Pengurangan Storan Microsoft 365 di Universiti Sains Malaysia

efektif 1 Ogos 2024

Hebahan kepada Pelajar USM

Had Storan Baharu bagi Microsoft 365 for Education

Kepada **pelajar Universiti Sains Malaysia**,

Penggunaan aplikasi Microsoft, seperti OneDrive dan Emel adalah tertakluk kepada terma - terma perlesenan antara Kementerian Pengajian Tinggi dan Microsoft.

Mulai **1 Ogos 2024**, Microsoft akan menguatkuasakan pengurangan storan Microsoft 365 for Education merentasi **OneDrive, SharePoint, Teams dan Exchange** emel di universiti ini. Dengan itu, semua pelajar akan mempunyai had bagi jumlah storan yang boleh digunakan untuk menyimpan fail dan maklumat anda. Peruntukan untuk simpanan terkumpul untuk USM hanya sebanyak 370TB berbanding jumlah identiti akaun seramai 48,776 akaun aktif termasuk emel jabatan dan luar pesisir. Oleh kerana had storan terkumpul yang terhad, setiap pengguna hanya akan menerima had penyimpanan sebanyak **1 GB bagi Emel** dan **1 GB bagi OneDrive**.

Untuk memastikan perkhidmatan akaun Microsoft tidak terganggu, sila salin dokumen dan fail anda ke peranti alternatif/lokasi *external cloud* yang lain **sebelum 1 Ogos 2024**. Pengguna hendaklah membuat '*housekeeping*' bahan peribadi terutamanya video atau imej bersaiz besar. Sila buat salinan fail/dokumen anda ke **storan alternatif**, dan **hapuskan** fail/dokumen yang disalin daripada OneDrive untuk memastikan kuota OneDrive anda berada pada tahap yang dibenarkan.

Setiap pengguna USM **diwajibkan untuk** :

1.Menyemak dan menghapus fail bersaiz besar di OneDrive. Sila ke [halaman ini](),

2. Menyemak dan menghapus benda-benda lain di Outlook. Sila ke [halaman ini](),

Selepas **Ogos 2024**, anda perlu memastikan anda kekal di bawah had storan anda.. Sekiranya OneDrive anda melebihi had storan, anda akan menerima amaran dan **hanya boleh *read-only access* di OneDrive**. Sekiranya hal ini berlaku, anda tidak dapat memuatnaik sebarang fail baru ke dalam OneDrive anda. Sekiranya Outlook anda melebihi had storan, ini akan menjejaskan bukan sahaja akaun anda tetapi keseluruhan perkhidmatan Microsoft USM. **USM tidak akan dapat menggunakan perkhidmatan emel**.

Jika anda ingin membeli storan PERIBADI tambahan, sila rujuk Microsoft Workplace Discount Programme untuk menyemak kelayakan anda.
https://www.microsoft.com/en-my/workplace-discount-program

Pihak PPKT juga bekerjasama rapat bersama KPT dan Microsoft untuk mendapatkan kaedah dan penyelesaian terbaik kearah mengurangkan impak kepada pengguna disebabkan oleh perubahan dasar Microsoft.

Sekiranya terdapat sebarang pertanyaan, hubungi **Servisdesk PPKT** kampus masing-masing.
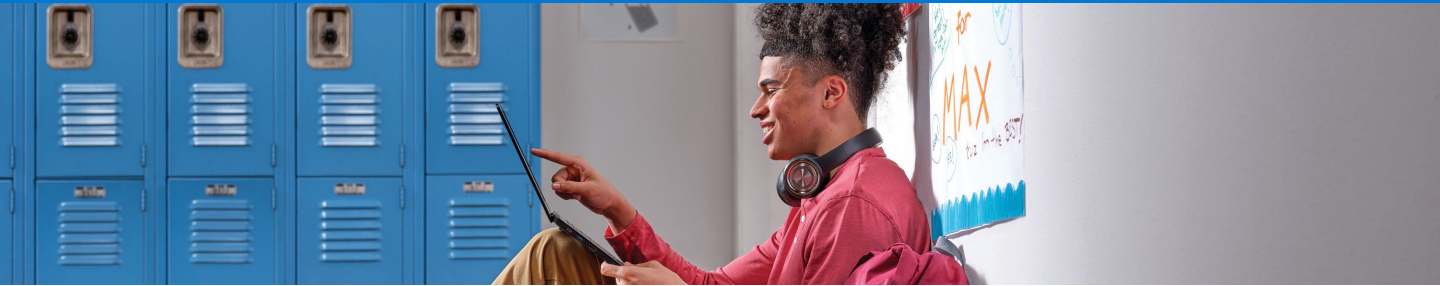
Terima kasih,
Pengarah
Pusat Pengetahuan, Komunikasi & Teknologi
Universiti Sains Malaysia.

Kurangkan storan anda untuk Microsoft 365 apps

Gunakan storan anda secara efektif

Microsoft sedang memperkenalkan pembaharuan iaitu Microsoft 365 Office suite yang akan mengehadkan jumlah storan percuma termasuk OneDrive dan Outlook. Panduan ini boleh digunakan bagi memudahkan pemahaman seberapa banyak storan yang anda boleh gunakan harini dan membantu menguruskan fail yang telah disimpan bergerak ke hadapan.

