

M365 Storage Management: Optimalisasi Migrasi dan Pengelolaan

OneDrive dan SharePoint

Surabaya, 20 Juni 2025

DPTSI

Direktorat Pengembangan Teknologi dan Sistem Informasi



Outline

- 1) Bagaimana mengetahui size dari OneDrive individu dan SharePoint unit?
- 2) Bagaimana memindahkan data atau menarik berkas dari OneDrive individu?
- 3) Bagaimana pengelolaan SharePoint dan Microsoft Teams?
- 4) Bagaimana cara memindahkan berkas-berkas dari individu ke SharePoint unit?



Microsoft 365 (M365)

M365 adalah layanan penyimpanan berbasis *cloud* seperti OneDrive, SharePoint (Teams), dan Exchange (Mailbox).



DPTSI

Direktorat Pengembangan Teknologi dan Sistem Informasi

Latar Belakang

- Microsoft menerapkan kebijakan baru terkait kapasitas penyimpanan di M365.
- Pembatasan ini bertujuan untuk efisiensi dan optimalisasi penyimpanan cloud.
- Kapasitas saat ini lebih terbatas dibandingkan sebelumnya.
- Pengguna perlu mengelola penyimpanan secara bijak untuk menghindari kendala akses.



Kebijakan Batasan Penyimpanan

Layanan	Kategori	Kapasitas Penyimpanan
SharePoint (penyimpanan kolaborasi)	Unit dan Fakultas	150 GB
	Departemen	400 GB
Mailbox (<i>exchange</i>)	Dosen	7 GB
	Non-Dosen	1 GB
OneDrive (penyimpanan individu)	Dosen	40 GB
	Tenaga Kependidikan (Tendik)	3 GB
	Mahasiswa	(diinfokan melalui email)



Penggunaan Storage Civitas Akademik ITS

Home > Storage

Storage

Understand the amount of storage used in your organization for OneDrive, Exchange, and SharePoint.
[Learn more about managing storage.](#)

Usage [Storage limits](#)

Overview

[Usage by inactive users](#)

[Usage by product](#)

 OneDrive

 Exchange

 SharePoint

Overview

Usage

360.12 TB over 156.05 TB storage limit ⓘ

Total storage used



 Limit Used  Over Limit

Storage used by product



 Exchange  SharePoint  OneDrive



Mengecek Kapasitas Penyimpanan & Pembuatan SharePoint/Teams

One Drive



Sharepoint



Teams



Mailbox





Mengecek Kapasitas Penyimpanan OneDrive

1. Buka website <https://itsacid-my.sharepoint.com/>.
2. Pada halaman OneDrive, disebelah kiri bawah terdapat informasi total penyimpanan yang sudah dipakai.



Mengecek Kapasitas Penyimpanan OneDrive





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OneDrive



HT

+ Buat atau unggah

Hartantya Ainiyatuts Tsaniyah

- Beranda
- File saya
- Dibagikan
- Favorit
- Keranjang sampah

Telusuri file berdasarkan

- Orang
- Rapat
- Media

Akses cepat

- Direktorat Pengemba...

Tempat lainnya...

Penyimpanan

116.3 GB digunakan dari 1 TB (11%)

Untuk Anda



Pengelolaan Storage M365 - ITS 2025



Buka



List Sharepoint 2025



Buka



Lampiran - Tata Kelola Penyimpanan di Micros...



Buka



penyesuaian-storage-m365-its



Buka

Terbaru

Semua Word Excel PowerPoint PDF Lainnya

Filter berdasarkan nama atau o...

Nama	Dibuka	
	8 m lalu	
	54 m lalu	
	1j yang lalu	
	3j yang lalu	
	4j yang lalu	AYU ISTIA DAH
	4j yang lalu	AHMAD ARICK AMRIZAL HAQI
	4j yang lalu	Titus Patrick Lovsufer Sinaga
	Kemarin pada 19.56	Hartantya Ainiyatuts Tsaniyah
	Kemarin pada 19.53	Agus Budi Raharjo

Agus Budi Raharjo membagikan ini di obrolan Teams · Sel

Penyimpanan

116.3 GB digunakan dari 1 TB (11%)



Mengecek Kapasitas Penyimpanan Teams

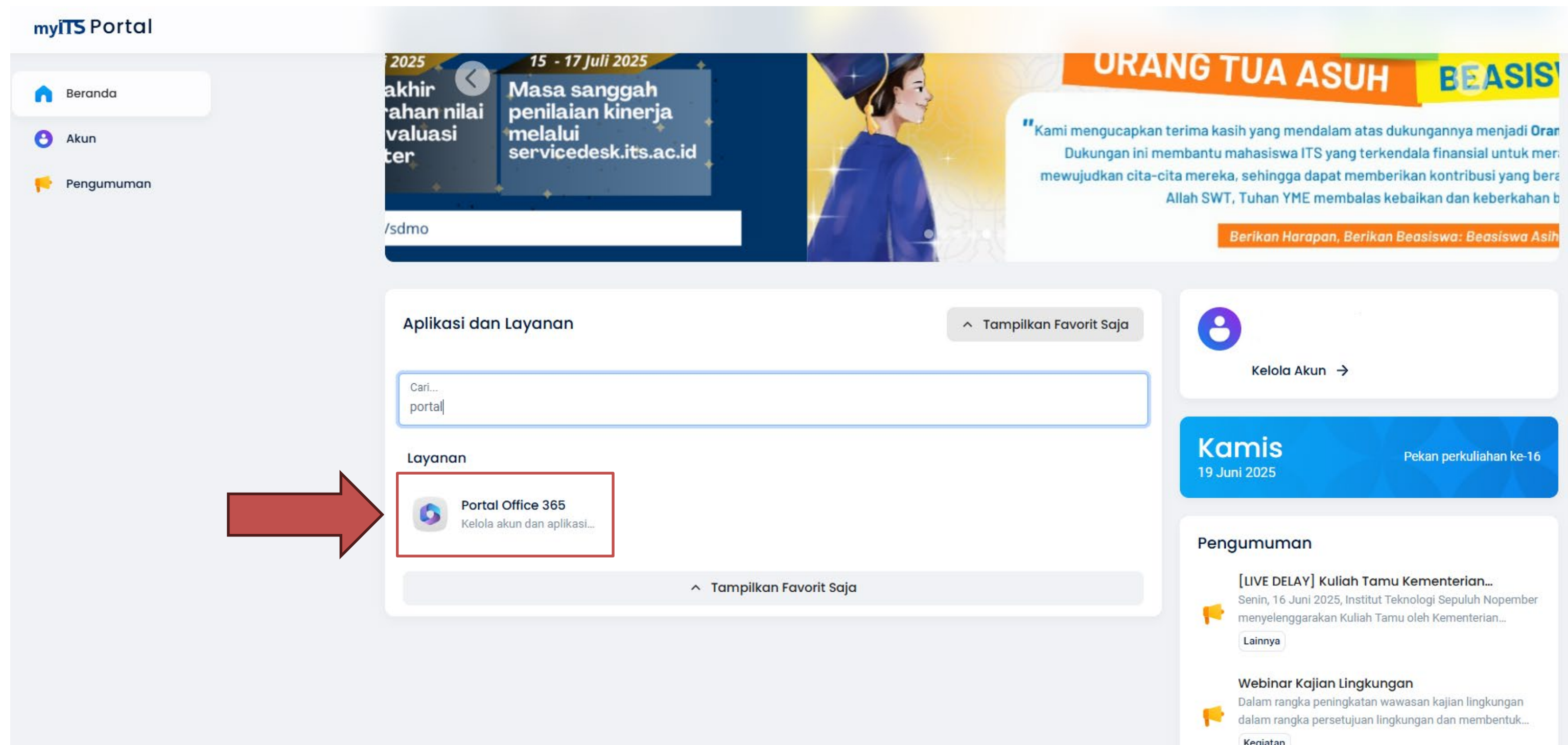
1. Buka portal office365 melalui website portal.its.ac.id
2. Klik menu “Apps” di sidebar sebelah kiri > Pilih “Teams”
3. Pada halaman teams, pilih teams yang ingin dilihat storage nya.
4. Klik tab “Files” > Klik tanda titik tiga (...) > Pilih “Open in Sharepoint”
5. Klik ikon roda gigi (⚙️) > Pilih “Site contents”
6. Klik “Site settings” > Di halaman site setting, pilih “Storage Metrics”



Mengecek Kapasitas Penyimpanan Teams



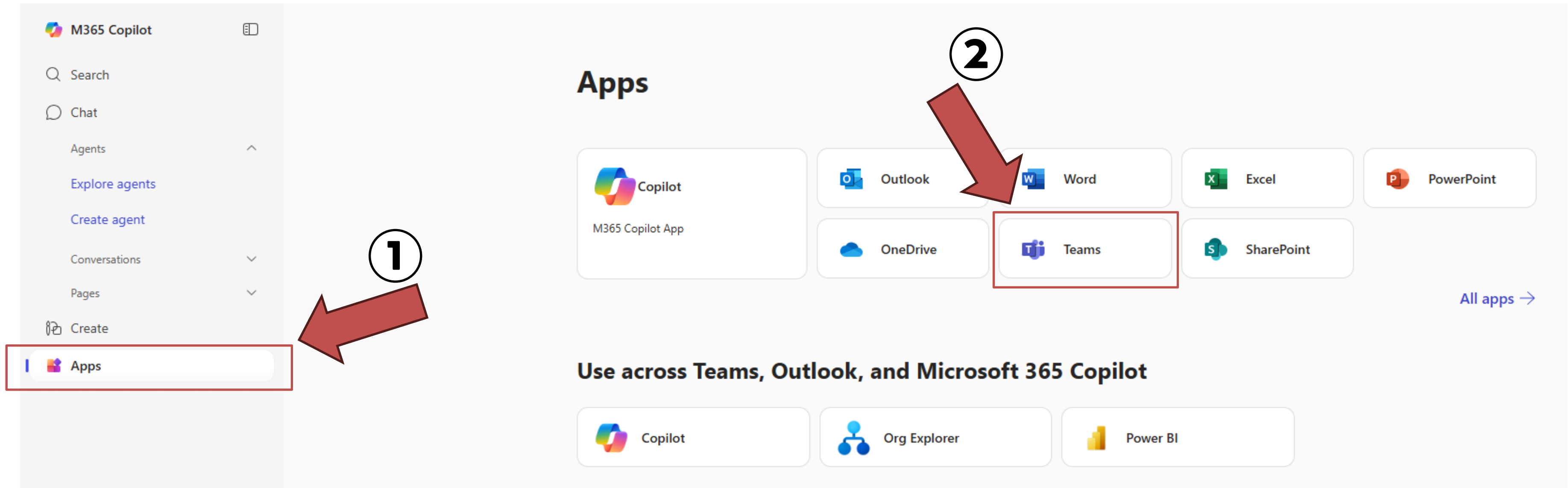
1. Buka portal office365 melalui website portal.its.ac.id



The screenshot shows the myITS Portal interface. On the left, there is a sidebar with links: Beranda, Akun, and Pengumuman. The main content area features a banner for the 2025 academic year (15 - 17 Juli 2025) with a message about the final evaluation period. Below the banner, there is a section titled 'Aplikasi dan Layanan' with a search bar containing 'portal'. Under the 'Layanan' sub-section, the 'Portal Office 365' link is highlighted with a red box and a red arrow pointing to it. The right sidebar contains a 'Kelola Akun' link, a date widget showing 'Kamis 19 Juni 2025' (Pekan perkuliahan ke-16), and a 'Pengumuman' section with news about a guest lecture and a webinar.



