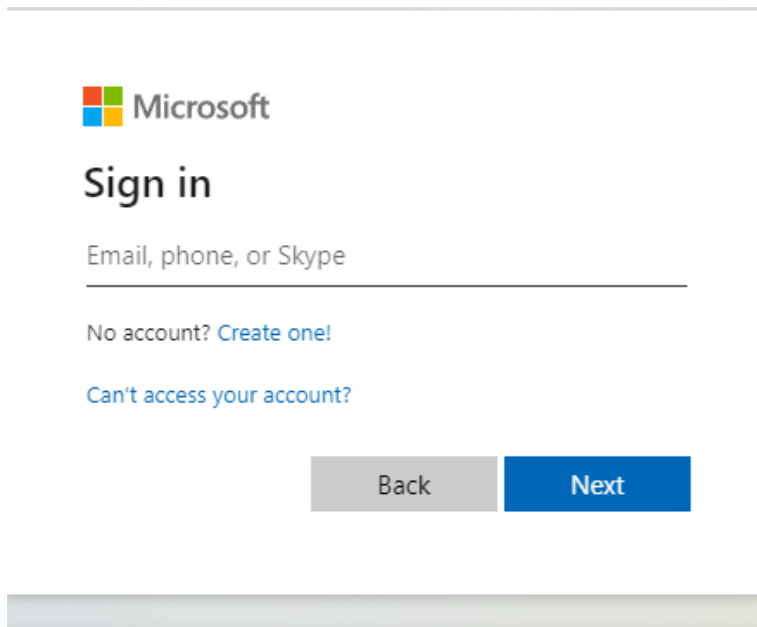
A background graphic consisting of a network of light gray lines connecting small gray dots, forming a complex web of triangles and polygons. The lines are thin and the dots are small, creating a subtle, technical aesthetic.

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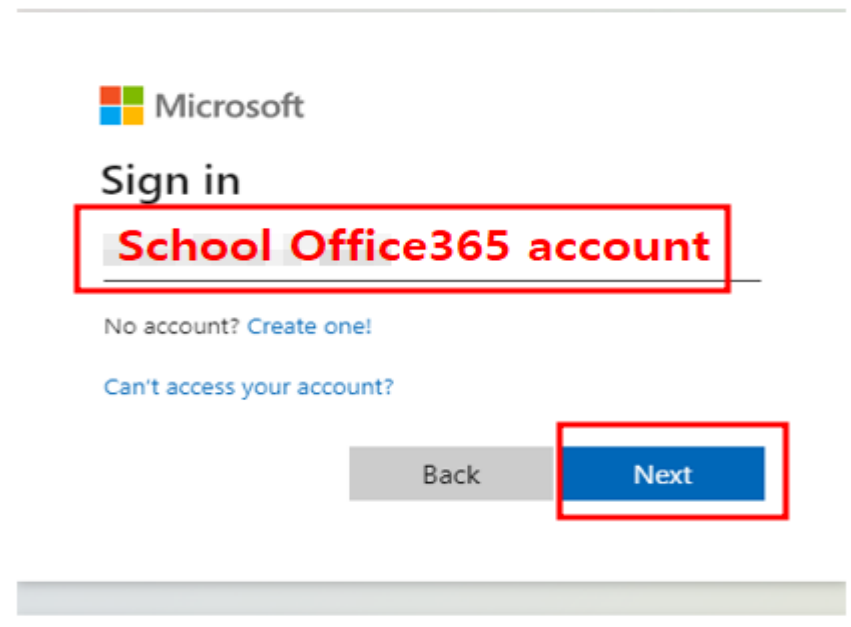
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1. At <https://portal.office.com>, enter office 365 School Office365 account as shown in the image and click "Next."

*** When using Office 365 for students, you must log in with School Office365 account**



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the page are two buttons: "Back" (grey) and "Next" (blue).