Pada **Ogos 2024**, anda akan mendapat **1 GB OneDrive** dan **1 GB Outlook** ruang storan untuk kesemua fail

APAKAH YANG BERUBAH?

Pengguna tidak akan mendapat storan tanpa terhad, maka pengguna perlu **padamkan** fail-fail yang tidak digunakan lagi.

Bagaimana cara untuk menggunakan storan secara efisien

- ✓ **Semak storan anda dan perhatikan sebarang amaran** bahawa storan hampir penuh.

- ✓ **Padamkan atau pindahkan fail-fail** yang sudah tidak gunakan lagi di OneDrive, seperti:

  - ✓ **Fail lama atau tidak perlu** (seperti tugasan dari kelas tahun-tahun yang lepas)

  - ✓ **Fail besar yang anda tidak perlukan lagi** (seperti video)

- ✓ **Padamkan atau pindahkan item** yang anda tidak lagi gunakan dalam inbox peti masuk anda dalam Outlook.

- ✓ **Padam** *Deleted items* peti masuk di Outlook.

- ✓ **Simpan fail-fail peribadi anda secara berasingan** daripada fail pekerjaan, seperti lagu, dengan menyimpannya di OneDrive, Sync.com, Dropbox yang peribadi.

- ✓ **Pindahkan sebarang fail peribadi** yang telah disimpan dalam OneDrive USM ke akaun peribadi anda.

Cara untuk mengurangkan storan di OneDrive dan Outlook

OneDrive

Pertama, semak penggunaan storan anda:

Log masuk ke OneDrive di web menggunakan akaun organisasi. Semak penggunaan storan di bahagian sudut kiri bawah.

1

Kemudian, hapuskan fail-fail anda:

Klik pada jumlah storan digunakan dan lihat pada fail terbesar dalam OneDrive yang ingin dipadamkan bagi mengosongkan ruang. Selesai memadam fail-fail, kosongkan *recycle bin*.

2

Outlook

Pertama, buka Outlook di web:

Log masuk ke Outlook organisasi, dan pergi pada **Settings** > **View all Outlook settings**.
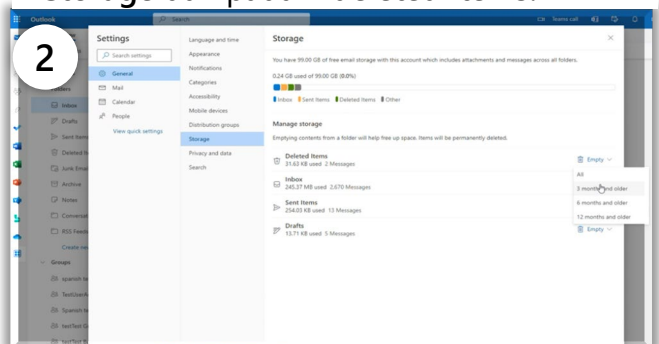
1

Kemudian, semak storan dan bersihkan peti masuk anda:

Dari *Outlook setting*, pergi pada **General** > **Storage** dan padam **deleted items**.

2

Anda juga boleh memadam secara pukal atau arkib mengikut tempoh masa dengan pergi **Settings** > **View all Outlook settings** > **Mail** > **Rules** > dan tambahkan syarat pada *rule* anda.

New storage limits for Microsoft 365 for Education

Dear **Universiti Sains Malaysia students**,

The use of Microsoft applications, including OneDrive and Email, are subject to the terms of licensing between the Ministry of Higher Education and Microsoft.

Effective **August 1, 2024**, Microsoft will be enforcing a storage limit for Microsoft 365 for Education across **OneDrive, SharePoint, Teams and Exchange** email for our university. This means that students will now have limits on how much storage can be used for storing your files and information. The allocation for pooled storage for USM is only 370TB compared to the total number of identity accounts which is 48,776 active accounts which comprise of department email and offshore students. Due to the significant pool storage limitation for our whole USM organization, each user will have a storage limit of **1 GB for Email** and **1 GB for OneDrive**.

To ensure that the Microsoft account services are not interrupted, please copy your documents and files to an alternative device /other external cloud locations **before August 1, 2024**. Users are advised to do 'housekeeping' of personal materials especially large-sized videos or images. Kindly make copies of your files/documents to **alternative storage** and **delete** the copied files/documents from OneDrive to ensure that your OneDrive quota is at an allowed level.

Every USM user is **compulsory to** :

1. Review and copy/delete large files in OneDrive, go to this site.

2. Review and copy/delete items in Outlook, go to this site.

After **August 2024**, you will need to make sure you stay under your storage limit. If you go over your OneDrive limit, you will receive a warning and you **will have read-only access to OneDrive**. When this happens, you will not be able to upload any new files to your OneDrive. If you go over your Outlook limit, this will affect not only your account but the whole USM Microsoft services. **USM won't be able to utilize the email services**.