2. Klik menu “Apps” di sidebar sebelah kiri> Pilih “Teams”

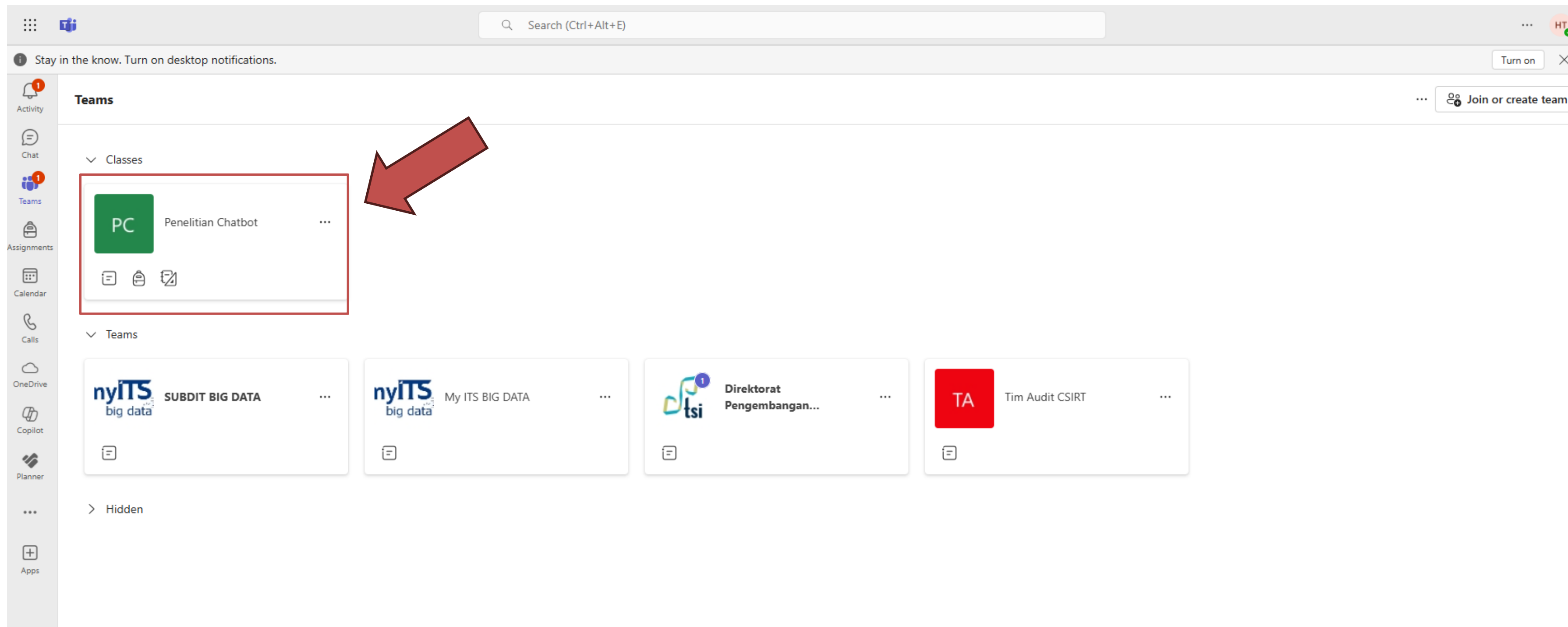


The screenshot displays the Microsoft 365 Copilot interface. On the left sidebar, the 'Apps' menu item is highlighted with a red box and a red arrow labeled '1'. The main area, titled 'Apps', shows a grid of application tiles. The 'Teams' tile is highlighted with a red box and a red arrow labeled '2'. Below the 'Apps' section, there is a section titled 'Use across Teams, Outlook, and Microsoft 365 Copilot' which includes tiles for Copilot, Org Explorer, and Power BI. The 'All apps' link is visible on the right side of the 'Apps' section.

Mengecek Kapasitas Penyimpanan Teams

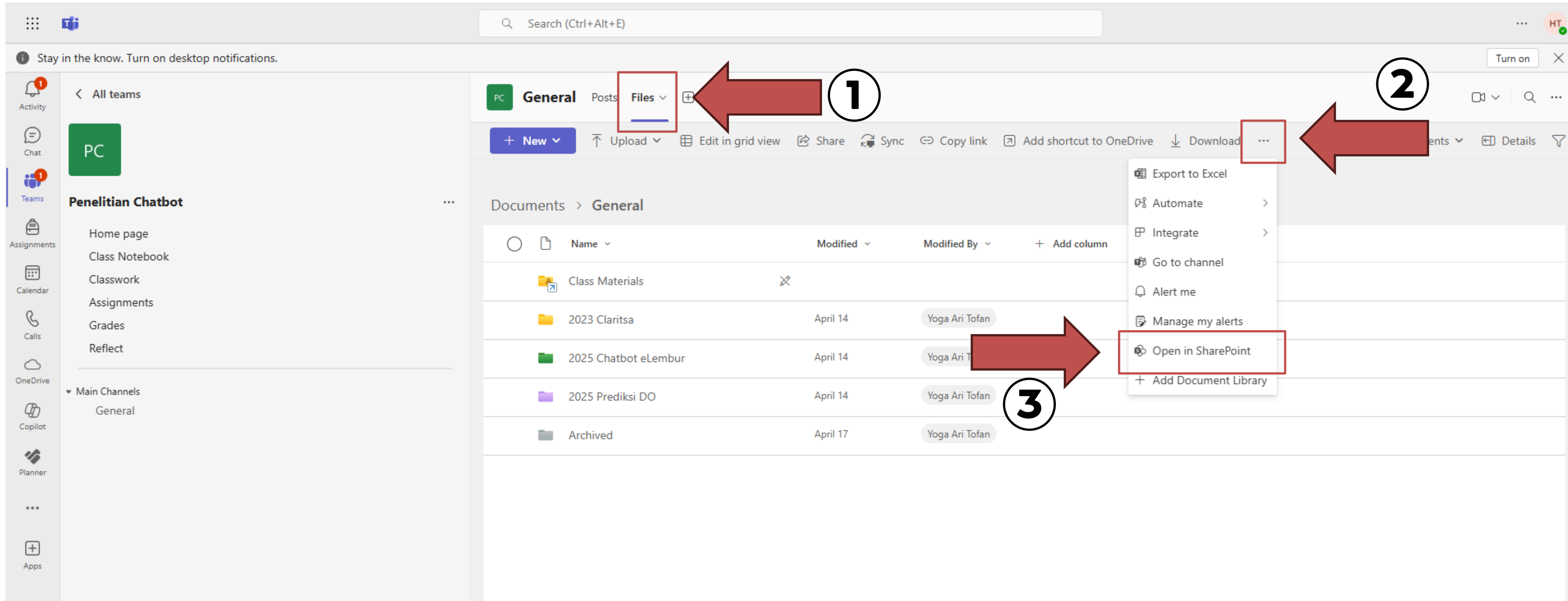


3. Pada halaman teams, pilih teams yang ingin dilihat storage nya.





4. Klik tab “Files” > Klik tanda titik tiga (...) > Pilih “Open in Sharepoint”



The screenshot shows the Microsoft Teams interface. On the left is the navigation pane with 'All teams' and 'Penelitian Chatbot'. The main area shows the 'General' channel with a 'Files' tab selected. A table of documents is displayed:

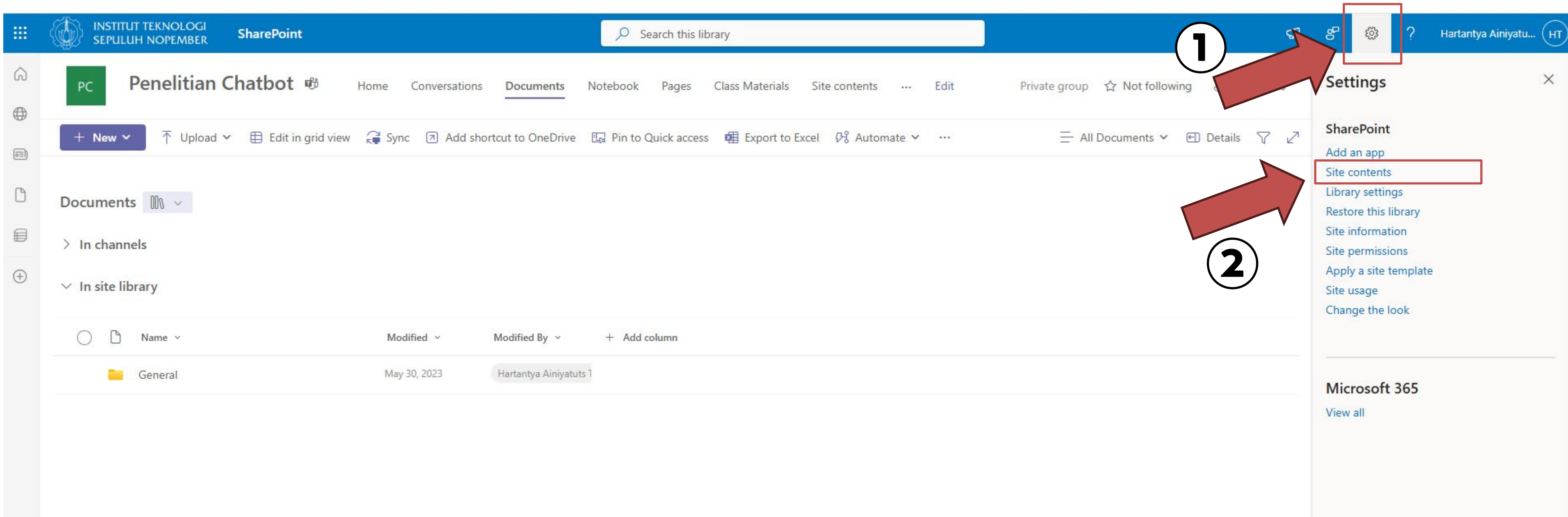
Name	Modified	Modified By
Class Materials		
2023 Claritsa	April 14	Yoga Ari Tofan
2025 Chatbot eLembur	April 14	Yoga Ari T
2025 Prediksi DO	April 14	Yoga Ari Tofan
Archived	April 17	Yoga Ari Tofan

Red arrows and numbers indicate the steps: 1. Click the 'Files' tab. 2. Click the three-dot menu icon. 3. Click 'Open in SharePoint' in the dropdown menu.