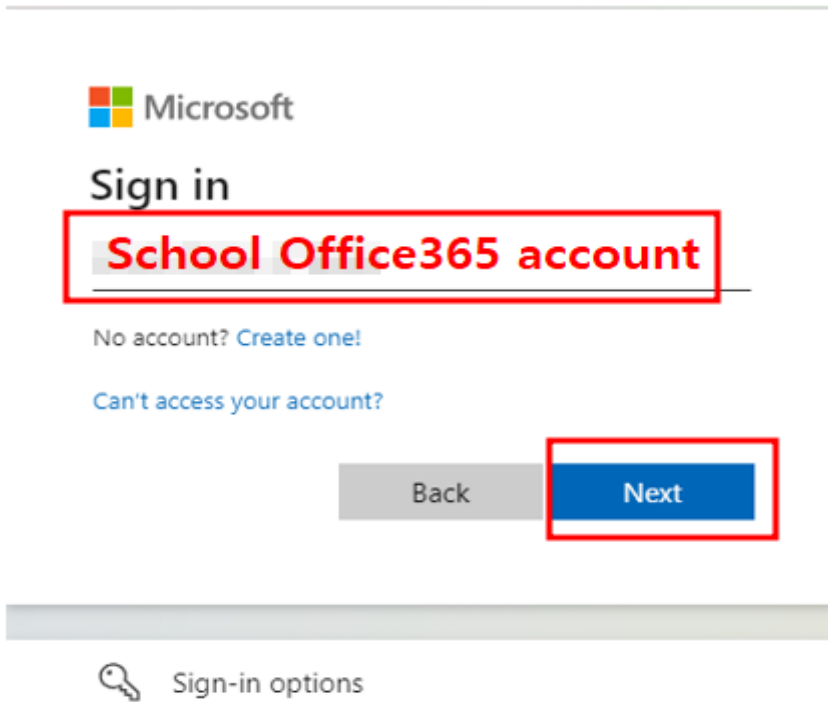
The screenshot shows the Microsoft sign-in page with the text "School Office365 account" entered into the input field. This text is highlighted with a red rectangular box. The rest of the page, including the Microsoft logo, "Sign in" text, links, and "Back" and "Next" buttons, is identical to the previous screenshot. The "Next" button is also highlighted with a red rectangular box.

 Sign-in options

 Sign-in options

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2. Enter your **School Office365 account** account password and click Login.



Microsoft

Sign in

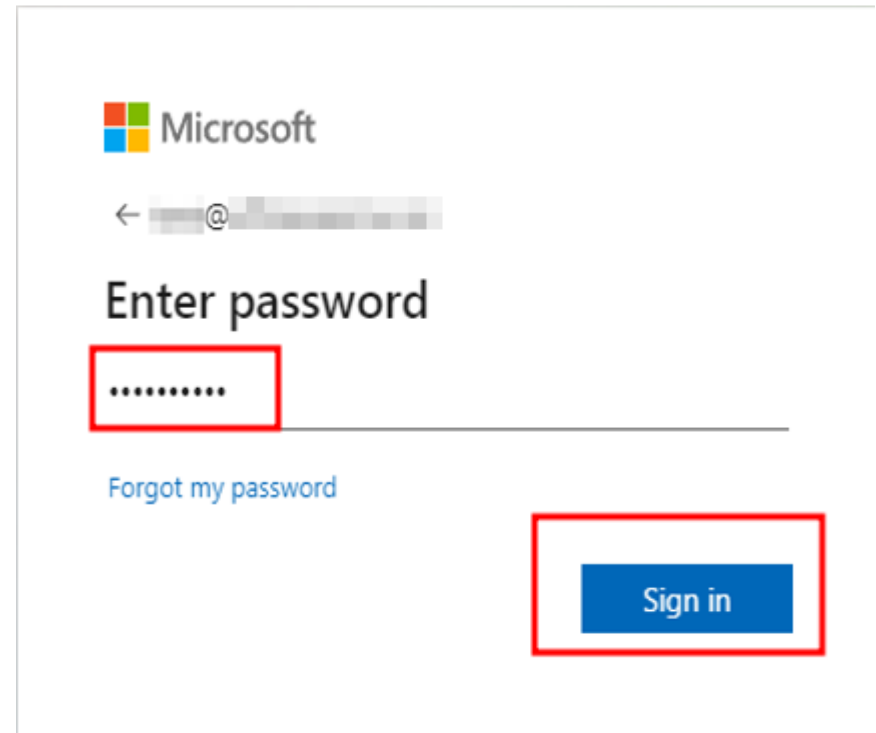
School Office365 account

No account? [Create one!](#)

