



1. Masuk ke <https://owa.usm.my>
(Login to <https://owa.usm.my>)

i) Masukkan ID Emel

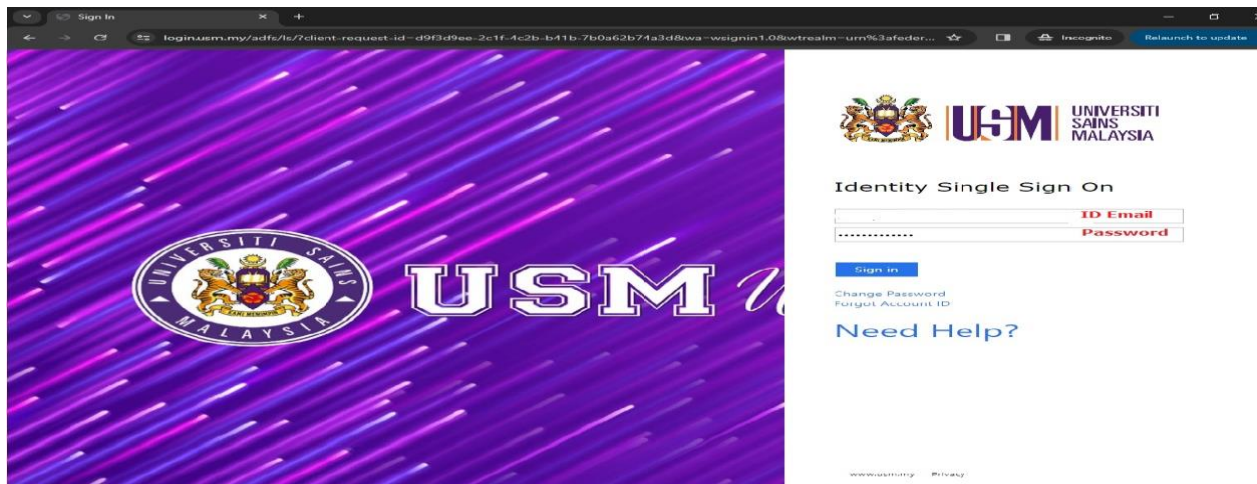
(Enter Id Email)

ii) Masukkan Kata Laluan

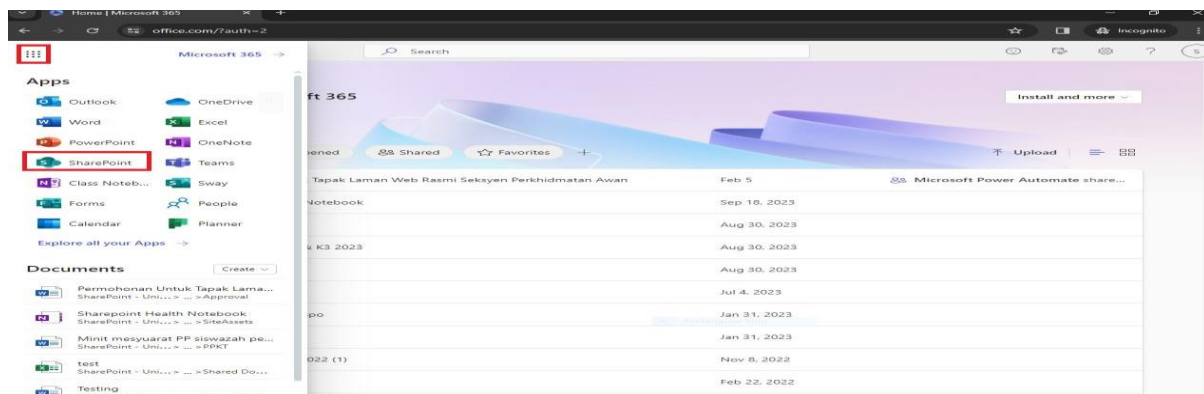
(Enter Password)

iii) Klik Sign In

(Click Sign in)