Mengecek Kapasitas Penyimpanan Teams



5. Klik ikon roda gigi (⚙️) > Pilih “Site contents”

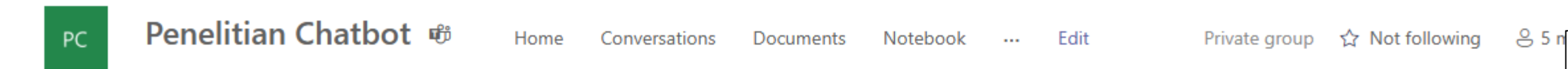


The screenshot shows the SharePoint interface for a site named "Penelitian Chatbot". The top navigation bar includes the ITS logo, "INSTITUT TEKNOLOGI SEPULUH NOPEMBER", "SharePoint", and a search bar. The main navigation bar shows tabs for "Home", "Conversations", "Documents", "Notebook", "Pages", "Class Materials", "Site contents", and "Edit". The "Documents" tab is currently selected. Below the navigation bar, there are various action buttons like "New", "Upload", "Edit in grid view", "Sync", "Add shortcut to OneDrive", "Pin to Quick access", "Export to Excel", and "Automate". The main content area displays a list of documents, with a table showing columns for "Name", "Modified", and "Modified By". A document named "General" is listed, modified on "May 30, 2023" by "Hartantya Ainiyatuts 1". On the right side, the "Settings" menu is open, showing options like "Add an app", "Site contents", "Library settings", "Restore this library", "Site information", "Site permissions", "Apply a site template", "Site usage", and "Change the look". The "Site contents" option is highlighted with a red box. A red arrow labeled "1" points to the gear icon in the top right corner, and another red arrow labeled "2" points to the "Site contents" option in the settings menu.

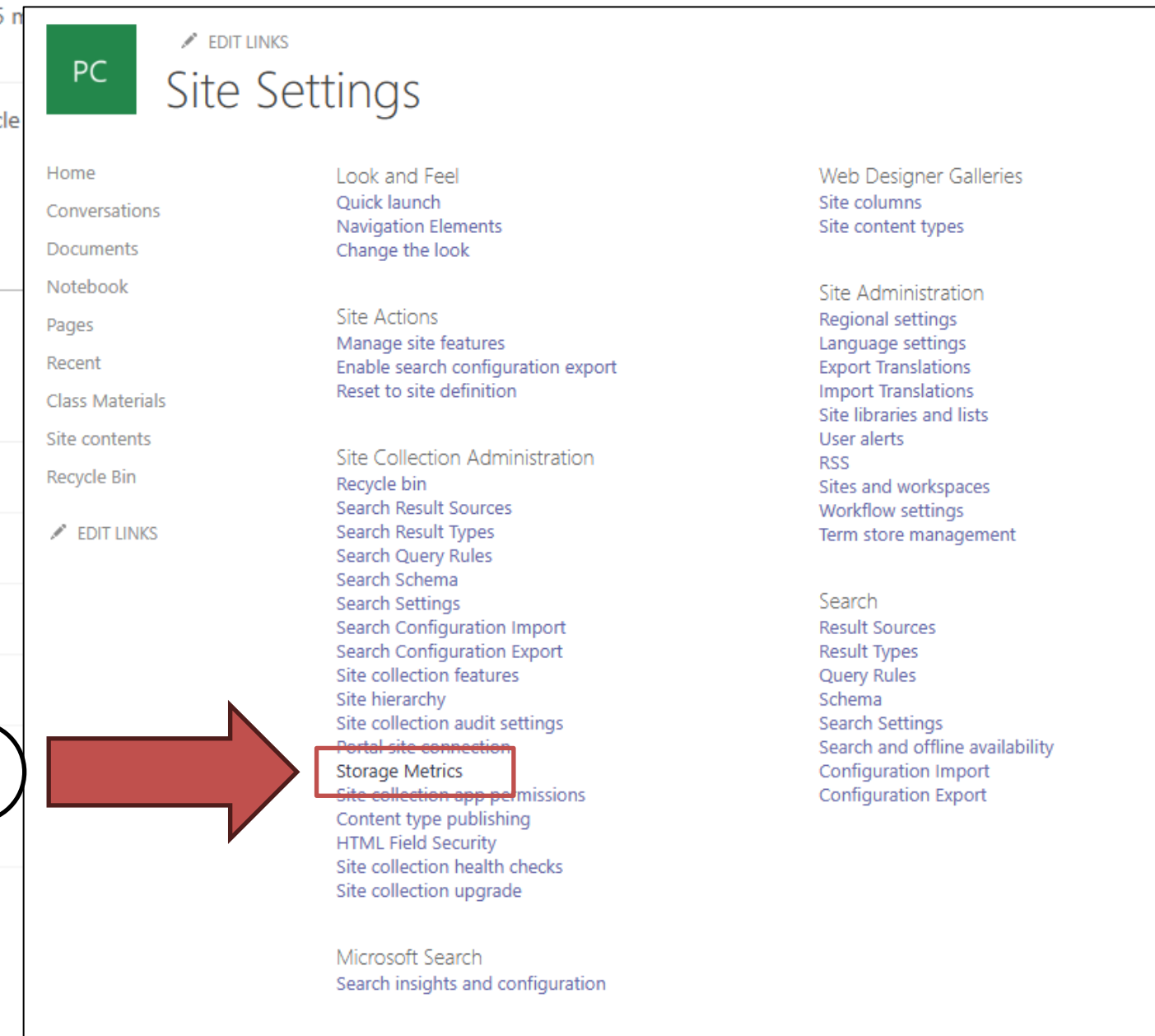
Mengecek Kapasitas Penyimpanan Teams



6. Klik “Site settings” > Di halaman site setting, pilih “Storage Metrics”



Name	Type	Items	Modified
Class Materials	Document library	0	30/05/2023 09.45
Documents	Document library	63	17/04/2025 14.58
Form Templates	Document library	0	30/05/2023 09.44
Site Assets	Document library	30	30/05/2023 09.45
Style Library	Document library	0	20/05/2023 22.03
Site Pages	Page library	2	20/05/2023 22.03





Mengecek Kapasitas Penyimpanan Teams



Tampil halaman informasi kapasitas storage yang sudah digunakan

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SharePoint

PC

EDIT LINKS

Site Settings ▸ Storage Metrics ⓘ

Home

Conversations

Documents

Notebook

Pages

Recent

Class Materials

Site contents

Recycle Bin

EDIT LINKS

Site Collection

Type	Name	Total Size↓	% of Parent	% of Site Quota	Last Modified
Folder	Dokumen	200 MB	98,93%	0,02%	21/04/2025 08.52
Folder	_catalogs	1,3 MB	0,65%	0,00%	17/04/2025 19.29
Folder	Aset Situs	618,2 KB	0,30%	0,00%	18/06/2025 18.22
Folder	Halaman Situs	67,4 KB	0,03%	0,00%	17/01/2025 14.30
Folder	Lists	48,6 KB	0,02%	0,00%	22/09/2023 18.11
Folder	Templat formulir	43,8 KB	0,02%	0,00%	30/05/2023 09.44
Folder	Class Materials	38,8 KB	0,02%	0,00%	30/05/2023 09.45
Folder	Pustaka Gaya	28,3 KB	0,01%	0,00%	20/05/2023 22.03
Folder	Link Berbagi	17,8 KB	0,01%	0,00%	16/04/2025 09.00
Folder	Formulir Terkonversi	13,5 KB	0,01%	0,00%	30/05/2023 09.44
Folder	_cts	9,9 KB	0,00%	0,00%	07/02/2025 20.08
Folder	_private	< 1 KB	0,00%	0,00%	20/05/2023 22.03
Folder	_vti_pvt	< 1 KB	0,00%	0,00%	20/05/2023 22.03
Folder	images	< 1 KB	0,00%	0,00%	20/05/2023 22.03

1023,49 GB free of 1024,00 GB

(Page 1 / 1)

shown in the upper right is lower than you expect, empty the recycle bin.



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Mengecek Kapasitas Penyimpanan Mailbox (Outlook)

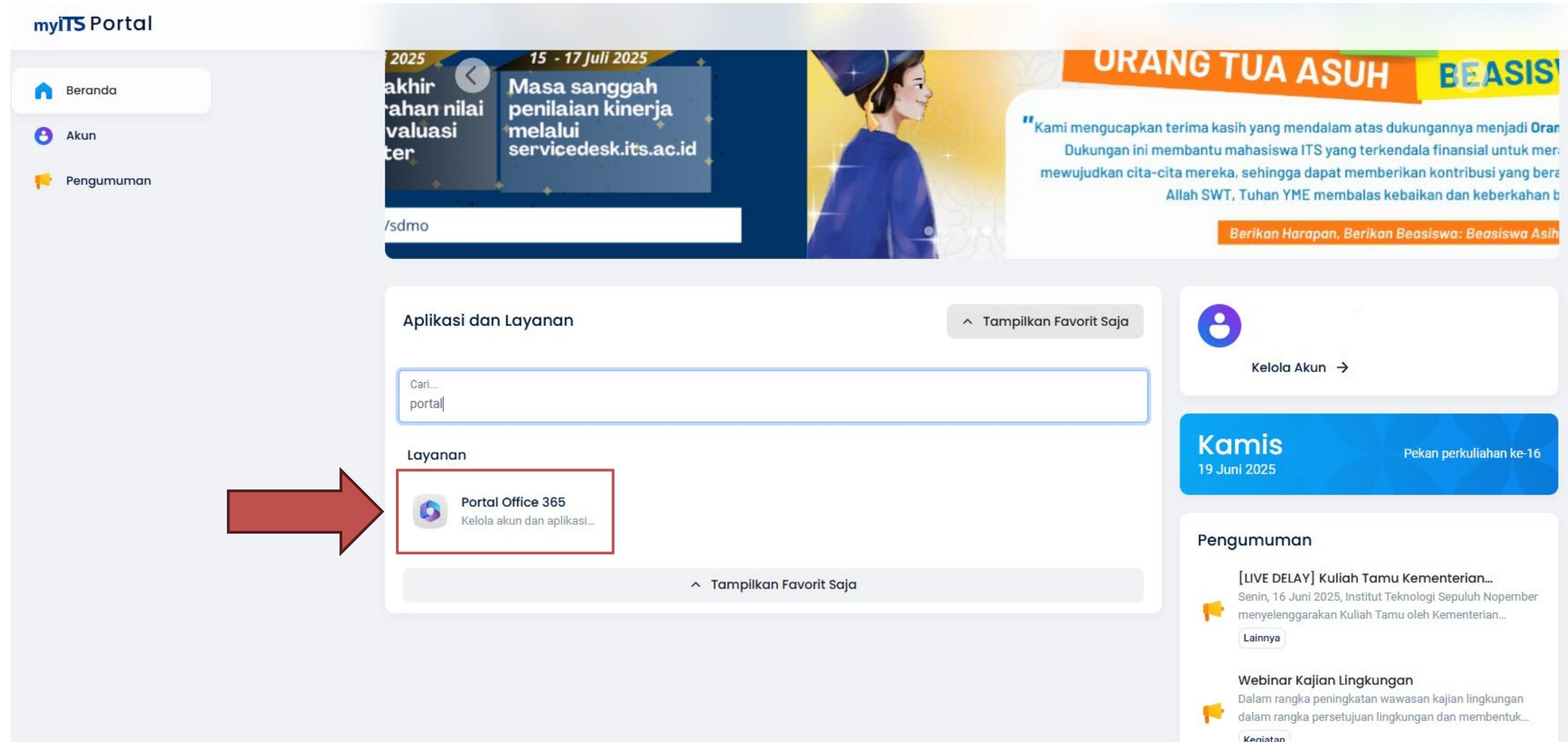
1. Buka portal office365 melalui website portal.its.ac.id
2. Klik menu “Apps” di sidebar sebelah kiri > Pilih “Outlook”
3. Klik ikon roda gigi (⚙️)
4. Klik “Account” pada sidebar > Pilih “Storage



