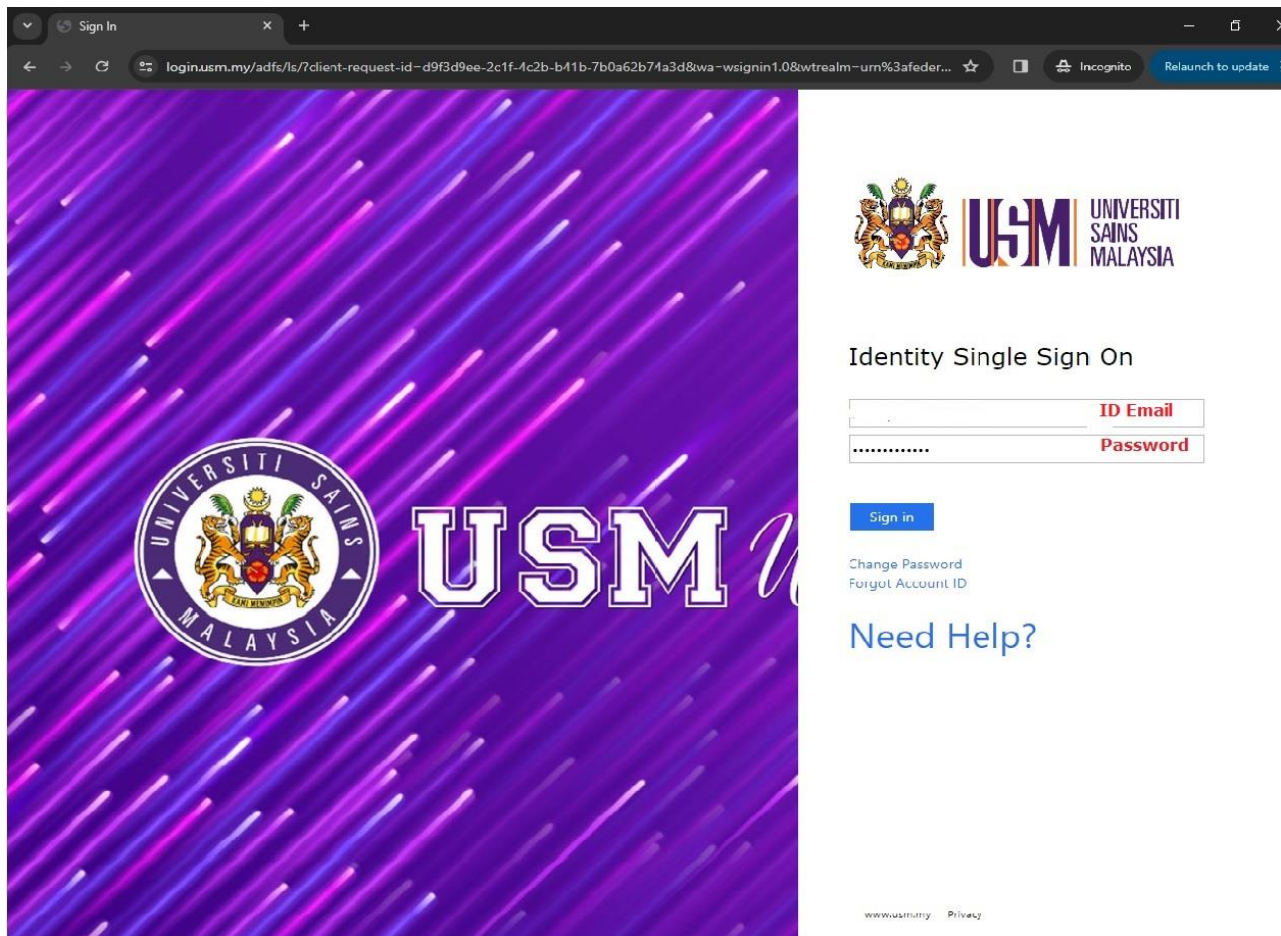


1. Search owa.usm.my

i) Masukkan ID Emel  
(Enter Id Email)