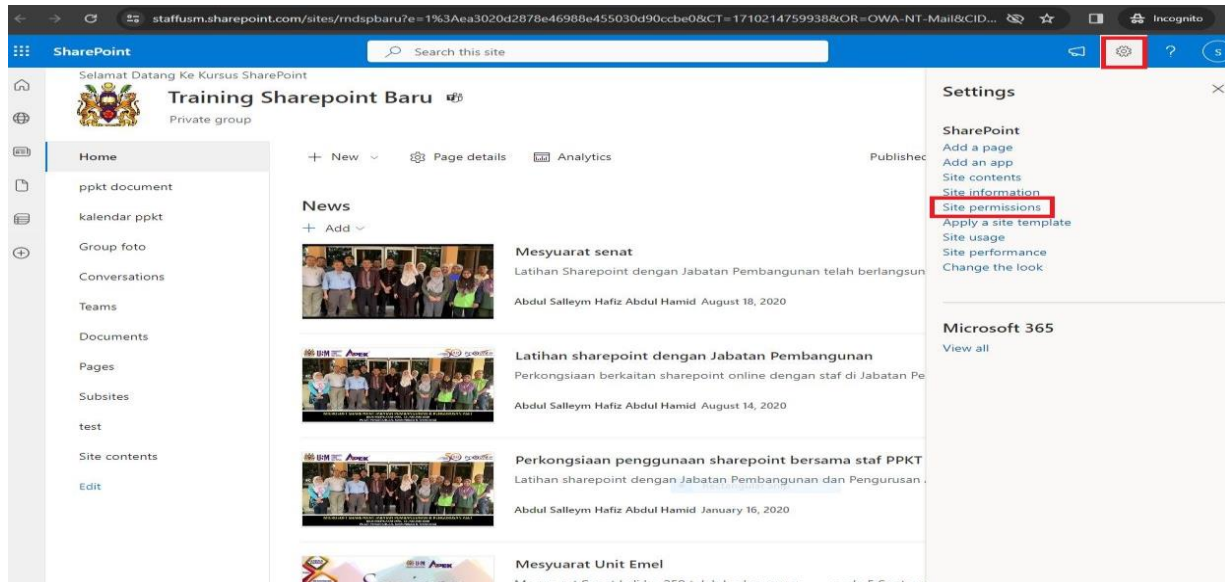


iv) Klik 'App Launcher' > Klik 'Sharepoint' (Click App Launcher > Click Sharepoint)