Mengecek Kapasitas Penyimpanan **Outlook**



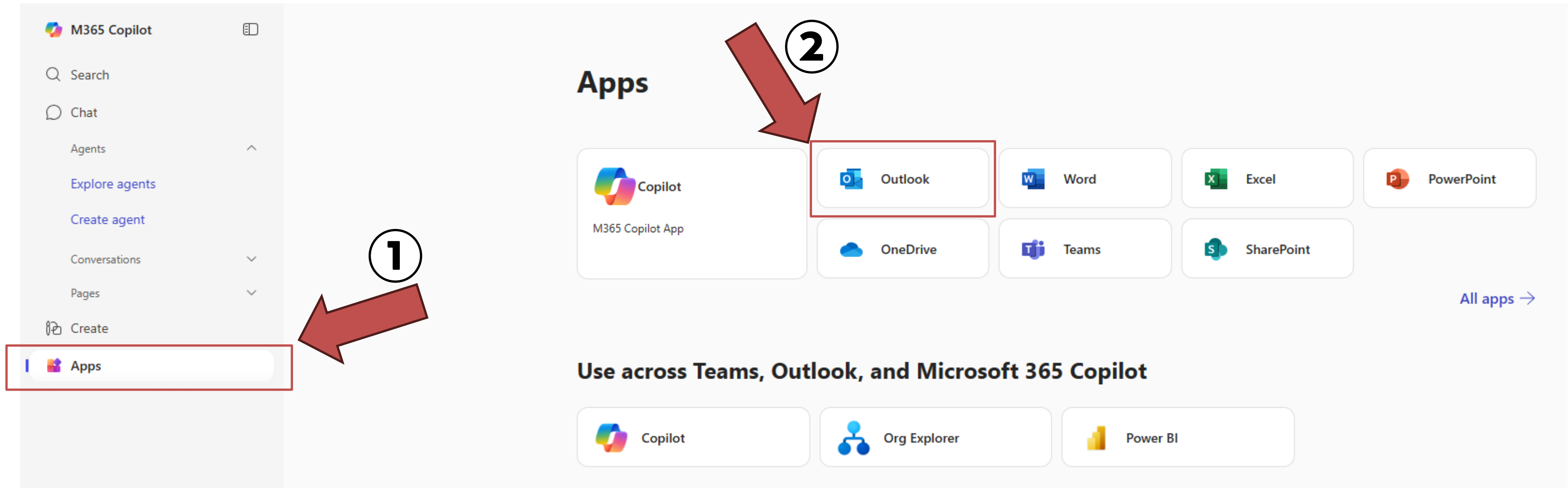
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2. Klik menu “Apps” di sidebar sebelah kiri> Pilih “Outlook”



The screenshot shows the Microsoft 365 Copilot interface. On the left sidebar, the 'Apps' menu item is highlighted with a red box and a red arrow labeled '1'. In the main area, the 'Apps' section is displayed with a grid of application tiles. The 'Outlook' tile is highlighted with a red box and a red arrow labeled '2'. Below the 'Apps' section, there is a section titled 'Use across Teams, Outlook, and Microsoft 365 Copilot' with tiles for Copilot, Org Explorer, and Power BI.

Apps

- Copilot (M365 Copilot App)
- Outlook
- Word
- Excel
- PowerPoint
- OneDrive
- Teams
- SharePoint

[All apps →](#)

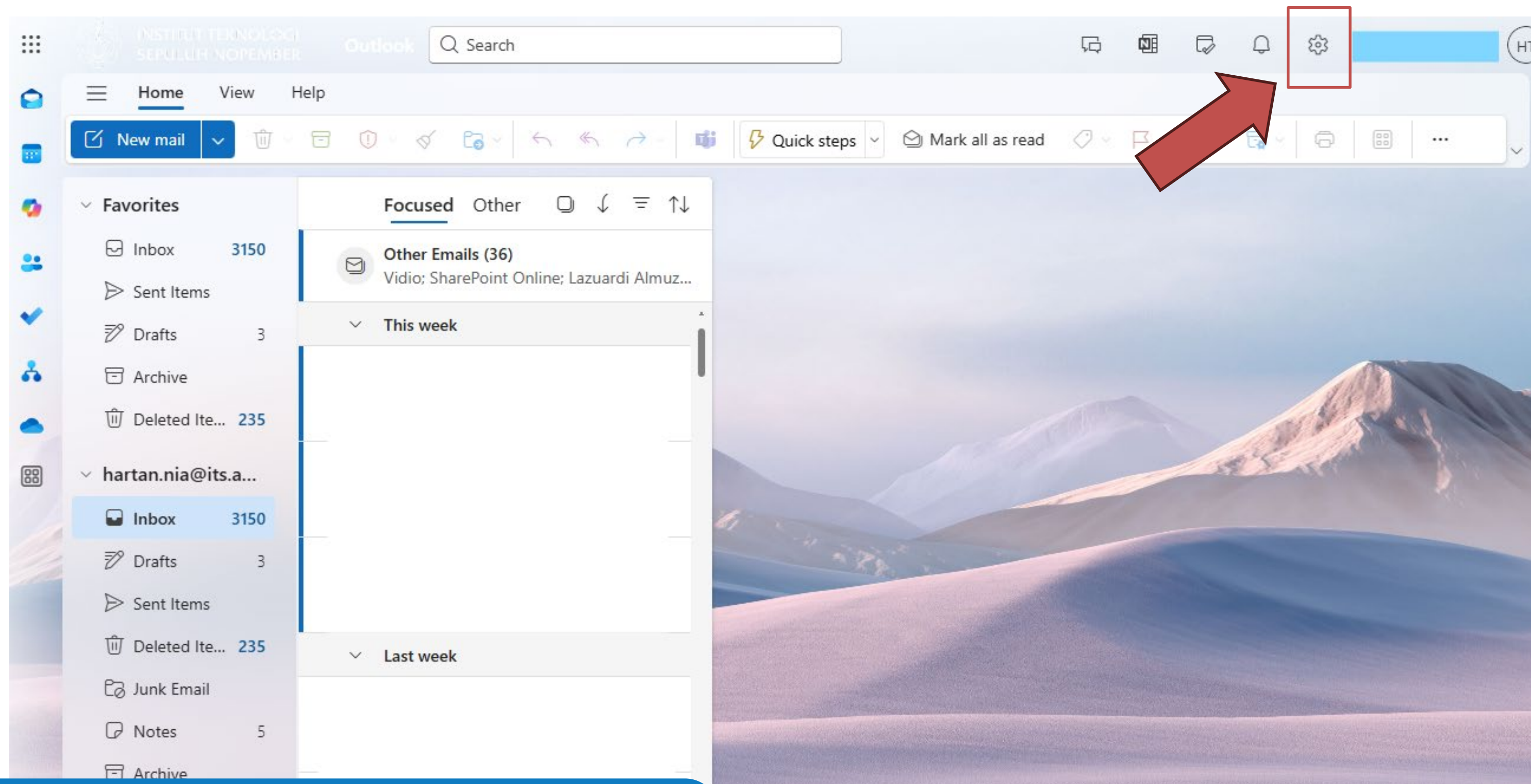
Use across Teams, Outlook, and Microsoft 365 Copilot

- Copilot
- Org Explorer
- Power BI

Mengecek Kapasitas Penyimpanan **Outlook**



3. Tampil halaman outlook. Klik ikon roda gigi (⚙️)



Mengecek Kapasitas Penyimpanan Outlook



4. Klik “Account” pada sidebar > Pilih “Storage”

Settings

Search settings

- Account**
- Files
- General
- Mail
- Calendar
- People
- Copilot

Storage

Storage

You have 99.00 GB of email storage with this account which includes attachments and messages across all folders.

0.53 GB used of 99.00 GB (0.0%)

Inbox Sent Items Deleted Items Other

Manage storage

Emptying contents from a folder will help free up space. Items will be permanently deleted.

Folder	Size	Message Count	Manage
Deleted Items	20.94 MB	441	Empty
Inbox	448.00 MB	3878	Empty
Sent Items	23.87 MB	400	Empty
Archive	45.87 KB	1	Empty
Drafts	45.43 KB	3	Empty



Dampak Jika Melebihi Kapasitas Penyimpanan

Tidak bisa
upload

Sinkronisasi
gagal

Email tertahan
(jika mailbox
penuh)

Risiko
penghapusan
paksa



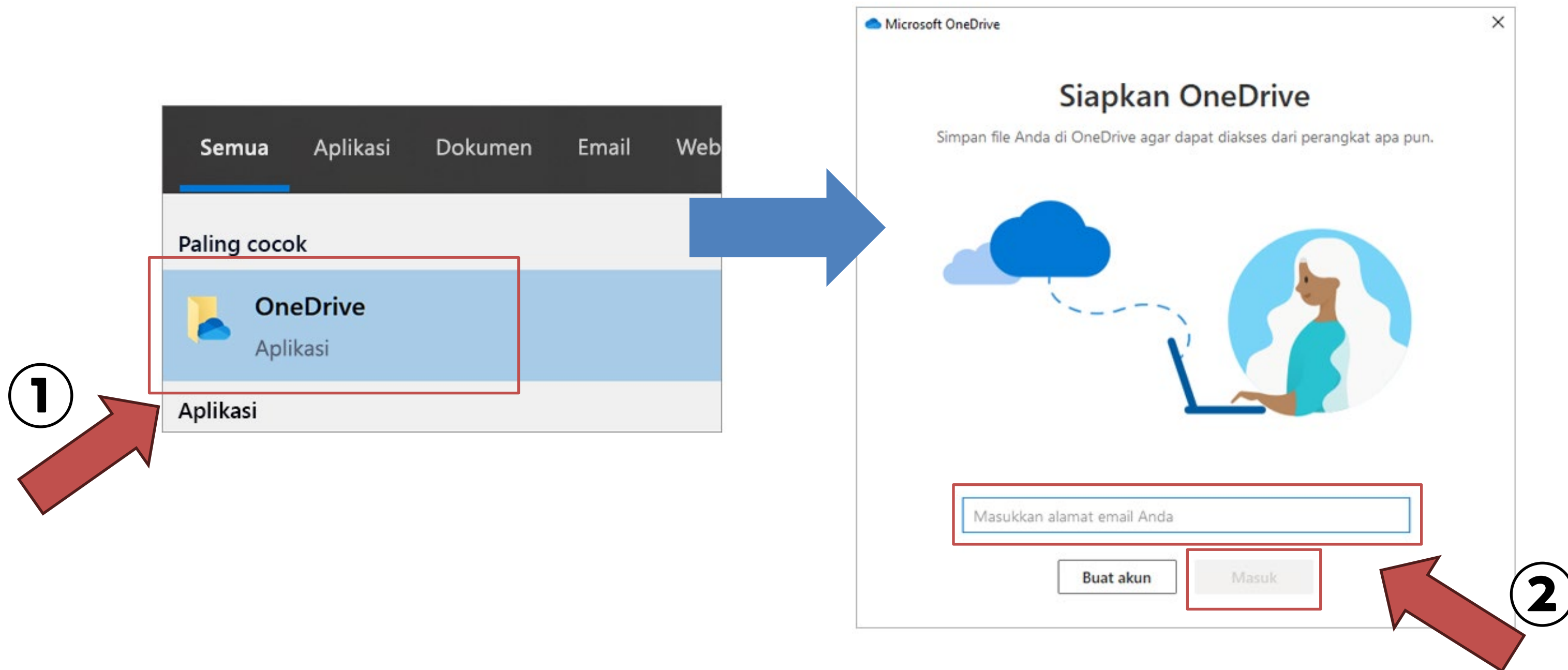
Cara Mengunduh File di OneDrive

1. Masuk ke aplikasi OneDrive di perangkat (laptop atau computer).
 2. Masukkan akun Microsoft yang terdaftar, lalu login.
 3. Ditampilkan informasi lokasi folder default untuk file OneDrive. Klik “Ubah Lokasi” jika ingin merubahnya. Jika tidak, klik “Berikutnya”
 4. Klik “Berikutnya” lagi untuk memulai proses sinkronisasi.
 5. Buka file explorer, lalu navigasikan ke folder OneDrive
 6. Pilih folder atau file yang ingin disimpan secara offline > Klik kanan > Pilih opsi “Always keep on this device”.
- Tunggu hingga seluruh file selesai diunduh, ditandai dengan tanda centang hijau.

