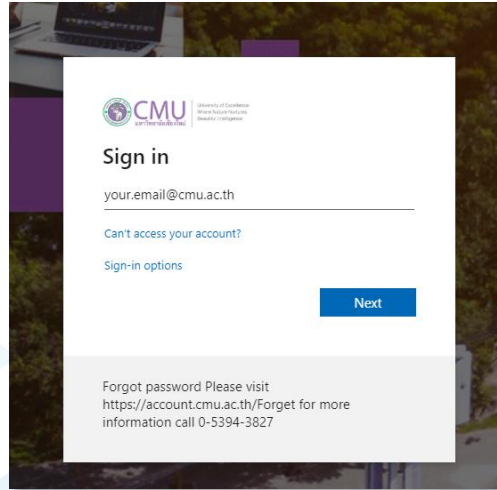


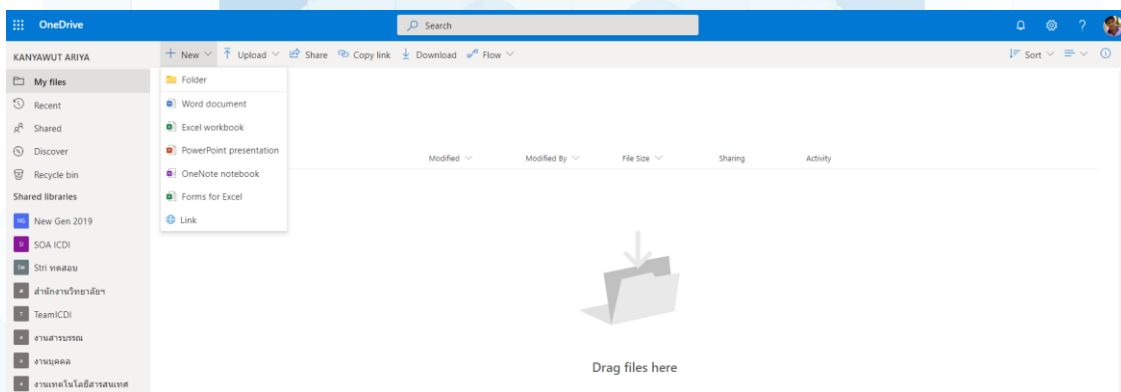


How to use OneDrive

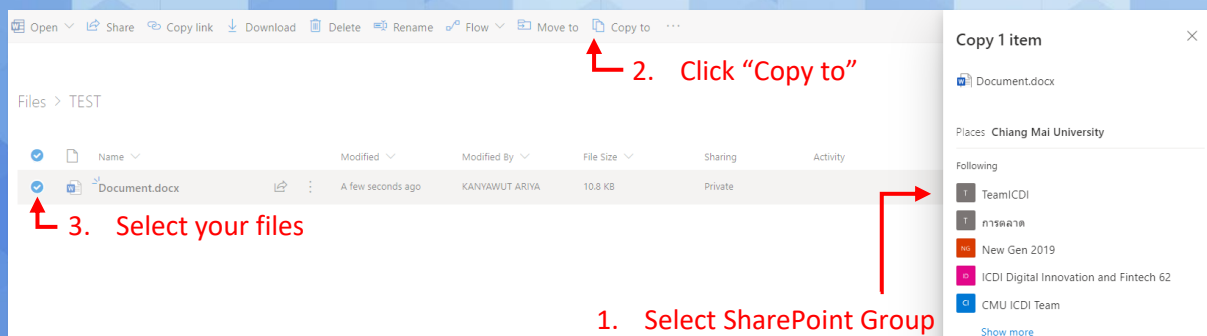
STEP 1. Go to <https://o365cmu-my.sharepoint.com/> and Login with **CMU account**



STEP 2. You can create new folder or drag your files from your computer to blank space



