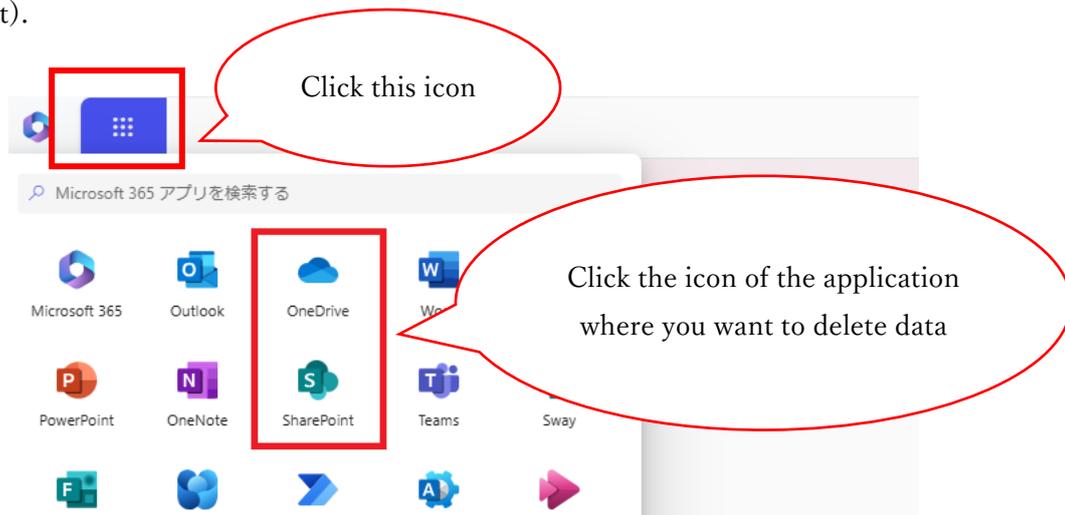


Instructions for bulk downloading or deleting data from OneDrive.

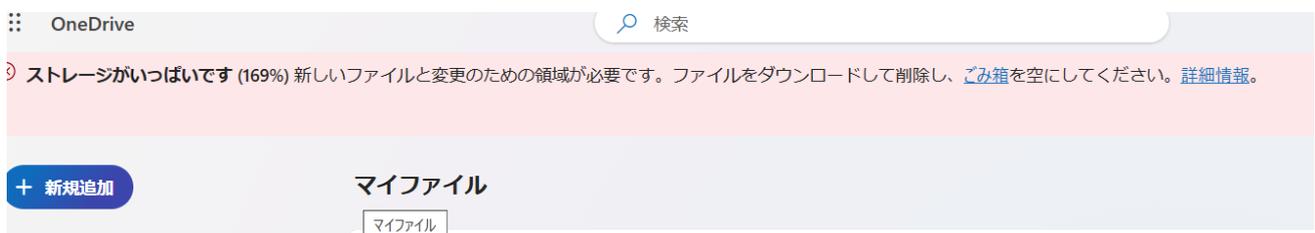
Access Microsoft at <<https://www.microsoft365.com/>> and sign in using your university's Microsoft account (@u/@un).

Once the Microsoft 365 portal screen appears, refer to the image below and click the icon in the top-left corner of the screen. Then, click the icon for the application you want to access (either OneDrive or SharePoint).



You can retrieve and delete data by following the steps on the subsequent pages.

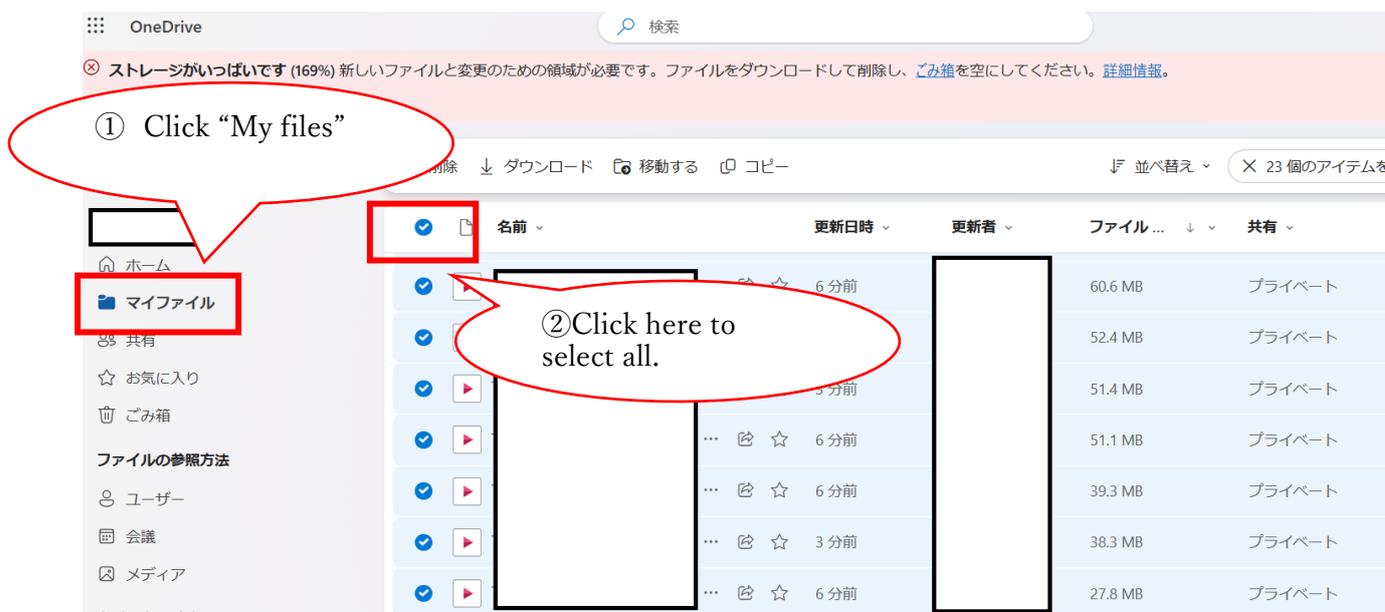
(Note) If the storage capacity is exceeded, a warning will appear as shown below, and new uploads will not be possible.