Cara Mengunduh File Di OneDrive



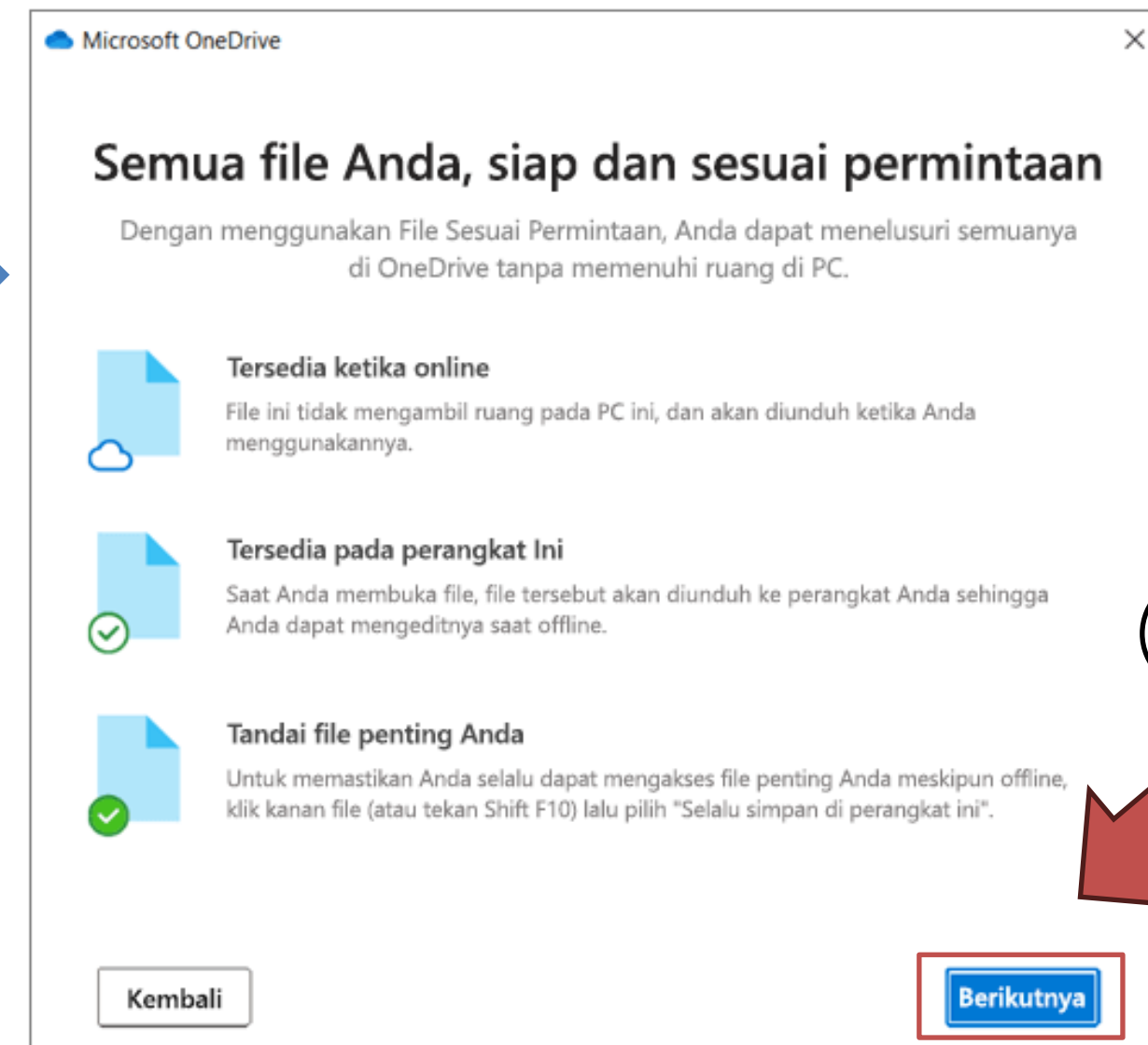
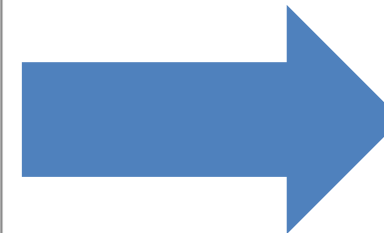
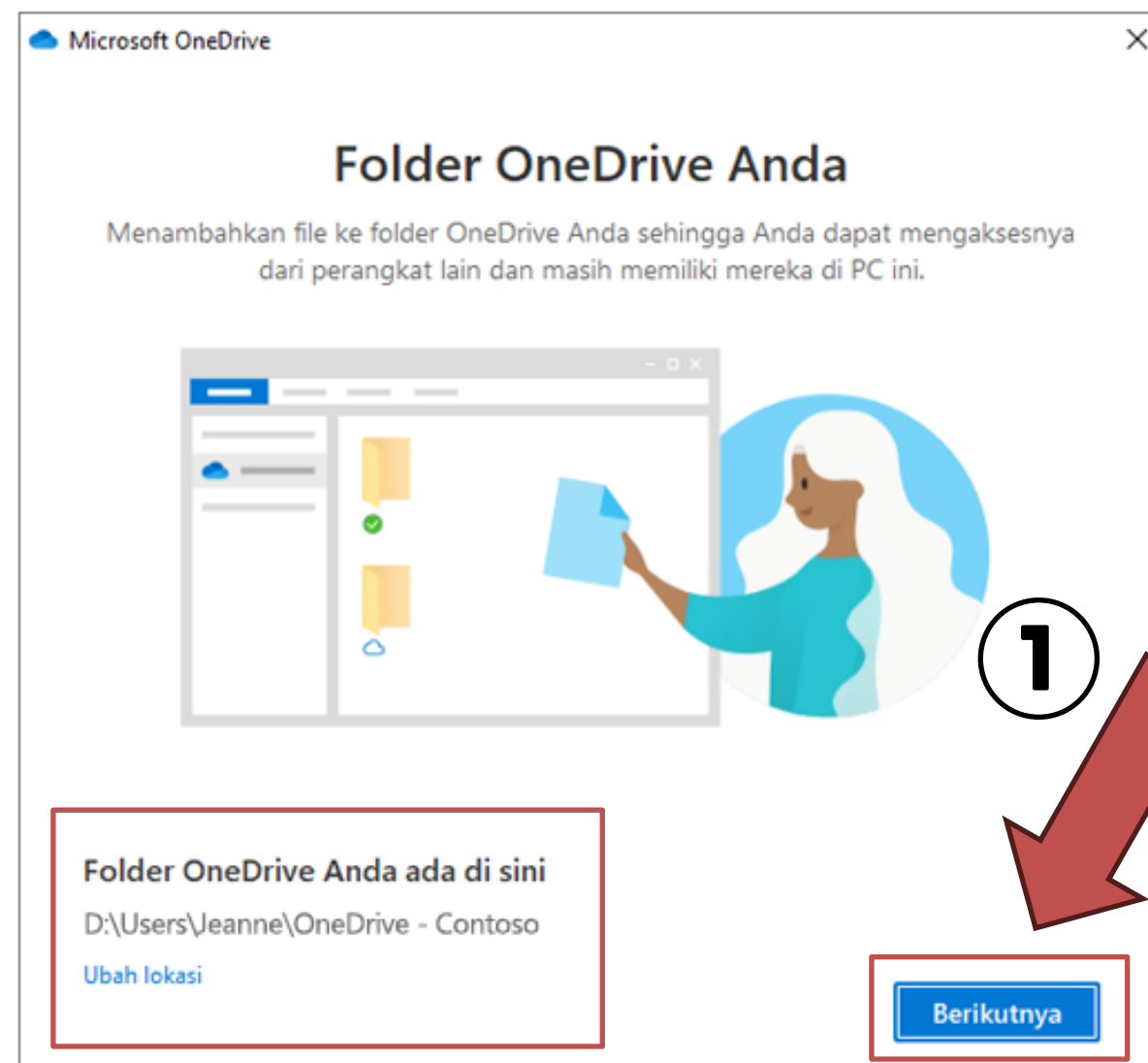
1. Masuk ke aplikasi OneDrive di perangkat (laptop atau computer).
2. Ketikkan alamat email > Klik “Masuk”



Cara Mengunduh File Di OneDrive



3. Ditampilkan informasi lokasi folder default untuk file OneDrive. Klik “Ubah Lokasi” jika ingin merubahnya. Jika tidak, klik “Berikutnya”
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Cara Mengunduh File Di OneDrive

