

# OneDrive | www.office.com



A screenshot of the Microsoft Office 365 homepage in Google Chrome. The browser address bar shows 'office.com/?auth=2'. The page features a navigation bar with 'Office 365' and a search bar. Below the navigation bar, there is a grid of application icons: '建立新的' (Create new), 'Outlook', 'OneDrive' (highlighted with a red box), 'Word', 'Excel', 'PowerPoint', 'OneNote', 'SharePoint', 'Teams', 'Class Notebook', and 'Sway'. There are also icons for 'Forms' and '所有應用程式' (All apps). At the top right, there is a button for '安裝 Office' (Install Office). Below the application grid, there are links for '最近' (Recent), '已釘選' (Pinned), '與我共用' (Shared with me), and '探索' (Explore). A central illustration shows a person working at a desk. Below the illustration, the text reads: '沒有最近的線上 Office 文件' (No recent online Office files) and '與其他人員共用及共同作業。若要開始，請建立新的文件或拖曳文件到這裡以上傳並開啟。' (Share and collaborate with other people. To get started, create a new file or drag a file here to upload and open). At the bottom, there are buttons for '上傳並開啟...' (Upload and open...) and '新增' (Add). In the bottom right corner, there is a '意見反應' (Feedback) button.

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The screenshot shows the OneDrive web interface. At the top, there is a blue header with the text "一個驅動器" and a search bar. Below the header, there is a navigation bar with options like "新", "上傳", "同步", and "流量". The left sidebar contains navigation options such as "我的文件", "最近", "共享的", "回收站", and "共享庫". The main content area shows a list of files, with a "新" button highlighted in a red box. A dropdown menu is open, showing options like "Word文件", "Excel工作簿", "PowerPoint演示文稿", "OneNote筆記本", "Excel表格", and "鏈接".

文件名稱	修改	由	文件大小	分享
工作表.pdf	昨天晚上10:24	江怡晴	2.83兆字節	私人的

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The screenshot shows the OneDrive web interface. The top navigation bar is blue and contains the text "一個驅動器" (One Drive) and several icons for search, settings, and help. Below the navigation bar is a search bar and a menu with options: "+ 新" (New), "上傳" (Upload), "同步" (Sync), and "流量" (Usage). The "New" menu is open, and the "檔案" (Folder) option is highlighted with a red box. Below the menu, the main content area shows a list of files. The first file is "教務防疫大作戰.pdf" (Academic and Epidemic Prevention Battle.pdf), which was modified on "昨天晚上10:24" (10:24 last night) by "江怡晴" (Jiang Yiqing) and has a size of "2.83兆字節" (2.83 GB). The interface also includes a left sidebar with navigation options like "我的文件" (My files), "最近" (Recent), "回收站" (Recycle bin), and "共享庫" (Shared libraries).

姓名	修改	由	修改	文件大小	分享
教務防疫大作戰.pdf	昨天晚上10:24	江怡晴		2.83兆字節	私人的

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The screenshot shows the Windows File Explorer interface for a OneDrive folder. A sharing settings dialog box is open over a file named '敬務防盜大作戰.pdf'. The dialog has two sections: '連結設定' (Link settings) and '其他設定' (Other settings). In the '連結設定' section, the option '知道連結的人' (People I know) is selected and highlighted with a red box. In the '其他設定' section, the option '允許編輯' (Allow editing) is checked and highlighted with a red box. The dialog also includes a '設定密碼' (Set password) section and '應用' (Apply) and '取消' (Cancel) buttons.

**設定「知道連結的人」  
都可以看到**

**記得「取消允許編輯」**