[Can't access your account?](#)

Back **Next**

Sign-in options



Microsoft

← @

Enter password

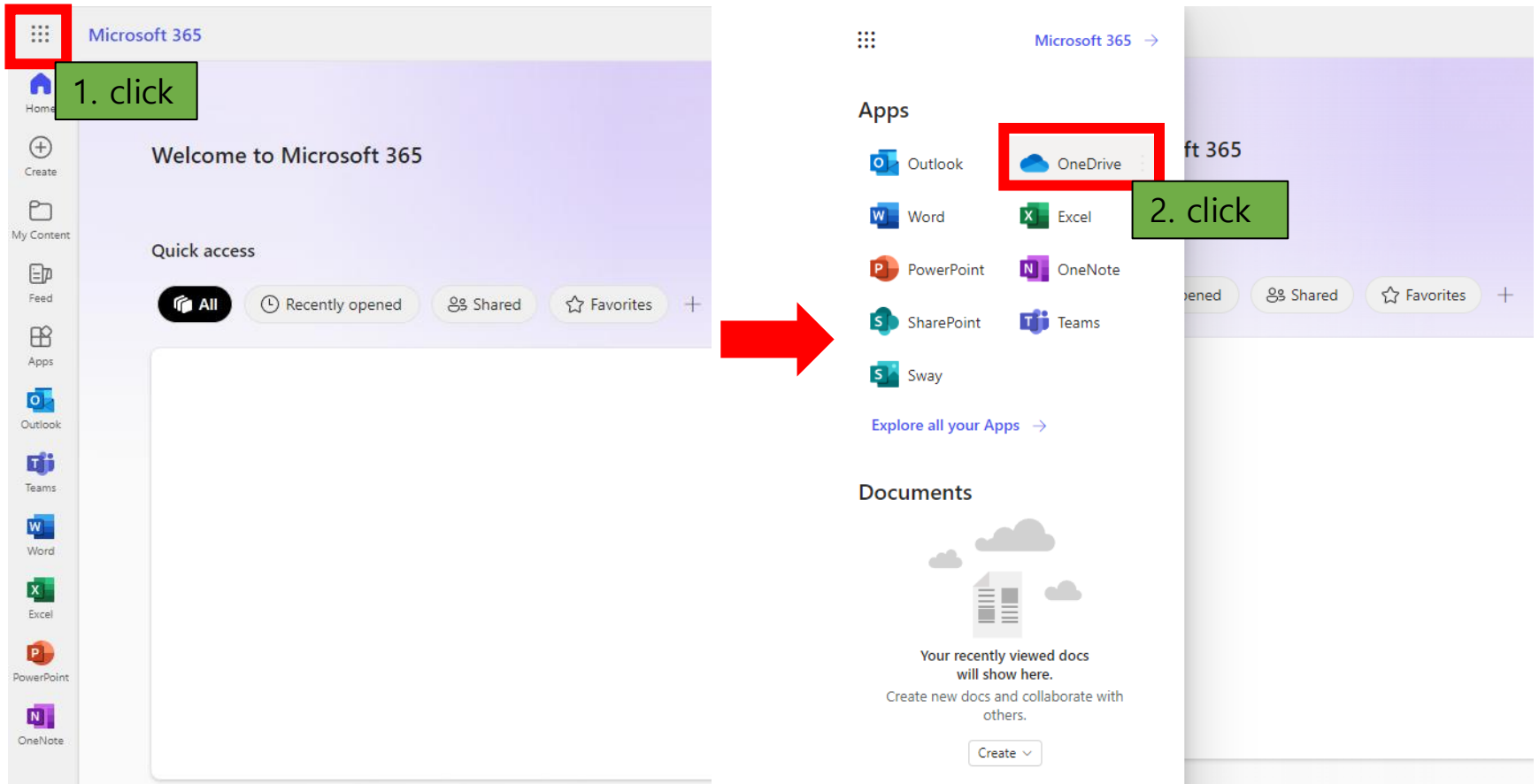
.....