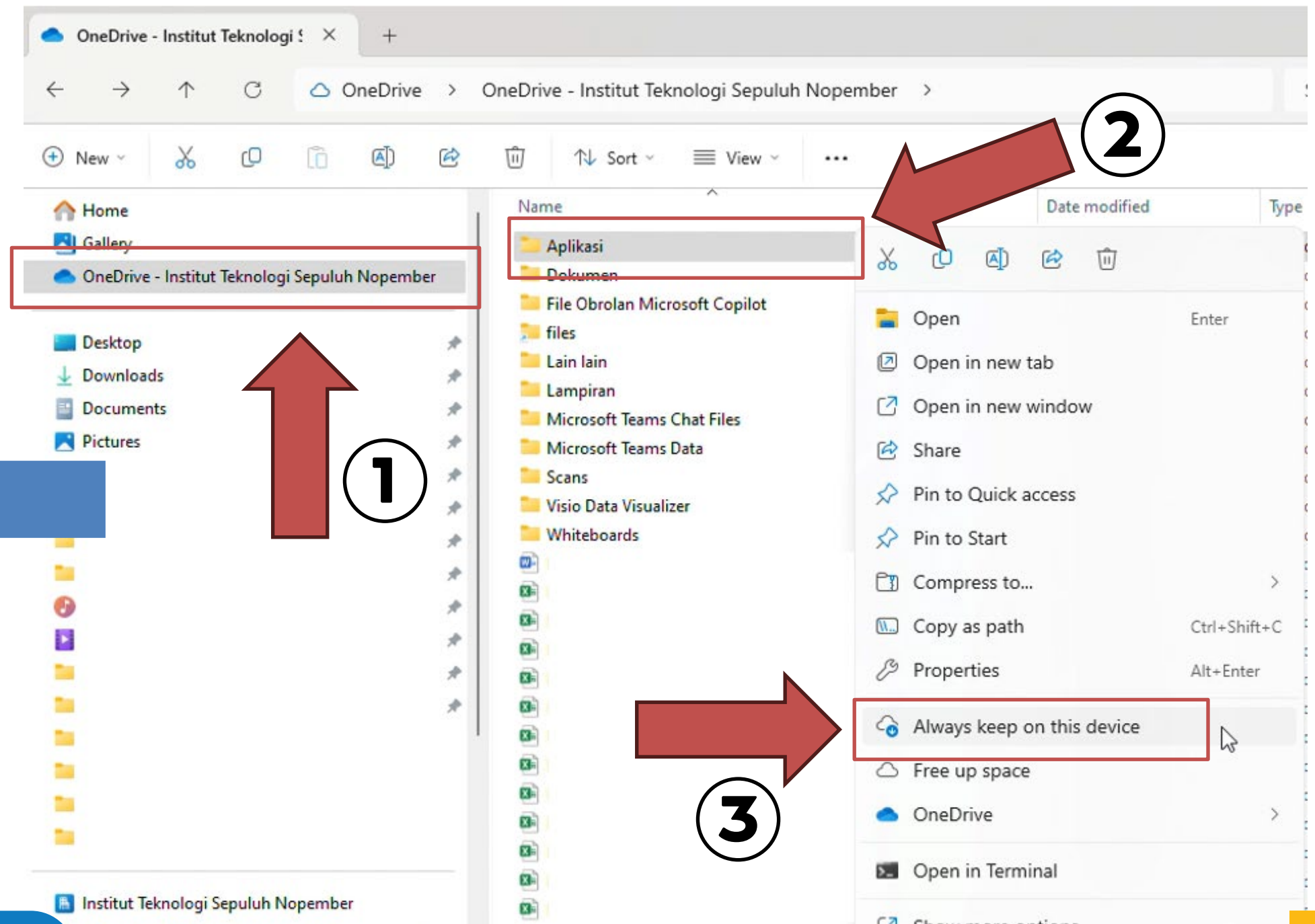


5. Buka file explorer, lalu navigasikan ke folder OneDrive

6. Pilih folder atau file yang ingin disimpan secara offline > Klik kanan > Pilih opsi “Always keep on this device”.

Centang hijau menandakan file berhasil didownload di lokal

Name	Status	Date modified
Aplikasi	✓	1/24/2023 1:07 PM
Dokumen	☁	4/23/2025 3:31 PM
File Obrolan Microsoft Copilot	☁	12/9/2024 3:03 PM
files	☁ ↗	6/19/2025 7:42 AM
Lain lain	☁	11/7/2021 7:15 AM
Lampiran	☁	3/30/2023 9:07 AM
Microsoft Teams Chat Files	☁	10/20/2022 8:56 AM
Microsoft Teams Data	☁	4/19/2022 1:55 PM
Scans	☁	1/2/2025 8:07 AM
Visio Data Visualizer	☁	3/7/2023 8:39 AM
Whiteboards	☁	5/3/2023 10:33 AM



Cara Mengunduh File di OneDrive

Peringatan!

Segera pindahkan file yang telah diunduh atau disinkronisasi **ke folder di luar OneDrive**, agar file tidak ikut terhapus saat data OneDrive dihapus.

Cara Menghapus File via Web OneDrive

1. Buka website onedrive (bisa melalui portal office 365)
2. Cari dan navigasikan ke folder atau file yang ingin dihapus
3. Klik ikon tempat sampah  (delete) di bagian atas menu.

File yang dihapus akan masuk ke “Recycle Bin”. Untuk menghapus permanen maka perlu menghapus file tersebut juga di “Recycle Bin”.

File yang dihapus dari website OneDrive akan terhapus dari semua perangkat yang tersinkronisasi.

Menghapus File via Web OneDrive





INSTITUT TEKNOLOGI
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OneDrive

Cari

Buat atau unggah

Beranda

File saya

Dibagikan

Favorit

Keranjang sampah

Telusuri file berdasarkan

Orang

Rapat

Media

Akses cepat

Direktorat Pengemba...

Penelitian Chatbot

Direktorat Pengemba...

Direktorat Pengemba...

SUBDIT BIG DATA - DPTSI...

Direktorat Pengemba...

My ITS BIG DATA - Data IT...

Tim Audit CSIRT

Tempat lainnya...

Bagikan

Salin tautan

Minta file

Hapus

Favorit

Unduh

Sediakan secara offline

Pindahkan ke

Salin ke

Ganti nama

	Nama	Dimensi	Dibuat Oleh	Ukuran file	Berbagi	Aktivitas
	Aplikasi	2023-01-24T06....		1 item	Privat	
	Dokumen	2019-11-26T02....		16 item	Privat	
	File Obrolan Microsoft Copilot	2024-12-09T08....		0 item	Privat	
	files	2020-12-07T02....		43 item	Pemilik: Tea...	
	Lain lain	2021-11-07T00....		13 item	Privat	
	Lampiran	2023-03-30T02....		4 item	Privat	
	Microsoft Teams Chat Files	2022-01-07T04....		23 item	Privat	
	Microsoft Teams Data	2022-04-19T06....		1 item	Privat	
	Scans	2025-01-01T00....		0 item	Privat	
	Visio Data Visualizer	2023-03-07T01....		1 item	Privat	
	Whiteboards	2023-05-03T03....		1 item	Privat	
	Bapak2 pada malam hari ini marilah kita p...	2025-04-03T09....		14,3 KB	Privat	
	Book (1).xlsx	2021-11-29T01....		8,42 KB	Privat	
	Book (2).xlsx	2025-01-09T01....		8,06 KB	Privat	



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Institut Teknologi Sepuluh Nopember

Pengelolaan SharePoint dan Microsoft Teams



SharePoint

Penyimpanan utama untuk data kolaboratif unit/organisasi.

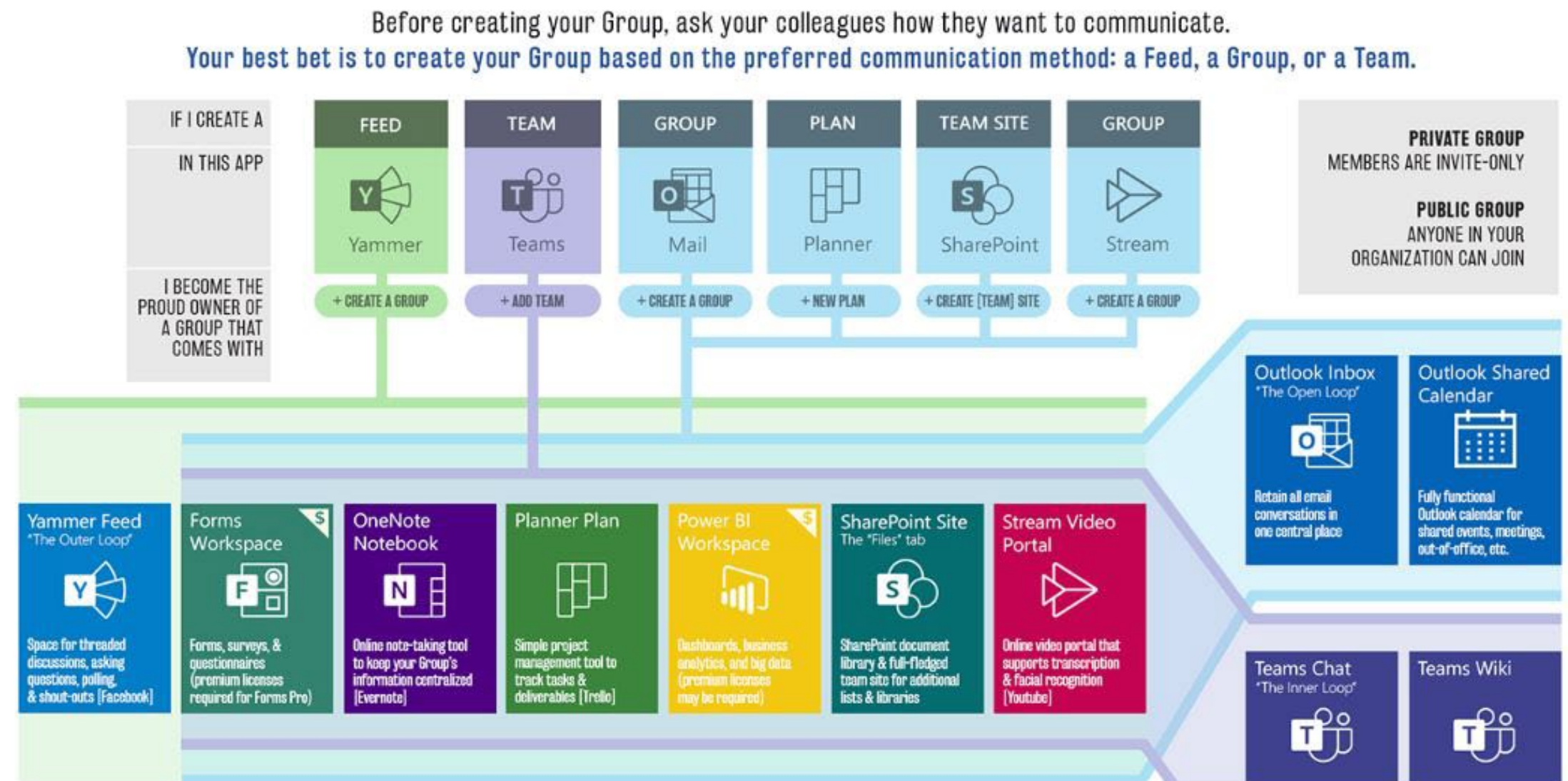


Teams

Terintegrasi otomatis dengan SharePoint site. File yang dibagikan di channel masuk ke SharePoint terkait.

Mengapa user tidak bisa create teams sendiri?

Saat seseorang membuat Team baru, itu otomatis membuat Office 365 Group, SharePoint site, Mailbox grup, Planner & OneNote terhubung.





Risiko Jika End User Dibiarkan Membuat Teams



1. Penamaan yang tidak konsisten

Bisa terjadi kesalahan nama, tidak sesuai standar organisasi



2. Manajemen anggota jadi tidak terstruktur

Siapa pemilik atau member bisa jadi tidak jelas.



3. **Struktur SharePoint berantakan**
Folder dan pustaka bisa tumbuh tak teratur—mirip file share yang kacau.



4. **Terlalu banyak grup & situs tersebar**, menyulitkan pemantauan dan kepatuhan.