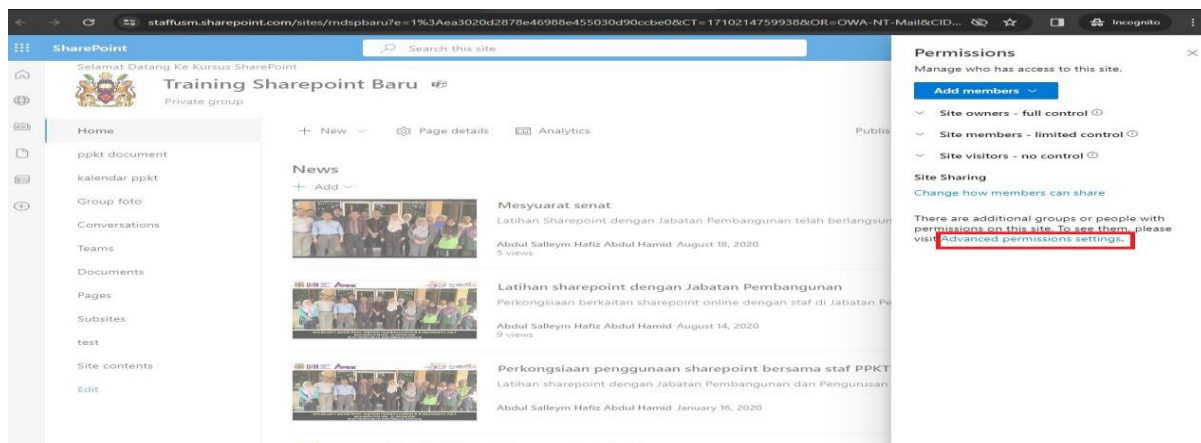




2. Klik 'settings' > Klik 'site permissions' (Click settings> Click site permissions)

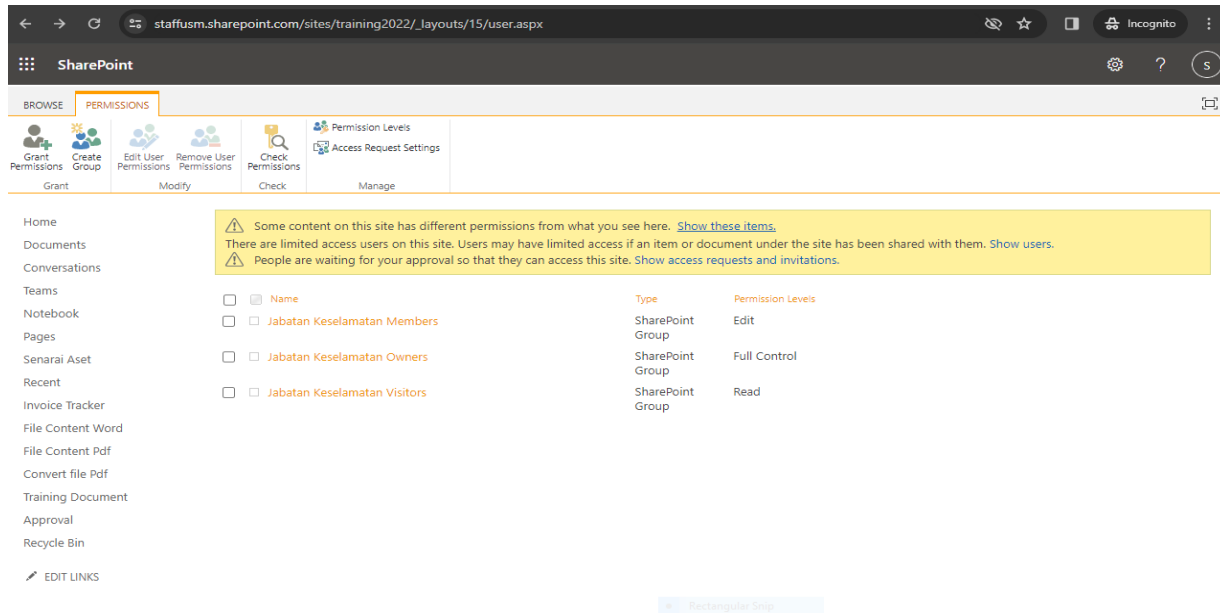


3. Klik 'advanced permissions settings' (Click advanced permissions settings)

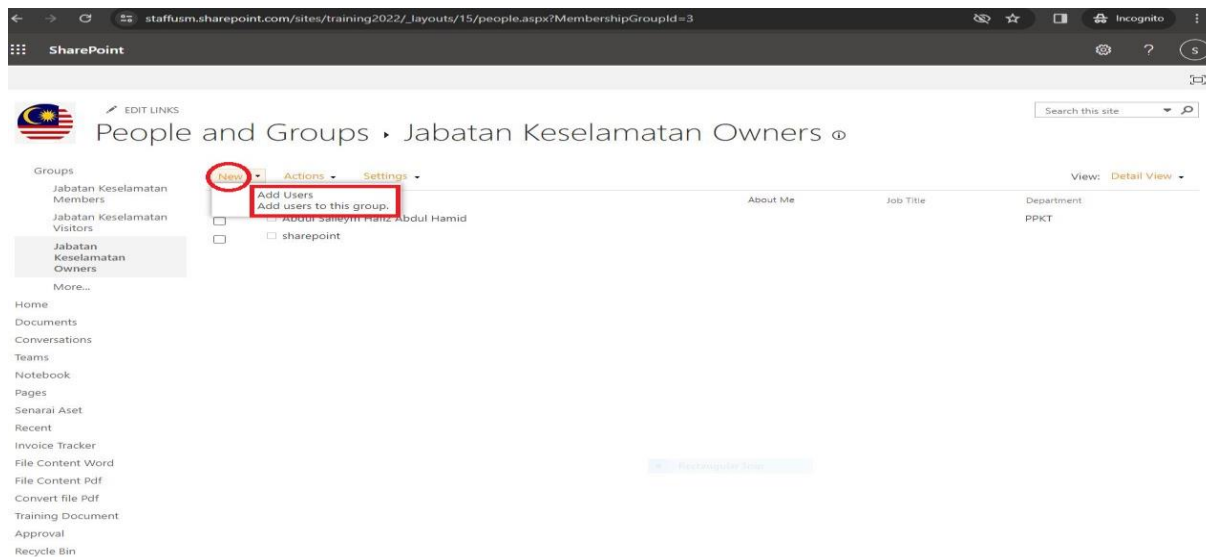




4. Pilih mana-mana group yang bersesuaian untuk masukkan pengguna
(Choose any group to add user)



5. Klik 'New' >klik 'Add users' (Click New > Click Add users)





6. Masukkan emel staf> Klik share
(Add email staf> Click share)