[Forgot my password](#)

Sign in

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3. After logging in, go to the OneDrive menu on the Microsoft 365 main screen.



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4. Click My Files on the left menu, select the files you want to back up, back up (download) them to your personal space, and then delete them.

***Personal space backs up files to an external hard drive or personal cloud space.**

The screenshot shows the OneDrive interface with the following elements:

- Left sidebar: "My files" is highlighted with a red box and labeled "1. click".
- Top action bar: "Delete" and "Download" buttons are highlighted with a red box and labeled "2. click".
- File list: A table of files is shown with columns for Name, Modified, Modified By, File size, and Sharing. The first file, "Microsoft Office365 Sign up Man...", is selected with a blue checkmark. A green box labeled "3. click" points to the "Download" button for this file.

Name	Modified	Modified By	File size	Sharing
Microsoft Office365 Sign up Man...	A few seconds ago	test	3.13 MB	Private
앱	2 hours ago	test	0 items	Private
첨부 파일	August 1	test	0 items	Private

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5. After deleting a file, click Recycle Bin in the left menu and click Empty Recycle Bin.

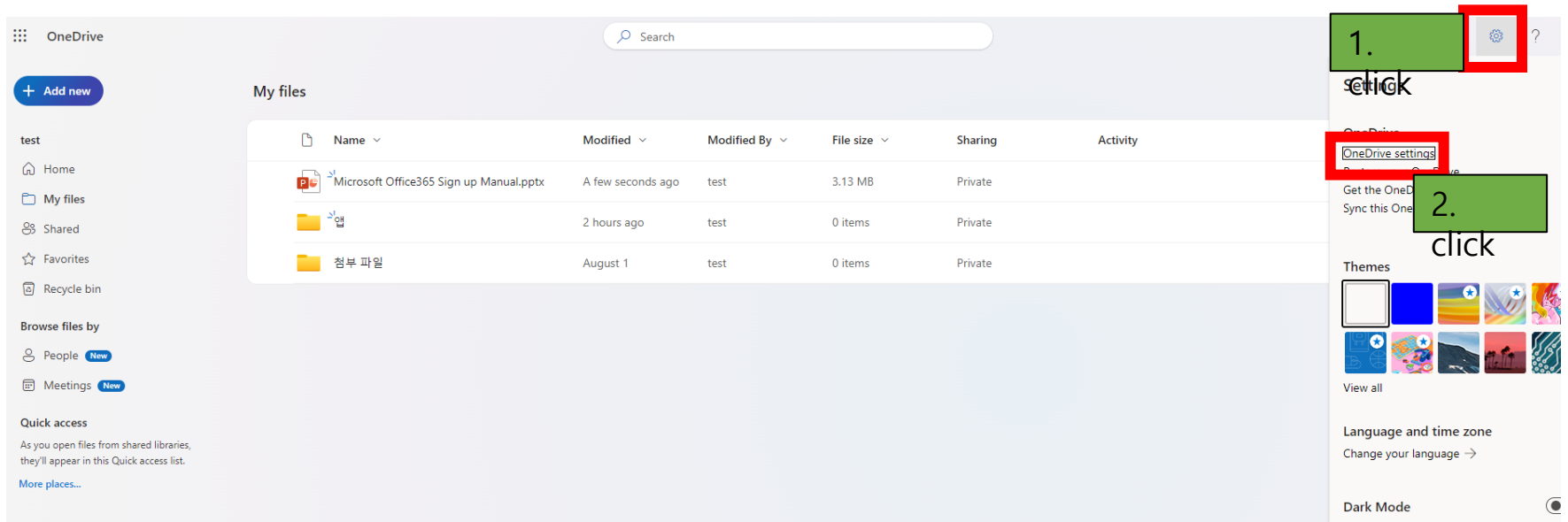
The screenshot shows the OneDrive interface. In the left-hand navigation menu, the 'Recycle bin' option is highlighted with a red box and labeled '1. click'. In the main content area, the 'Delete' button is highlighted with a red box and labeled '2. click'. Below the navigation menu, there is a table of files in the Recycle Bin.