Cara Membuat Channel di Teams

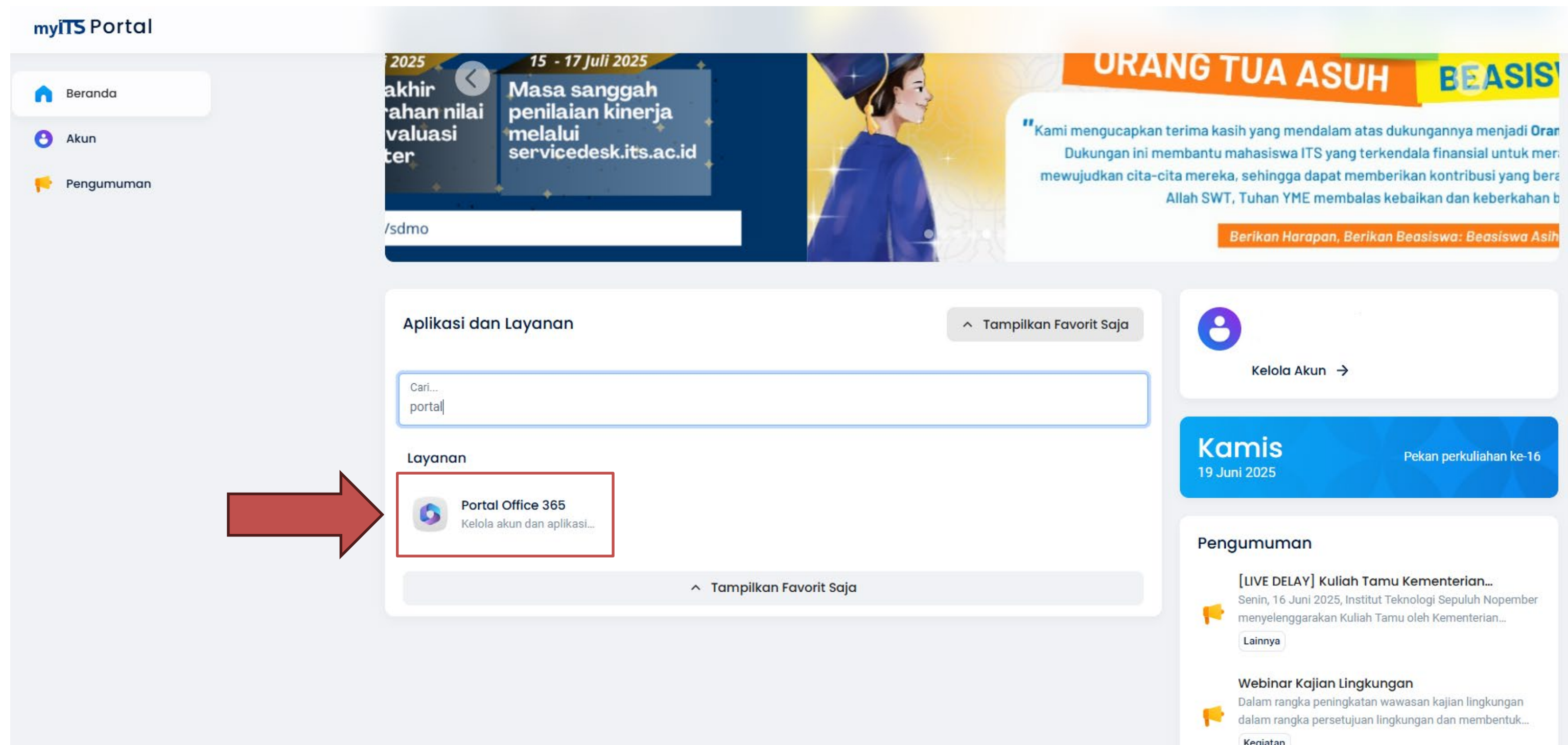
1. Buka portal office365 melalui website portal.its.ac.id
 2. Klik menu “Apps” di sidebar sebelah kiri > Pilih “Teams”
 3. Pada halaman teams, pilih teams yang ingin dibuat channel nya.
 4. Klik tombol titik tiga (...) > Pilih “Add channel
 5. Isi “Channel name” dengan nama subdit atau subunit.
- Pilih tipe channel (pilihannya bisa “standard” atau “private”)



Cara Membuat Channel (Teams)



1. Buka portal office365 melalui website portal.its.ac.id

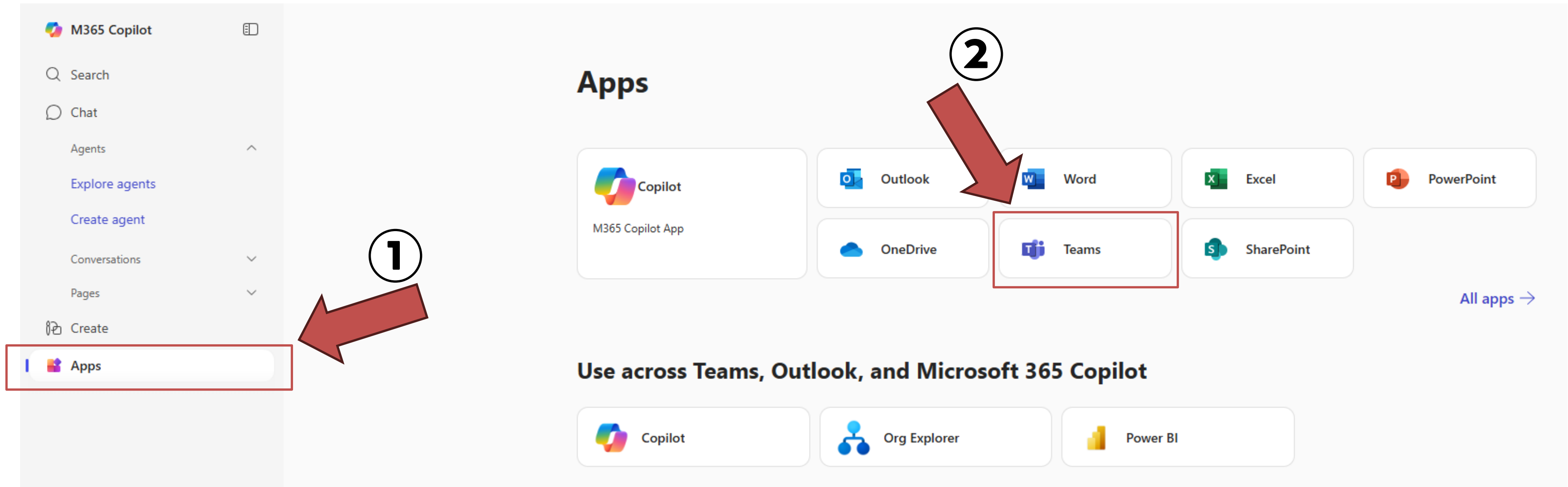


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Cara Membuat **Channel (Teams)**



2. Klik menu “Apps” di sidebar sebelah kiri> Pilih “Teams”

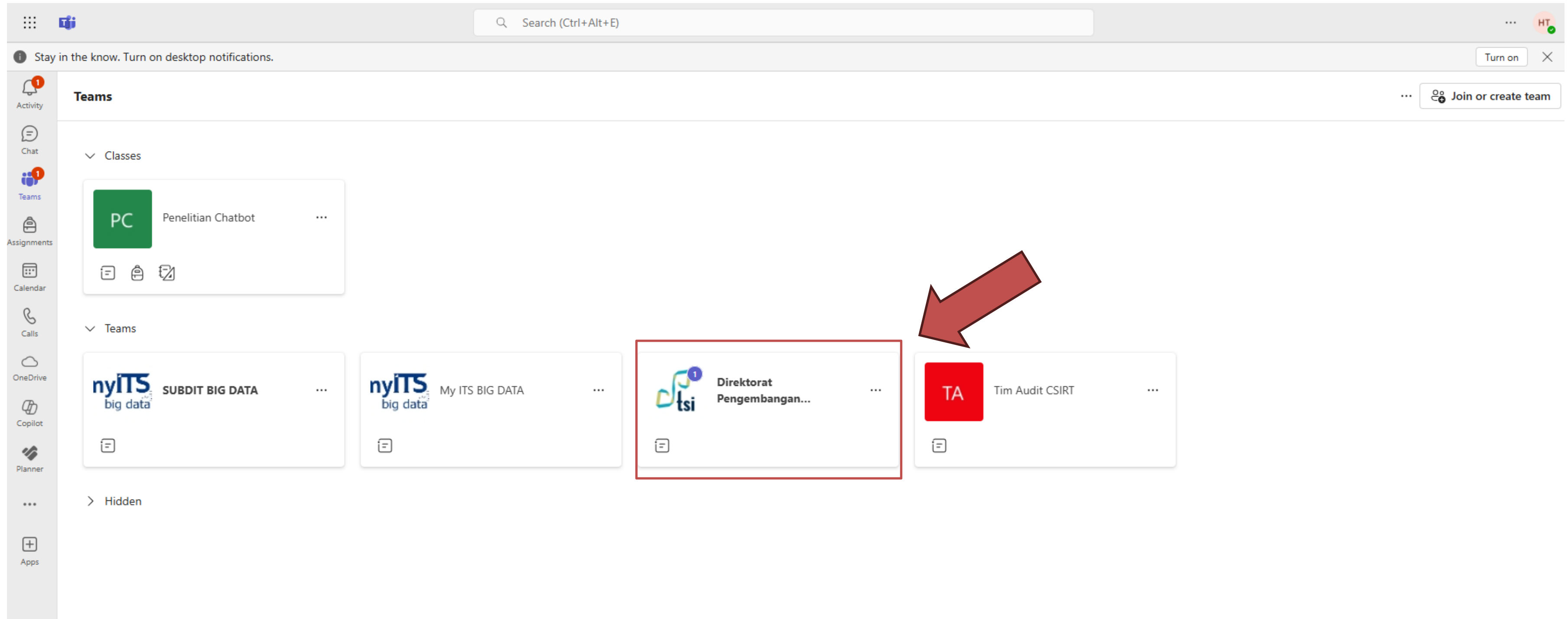


The screenshot shows the Microsoft 365 Copilot interface. On the left sidebar, the 'Apps' menu item is highlighted with a red box and a red arrow labeled '1'. In the main area, under the 'Apps' heading, the 'Teams' app is highlighted with a red box and a red arrow labeled '2'. Other apps visible include Copilot, Outlook, Word, Excel, PowerPoint, OneDrive, and SharePoint. Below the 'Apps' heading, there is a section titled 'Use across Teams, Outlook, and Microsoft 365 Copilot' with icons for Copilot, Org Explorer, and Power BI.