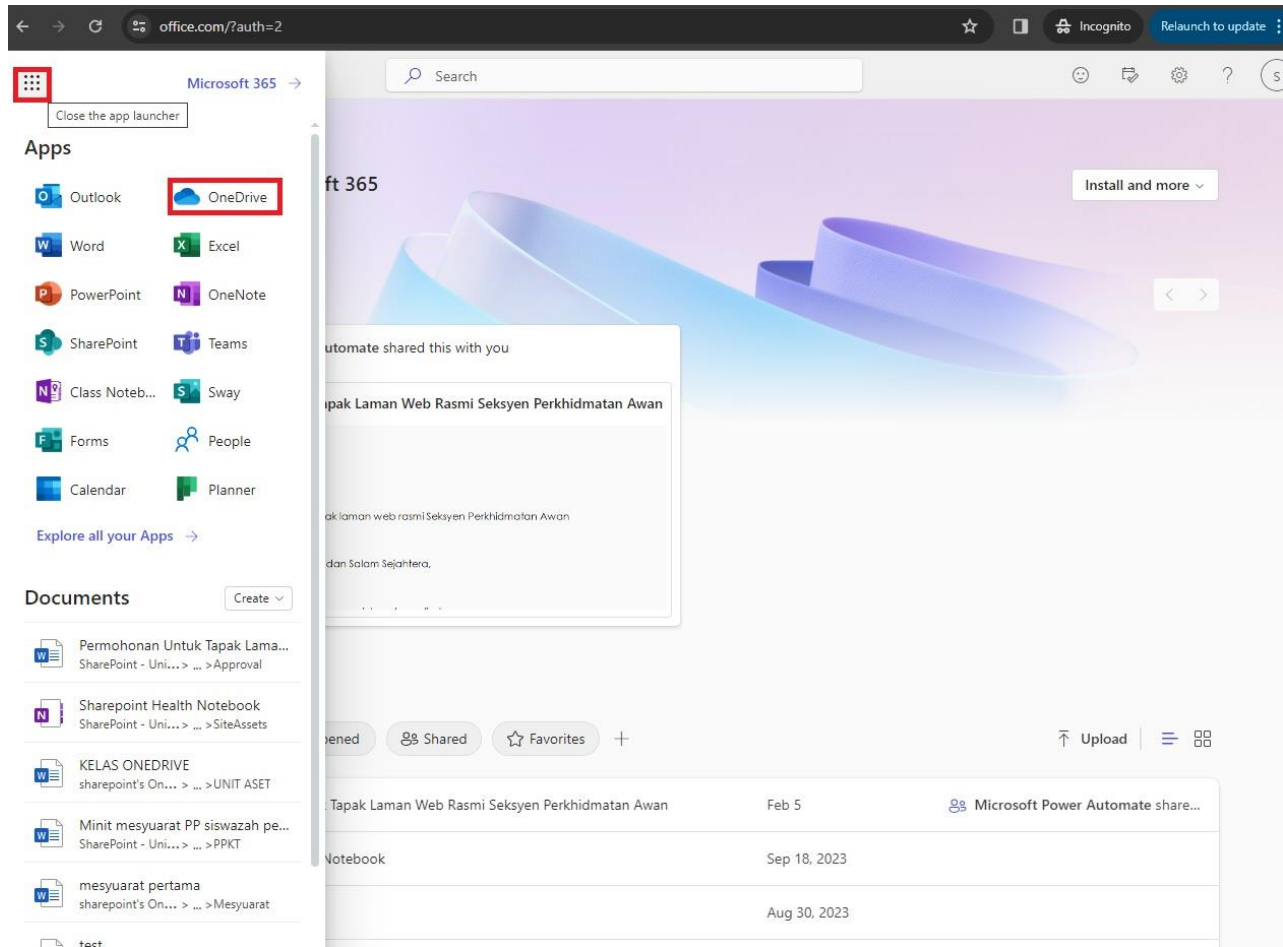
ii) Masukkan Kata Laluan  
(Enter Password)

iii) Klik Sign In  
(Click Sign in)





iv) Klik App Launcher > Klik Onedrive  
(Click App Launcher > Click Onedrive)