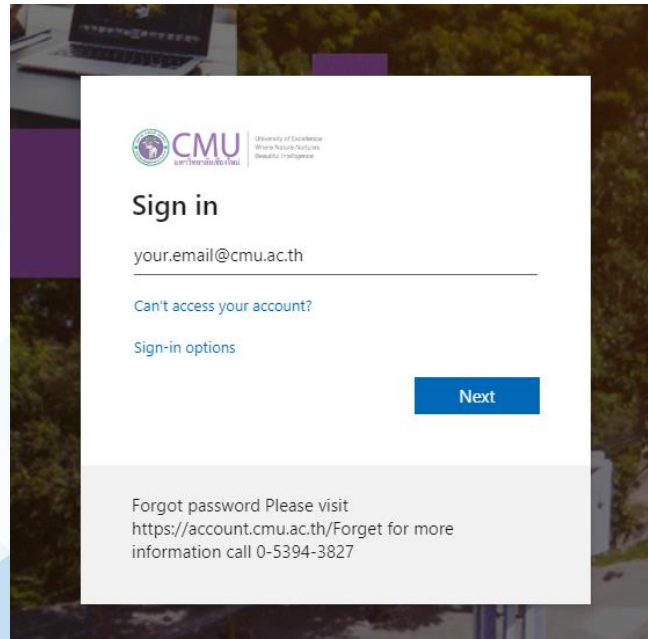
STEP 3. You can copy your files on OneDrive to SharePoint Group




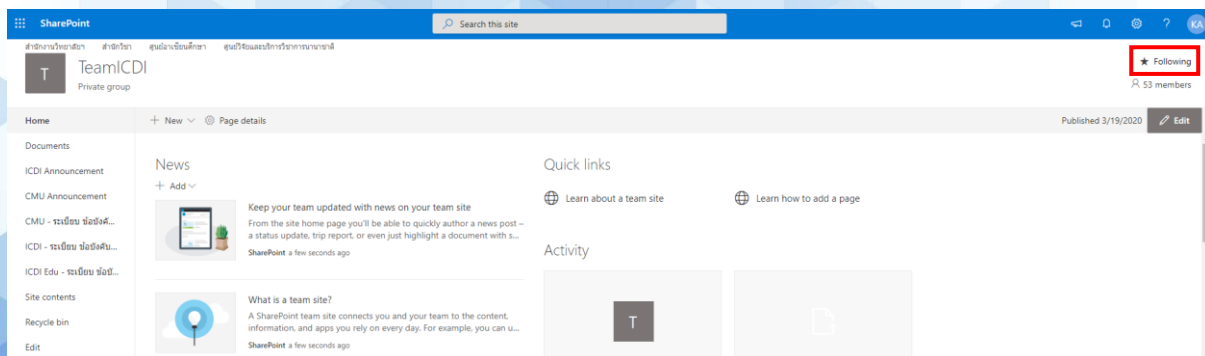


How to use SharePoint

STEP 1. Go to <https://o365cmu.sharepoint.com/sites/TeamICDI>
and Login with CMU account



STEP 2. Make sure you Tick  **Following**





- SharePoint Interface

The screenshot displays the SharePoint interface for a document library. A red box labeled "Subgroup" highlights the top navigation bar containing the text "สำนักงานวิทยาสัยา", "สำนักวิชา", "ศูนย์การเรียนรู้", and "ศูนย์วิจัยและบริการวิชาการนานาชาติ". Another red box labeled "Document Library" highlights the left-hand navigation pane, which lists various document libraries such as "ICDI Announcement", "Shared with us", "CMU Announcement", and "ICDI Edu - ระเบียน ข้อบังคับ...". A third red box highlights the "New" button in the top ribbon, which has opened a dropdown menu with options like "Folder", "Word document", "Excel workbook", "PowerPoint presentation", "OneNote notebook", "Forms for Excel", and "Link". The main content area shows a table with columns for "Name", "Modified", and "Modified By", and a large "Drag files here" area with a folder icon.