【Bulk Downloading Data from OneDrive】

(1) Click "My Files" and select all files.

(If you want to download specific files only, select only the files you wish to download.)



(2) Click "Download."



The download of a .zip file will begin. Save it to a location of your choice.

※ Make sure to extract the .zip file and confirm that all files are saved.

【Bulk Deleting Data from OneDrive】

(1) Click "My Files" and select all files.

(If you want to delete specific files only, select only the files you wish to delete.)



(2) Click "Delete"



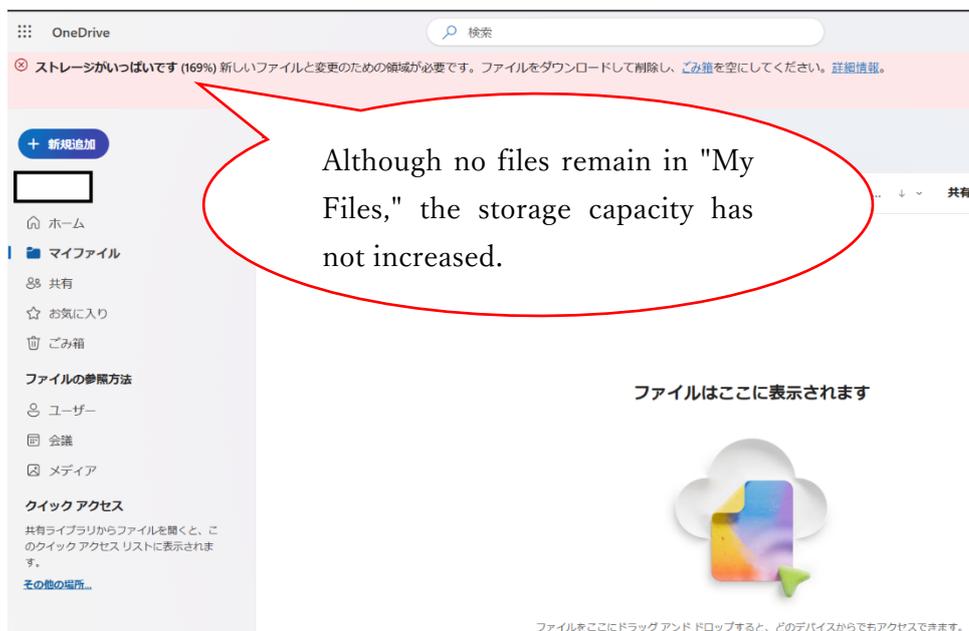
(3) On the confirmation screen, click "Delete"



By clicking "Delete," the files will be removed from the "My Files" screen. **However, at this point, the files are not permanently deleted (OneDrive storage capacity will not increase).**

Proceed to permanently delete the files from the "Recycle Bin" and the "Second-Stage Recycle Bin."

(Note)



(4) Click "Recycle Bin."



(5) Click "Empty Recycle Bin."