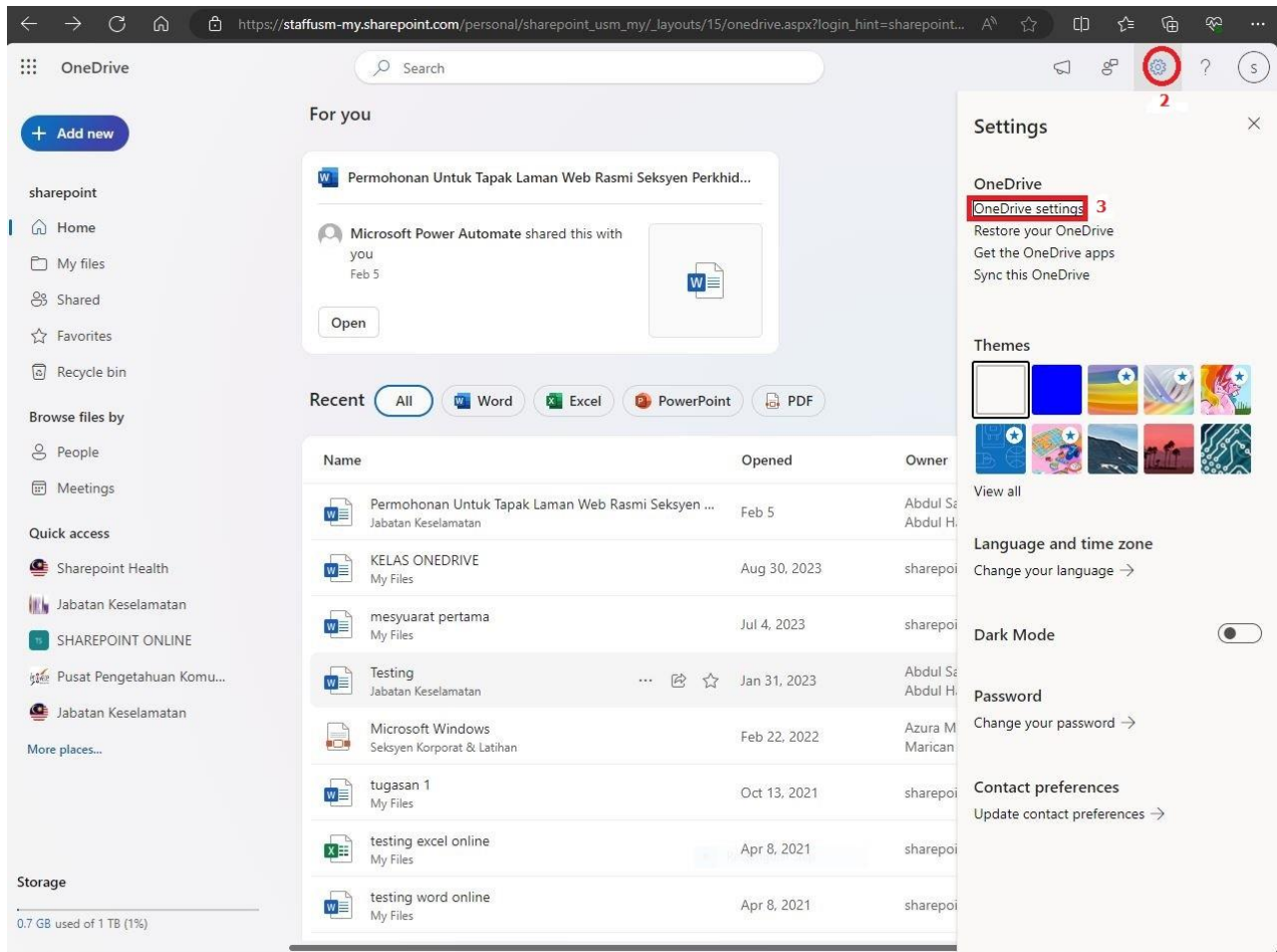


The screenshot shows the Microsoft 365 app launcher on the left side of the browser window. The 'Apps' section is visible, with 'OneDrive' highlighted by a red box. Below the apps, there is a 'Documents' section with a list of files. The main content area on the right shows the OneDrive interface, including a search bar, a 'Microsoft 365' header, and a list of shared documents. A red box highlights the 'OneDrive' app icon in the app launcher.