If you need to purchase additional PERSONAL storage, kindly look up Microsoft Workplace Discount Programme to check for your eligibility.
https://www.microsoft.com/en-my/workplace-discount-program

We are also working closely with KPT and Microsoft to get the best method and solutions in reducing the impact to our users due to Microsoft policy change.

If you have any questions, contact **Servisdesk PPKT** according to campus.

Thank you,
Director
Pusat Pengetahuan, Komunikasi & Teknologi
Universiti Sains Malaysia.

Reduce your storage for Microsoft 365 apps

Use your storage effectively

Microsoft is introducing changes to its Microsoft 365 Office suite which will limit the amount of free storage across OneDrive and Outlook. Use this guide to understand how much storage you're using today and to help manage your stored files moving forward.

In **August 2024**, you'll have **1 GB Outlook** and **1 GB OneDrive** of storage space for all your files.

↻ WHAT'S CHANGING?

Since you won't have unlimited storage, you may have to **delete** files you're not using.

How to use storage efficiently

- ✓ **Check your storage and pay attention to any warnings** that your storage is nearly full
- ✓ **Delete or move files** you're not using anymore in OneDrive, such as:
    - ✓ **Old or unnecessary files** (like assignments from last year's classes)
    - ✓ **Large files you don't need anymore** (like videos)
- ✓ **Delete or move items** you're no longer using in your inbox mailbox in Outlook
- ✓ **Empty** your Deleted items mailbox in Outlook
- ✓ **Store your personal files separately** from school files, such as music, by saving them to your personal OneDrive, Sync.com, Dropbox and others.
- ✓ **Move any personal files** already saved to your USM's OneDrive to your personal account

How to use less storage in OneDrive and Outlook

☁️ OneDrive

First, review your storage consumption:

Sign into OneDrive on the web using your school account. Review storage usage on the bottom left corner.

1

Then, clean up your files:

Click the storage amount used and view the largest files in your OneDrive you may want to delete to free up space. After deleting the files, empty the recycle bin.

2

Storage

15 GB used of 20 GB (75%)

Largest files in your OneDrive | To free up space, download and delete files you don't need or clear your recycle bin.

	Name	Modified by	Modified	File size	Location
	Storage Policy.pptx	Bruno (IT)	2 minutes ago	27.0 KB	Bruno (IT)'s OneDrive › Documents
	schedule.docx	Bruno (IT)	Less than a minute ...	9.14 KB	Bruno (IT)'s OneDrive › Documents
	section.csv	Bruno (IT)	5/15/2023	3.62 KB	Bruno (IT)'s OneDrive › Documents
	student.csv	Bruno (IT)	5/15/2023	3.37 KB	Bruno (IT)'s OneDrive › Documents
	studentenrollment.csv	Bruno (IT)	5/15/2023	1.91 KB	Bruno (IT)'s OneDrive › Documents
	Teacher.csv	Bruno (IT)	5/15/2023	1.08 KB	Bruno (IT)'s OneDrive › Documents
	school.csv	Bruno (IT)	5/15/2023	931 bytes	Bruno (IT)'s OneDrive › Documents
	teacherroster.csv	Bruno (IT)	5/15/2023	283 bytes	Bruno (IT)'s OneDrive › Documents

📧 Outlook

First, open Outlook on the web:

Sign in to your school Outlook, then go to **Settings** > **View all Outlook settings.**
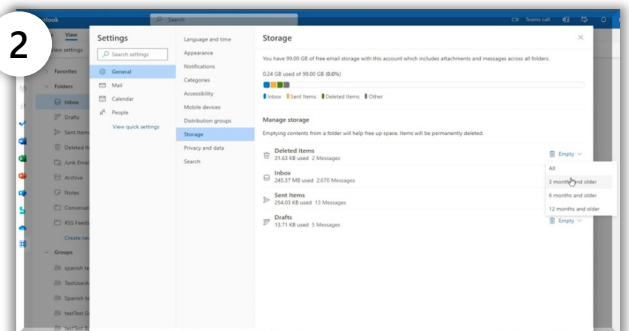
1
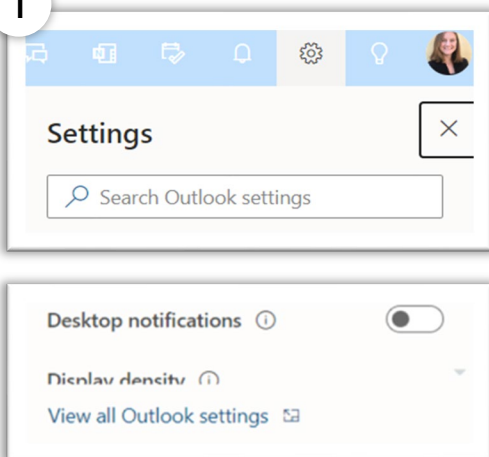
Next, check storage and clean your inbox:

From your Outlook setting, go to **General** > **Storage** and empty your **deleted items**.

2

You can also bulk delete or archive according to a timeframe by going **Settings** > **View all Outlook settings** > **Mail** > **Rules** > and adding the terms for your rule.