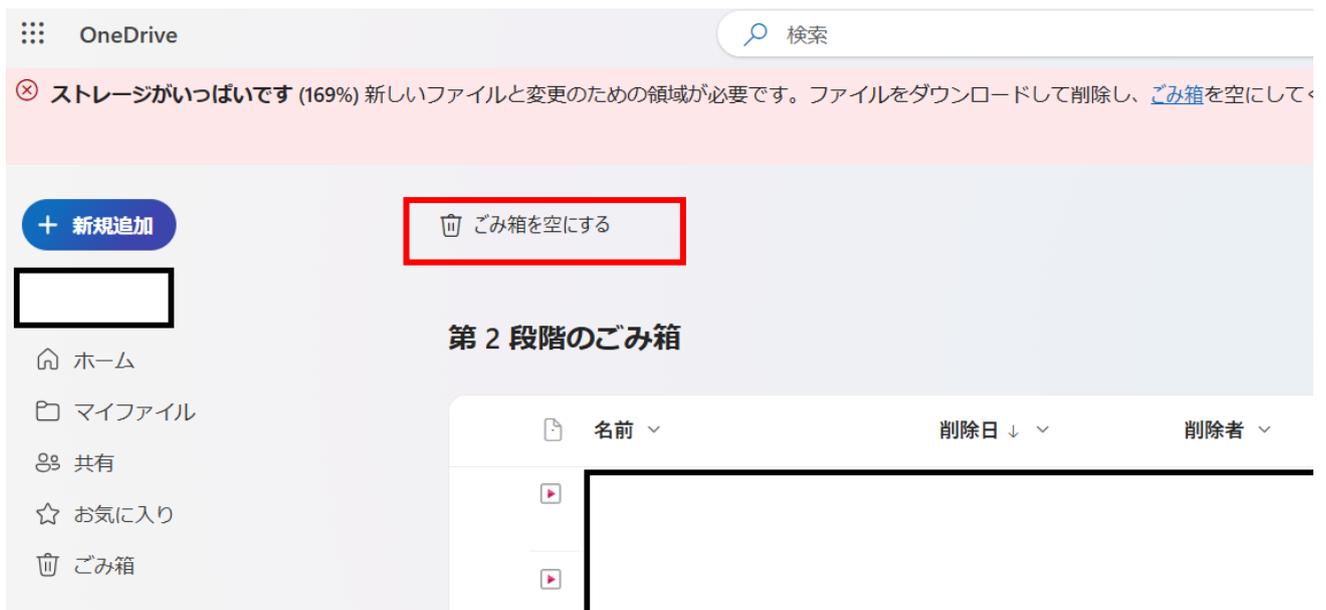
(6) On the confirmation screen, click "Yes."



(7) Click the "Second-Stage Recycle Bin" link.



(8) On the Second-Stage Recycle Bin screen, click "Empty Recycle Bin."



After completing these steps and emptying the "Second-Stage Recycle Bin," wait for a moment and refresh the web browser. If the storage capacity is below the limit, the warning will disappear, and you can confirm that the storage capacity has increased.

(Note) After emptying the Second-Stage Recycle Bin (the over-capacity warning has disappeared).



【Bulk Downloading Data from SharePoint】

(1) Access the SharePoint site where you want to download data and click "Documents."



※If you have files or other data stored outside of "Documents," click the name of the content where the data you want to download is stored.

(2) Select all files and click the download button.



(If you want to download specific files only, select only the files you wish to download.)

The download of a .zip file will begin. Save it to a location of your choice.

※**Make sure to extract the .zip file and confirm that all files are saved.**

【Bulk Deleting Data from SharePoint】

(1) Access the SharePoint site where you want to delete data and click "Documents."



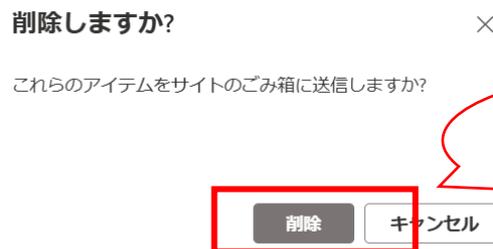
※If you have files or other data stored outside of "Documents," click the name of the content where the data you want to download is stored.

(2) Select all files and click "Delete."

(If you want to delete specific files only, select only the files you wish to delete.)



(3) On the confirmation screen, click "Delete."



(4) Click "Recycle Bin."



(5) Click "Empty Recycle Bin."



(6) On the confirmation screen, click "Yes."



To increase storage capacity in SharePoint, similar to OneDrive, you need to empty the "Second-Stage Recycle Bin."

Proceed to empty the Second-Stage Recycle Bin as well.

(7) Click the "Second-Stage Recycle Bin" link at the bottom of the screen.



(8) On the "Second-Stage Recycle Bin" screen, click "Empty Recycle Bin."



(9) On the confirmation screen, click "Yes."





ホーム

会話

ドキュメント

ノートブック

ページ

サイトコンテンツ

第 2 段階のごみ箱

 名前 ▾

削除日 ↓ ▾

削除者 ▾

作成者 ▾

元の場所 ▾

ごみ箱は空です



Once the deletion from the Second-Stage Recycle Bin is complete, the data will be permanently removed from SharePoint storage.