Document Name	Created	Shared By
Tapak Laman Web Rasmi Seksyen Perkhidmatan Awan	Feb 5	Microsoft Power Automate share...
Notebook	Sep 18, 2023	
	Aug 30, 2023	

2. Klik settings  
(Click settings)

3. Klik onedrive settings  
(Click onedrive settings)



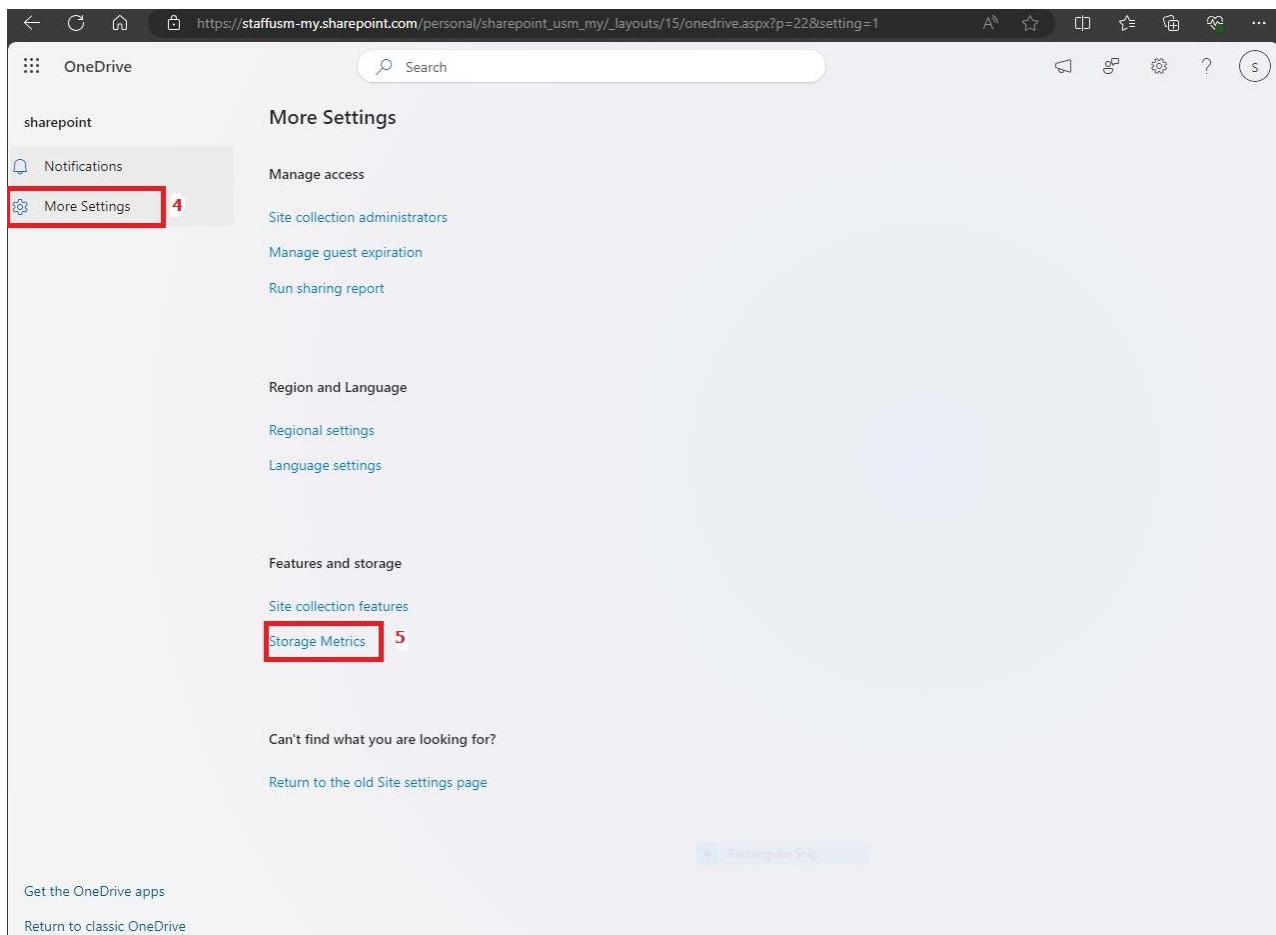
The screenshot shows the OneDrive web interface. On the left is a navigation sidebar with options like Home, My files, Shared, Favorites, Recycle bin, and various file categories. The main area displays 'For you' with a document preview and a 'Recent' list of files. On the right, the 'Settings' panel is open, showing 'OneDrive' settings. A red box highlights 'OneDrive settings' with a red '3' next to it. A red circle with a '2' highlights the gear icon in the top right corner of the browser window.

