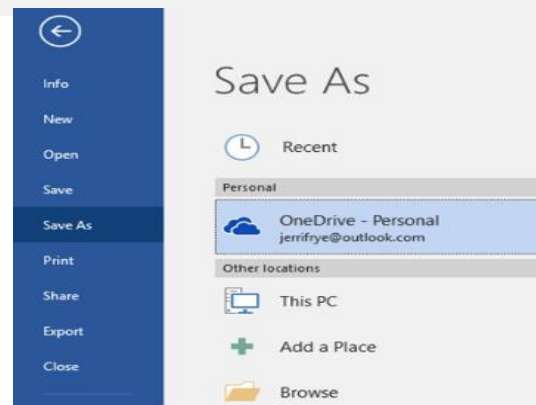
Aplikasi *OneDrive* folder boleh secara automatik selaraskan antara OneDrive dan komputer pengguna. Pengguna boleh bekerja pada dokumen walaupun semasa berada di luar talian. OneDrive menyelaraskan data antara komputer, telefon, dan / atau tablet yang disediakan menggunakan akaun Microsoft yang sama, sebaik sahaja anda menyambung ke rangkaian, apabila anda menyimpannya, fail yang diubah suai dimasukkan ke dalam kawasan penyimpanan OneDrive anda di Internet.

| ONE DRIVE QUICK START |



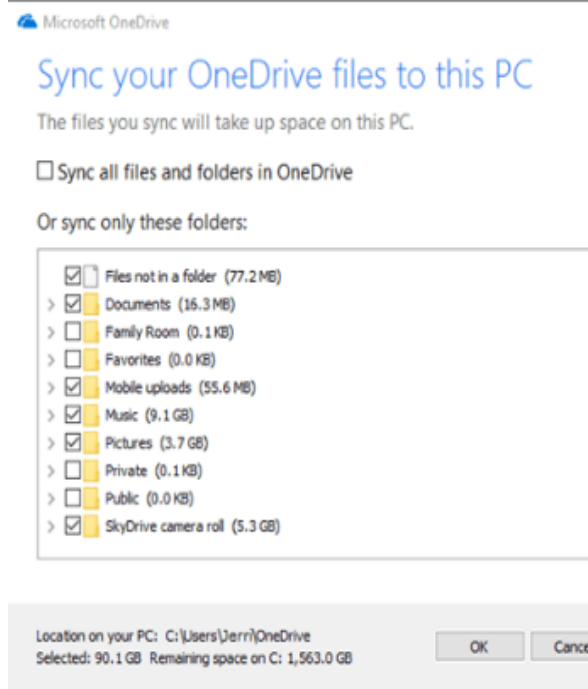
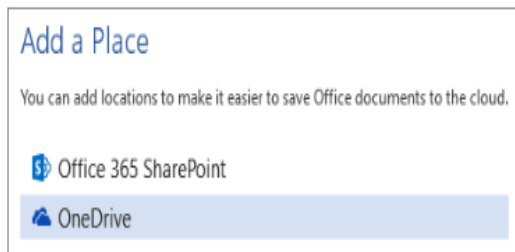
Create a folder

1. Select **New** > **Folder**.
2. Type a name for the folder.
3. Select **Create**.



Save a file to OneDrive

1. Select **File** > **Save As** > **OneDrive - Personal**.
2. Select **Enter file name here** and type a name.
3. If you want to save to another folder, select **Browse**, and select the folder you want.
4. Select **Save**.



Choose which OneDrive folders to sync to your computer

OneDrive automatically syncs with the files on your PC or Mac when you sign in. To limit the storage space OneDrive uses on that device, select which folders you want to sync.

1. In File Explorer, select **OneDrive - Personal** in the left pane.
2. Right-click a folder, and then select **Choose OneDrive folders to sync**.
3. Select the check box of each folder that you want to sync with your desktop.
4. Select **OK**.





Office 365

6.5 out of 10 people remember what they see...