	Name	Date deleted	Deleted by	Created by	Original location
<input checked="" type="checkbox"/>	Microsoft Office365 Sign up Manual.pptx	2023-11-27 오후 8:10	test	test	personal/test_office_kaist_ac_kr/Documents

Can't find what you're looking for? Check the [Second-stage recycle bin](#)

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6. Click Settings (gear shape) at the top right, and then click **OneDrive Settings** in the Settings menu.



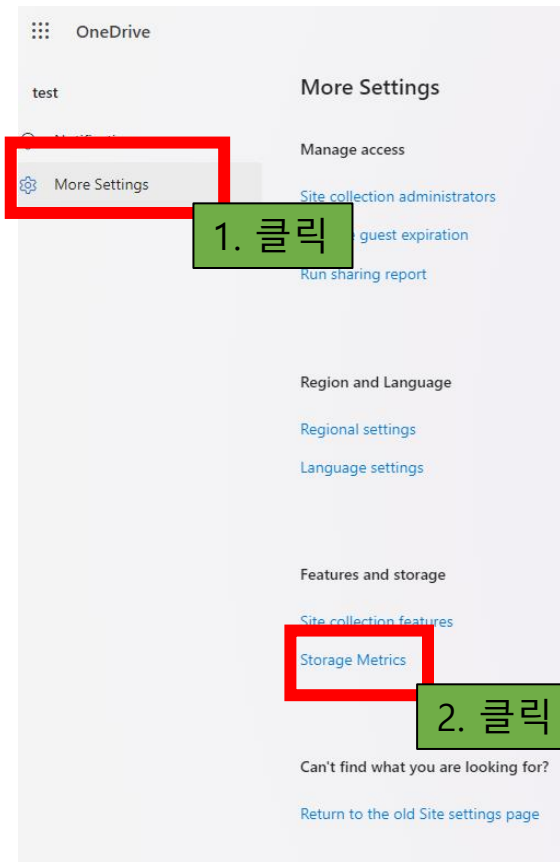
The screenshot shows the OneDrive web interface. On the left is a navigation sidebar with options like 'Home', 'My files', 'Shared', 'Favorites', 'Recycle bin', 'Browse files by', and 'Quick access'. The main area displays 'My files' with a table of items:

Name	Modified	Modified By	File size	Sharing	Activity
Microsoft Office365 Sign up Manual.pptx	A few seconds ago	test	3.13 MB	Private	
첨부 파일	2 hours ago	test	0 items	Private	
첨부 파일	August 1	test	0 items	Private	

On the right side, the settings menu is open. A red box highlights the gear icon in the top right corner, labeled '1.' with a green box. Another red box highlights the 'OneDrive settings' option in the settings menu, labeled '2.' with a green box. The settings menu also shows options for 'Themes', 'Language and time zone', and 'Dark Mode'.

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7. Click Other Settings and then click Storage Metrics. Then the, You will be taken to the Storage Metrics page and see the usage in the top right corner.



Site Settings > Storage Metrics

Site Collection

Type	Name	Total Size	% of Parent	% of Site Quota	Last Modified
문서		513 KB	1.51%	0.00%	2023-11-27 오후 8:10
리소스		307 KB	1.12%	0.00%	2023.11.27 오전 6:47

5120.00 GB free of 5120.00 GB

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