Name	Opened	Owner
Permohonan Untuk Tapak Laman Web Rasmi Seksyen ... Jabatan Keselamatan	Feb 5	Abdul Sa Abdul H.
KELAS ONEDRIVE My Files	Aug 30, 2023	sharepoi
mesyuarat pertama My Files	Jul 4, 2023	sharepoi
Testing Jabatan Keselamatan	Jan 31, 2023	Abdul Sa Abdul H.
Microsoft Windows Seksyen Korporat & Latihan	Feb 22, 2022	Azura M Marican
tugasan 1 My Files	Oct 13, 2021	sharepoi
testing excel online My Files	Apr 8, 2021	sharepoi
testing word online My Files	Apr 8, 2021	sharepoi



4. Klik More settings  
(Click More settings)

5. Klik Storage Metrics  
(Click Storage Metrics)





6. Saiz storan Onedrive (Onedrive storage size)

The screenshot shows the 'Storage Metrics' page in OneDrive. At the top right, a red box highlights the storage status: '1024.00 GB free of 1024.00 GB'. Below this is a table listing various site collections with columns for Type, Name, Total Size, % of Parent, % of Site Quota, and Last Modified. The 'Documents' folder is the largest, taking up 99.47% of the parent's size.

Type	Name	Total Size	% of Parent	% of Site Quota	Last Modified
Folder	Documents	768 MB	99.47%	0.07%	1/17/2024 6:43 AM
Folder	Lists	2.3 MB	0.30%	0.00%	2/25/2024 6:29 PM
Folder	_catalogs	1.4 MB	0.18%	0.00%	2/25/2024 6:29 PM
Folder	(Reference, aabbf09f8f6e42d1a848b378a8fbc63)	95.4 KB	0.01%	0.00%	2/14/2024 12:20 AM
Folder	Style Library	89.3 KB	0.01%	0.00%	4/18/2018 12:11 AM
Folder	Form Templates	44.7 KB	0.01%	0.00%	4/18/2018 12:11 AM
Folder	Social	33 KB	0.00%	0.00%	2/14/2024 12:09 AM
Folder	_cts	31.4 KB	0.00%	0.00%	4/18/2018 12:11 AM
Folder	Sharing Links	18.8 KB	0.00%	0.00%	8/30/2023 1:09 AM
Folder	(Reference Collection, e3c0e246c02a4a4a8bfd0bb9569f64a5)	14.1 KB	0.00%	0.00%	5/17/2018 8:58 PM
Folder	Converted Forms	13.9 KB	0.00%	0.00%	4/18/2018 12:11 AM
Folder	(Collection, f0cf236dbcfc4436bb633a1cd594955b)	13.8 KB	0.00%	0.00%	5/17/2018 8:58 PM
File	blog.xml	5.5 KB	0.00%	0.00%	4/3/2018 4:25 AM
File	default.aspx	5.2 KB	0.00%	0.00%	4/3/2018 4:25 AM
File	newsfeed.aspx	4.3 KB	0.00%	0.00%	4/3/2018 4:25 AM
Folder	_vti_pvt	< 1 KB	0.00%	0.00%	4/3/2018 4:25 AM
Folder	_private	< 1 KB	0.00%	0.00%	4/3/2018 4:25 AM
Folder	images	< 1 KB	0.00%	0.00%	4/3/2018 4:25 AM