Cara Membuat Channel (Teams)



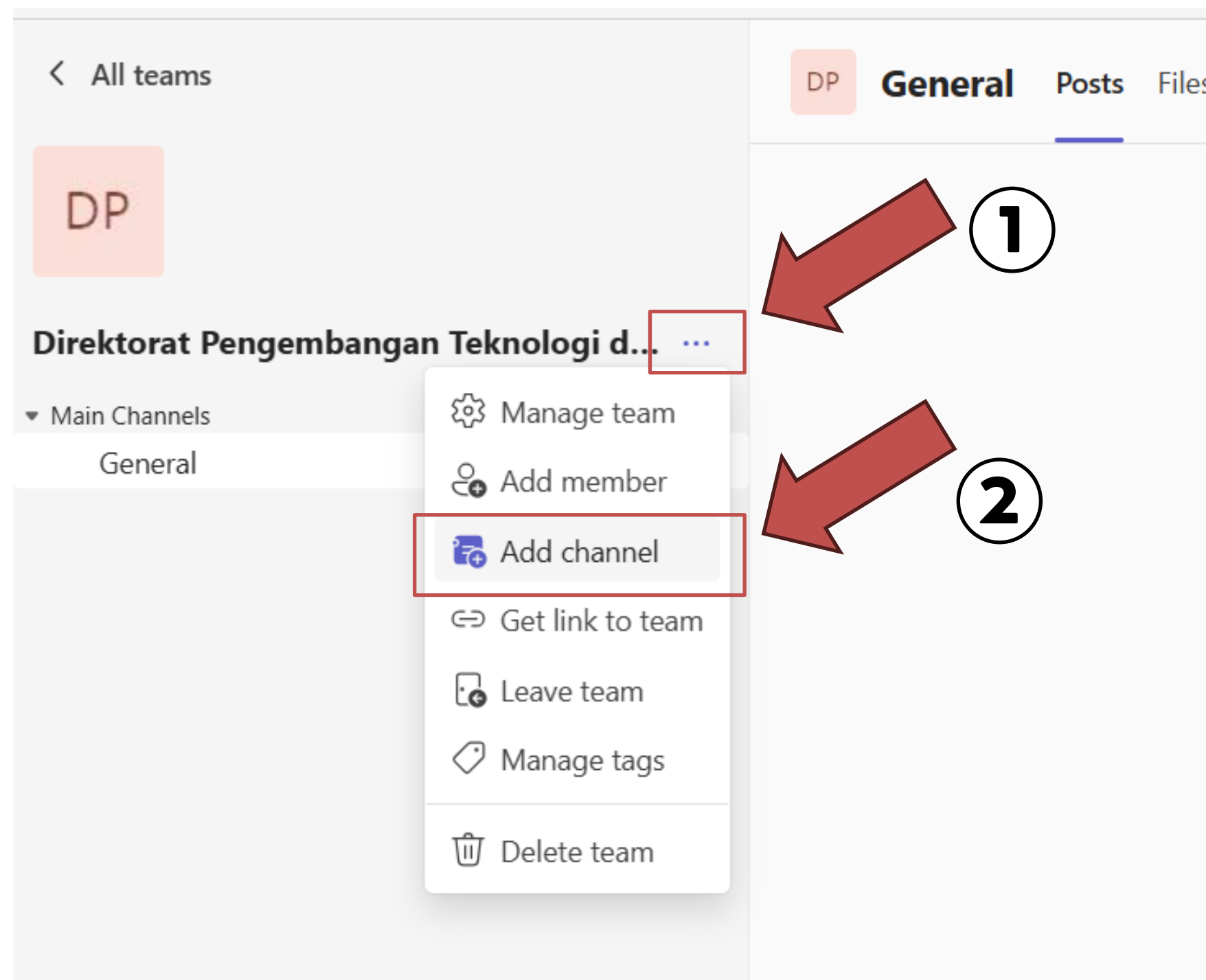
3. Pada halaman teams, pilih teams yang ingin dibuat channel nya.



Cara Membuat **Channel (Teams)**



4. Klik tombol titik tiga (...) > Pilih “Add channel





5. Isi “Channel name” dengan nama subdit atau subunit. Pilih tipe channel (pilihannya bisa “standard” atau “private”)

Create a channel

Channel name *

Letters, numbers, and spaces are allowed

Description

Help others find the right channel by providing a description

Choose a channel type * ⓘ

Select

Cancel

Create

The diagram illustrates the process of creating a channel in three steps:

- Step 1:** Enter a channel name. The input field is labeled "Channel name *" and includes a hint: "Letters, numbers, and spaces are allowed".
- Step 2:** Provide a description. The input field is labeled "Description" and includes a hint: "Help others find the right channel by providing a description".
- Step 3:** Choose a channel type and click Create. The input field is labeled "Choose a channel type * ⓘ" and includes a hint: "Select". The "Create" button is highlighted.

The image shows a Telegram channel interface. At the top left is a red square profile picture with the letters 'DP' in white. Below it is the channel name 'Direktorat Pengembangan Teknologi d...' followed by three dots. Under the name is a section titled 'Main Channels' with a downward arrow. Below this, the word 'General' is visible. A list of subchannels follows: 'Subdit Aplikasi dan Platform Digital', 'Subdit Infrastruktur dan Keamanan Teknol...', 'Subdit Layanan Teknologi dan Sistem Infor...', and 'Subdit Pengelolaan Teknologi Big Data'. Each subchannel name is followed by a small icon: a padlock for 'Subdit Aplikasi dan Platform Digital' and 'Subdit Pengelolaan Teknologi Big Data', and a document icon for the others. Annotations with blue arrows point to these elements: one box labeled 'Nama Channel' points to the channel name; another box labeled 'Tanda channel private (hak akses terbatas)' points to the padlock icons.

Cara Membuat **Channel (Teams)**



Contoh pengelolaan teams

Di Unit



Unit Hubungan Alumni ...

▼ Main Channels

General

Subunit 1 

Subunit 2  ...

Di Fakultas



Fakultas Vokasi ...

▼ Main Channels

General

Akademik  ...

Tata Usaha 

Di Departemen



Departemen Statistika ...

▼ Main Channels

General

Jurnal 

Kurikulum 

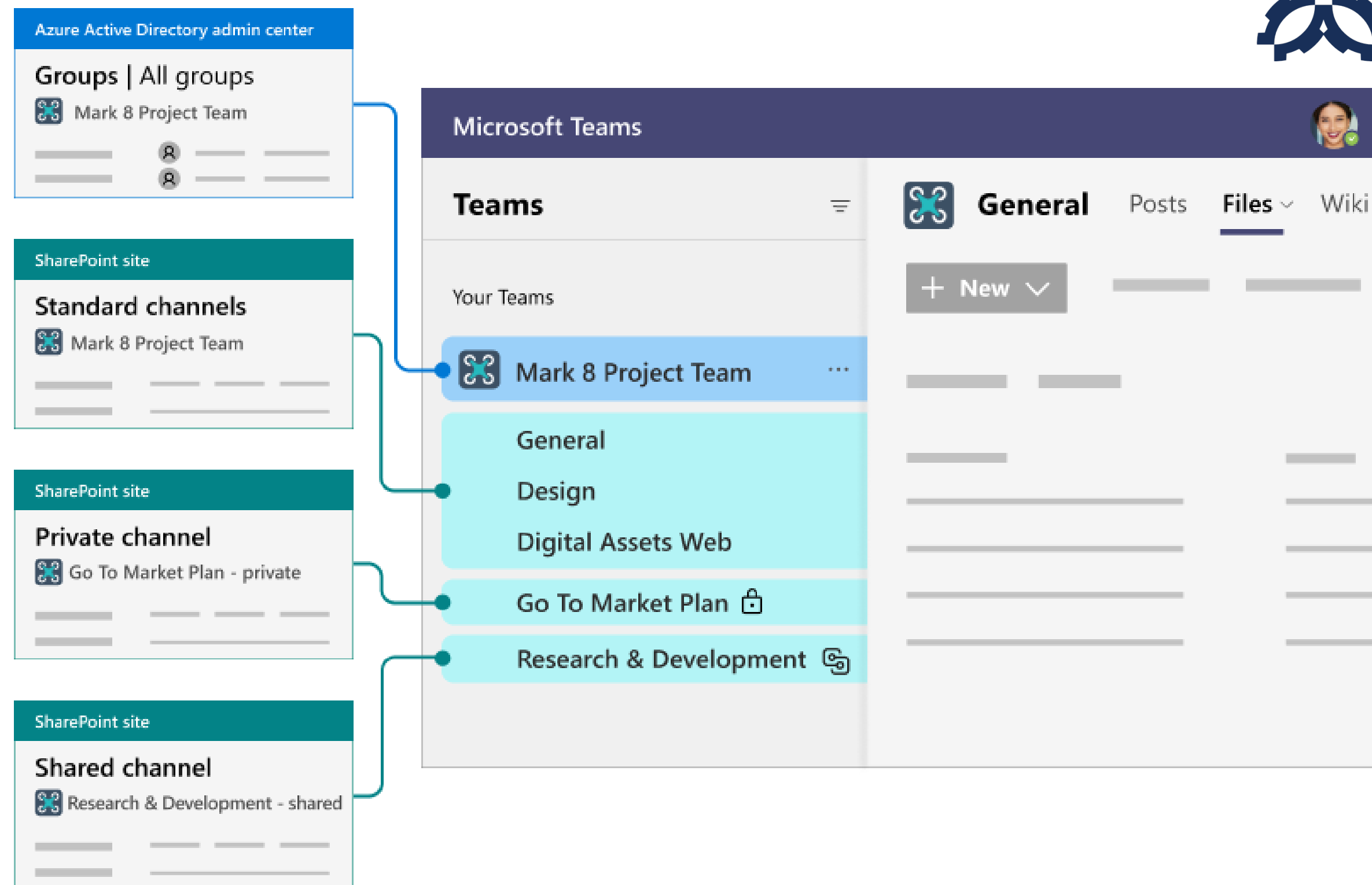
Lab  ...

S1 Statistika 

S2 Statistika 

S3 Ilmu Statistik 

Hubungan Channel, Teams, dan Sharepoint





Migrasi Data dari File Lokal ke SharePoint/Teams

1. Buka aplikasi Teams, lalu masuk ke situs atau channel tujuan > Buka tab Files.
2. Klik tombol Upload > Pilih jenis data yang akan diupload
3. Pilih Files atau Folder yang ingin diunggah.

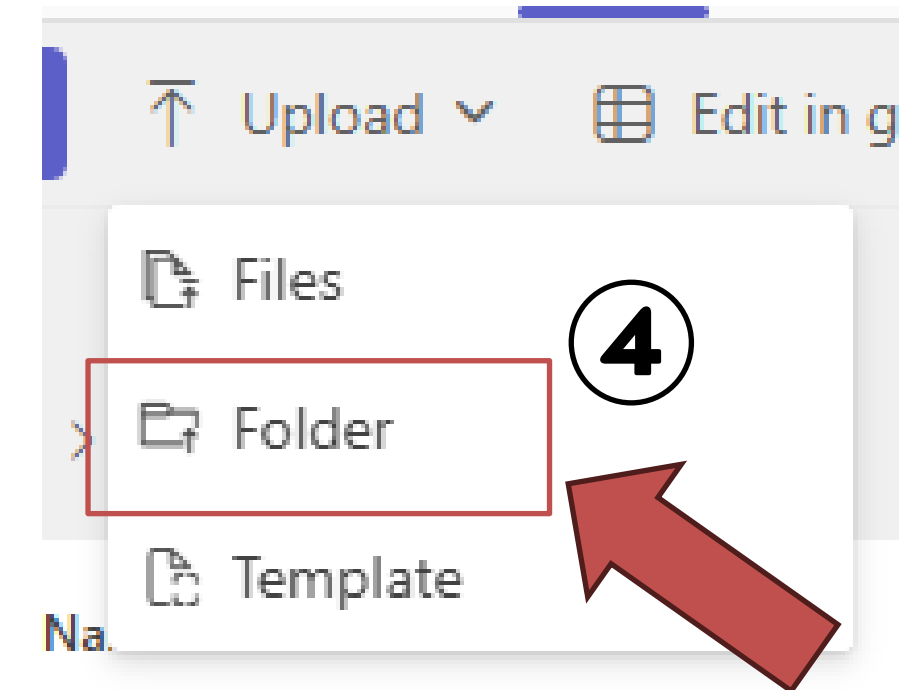
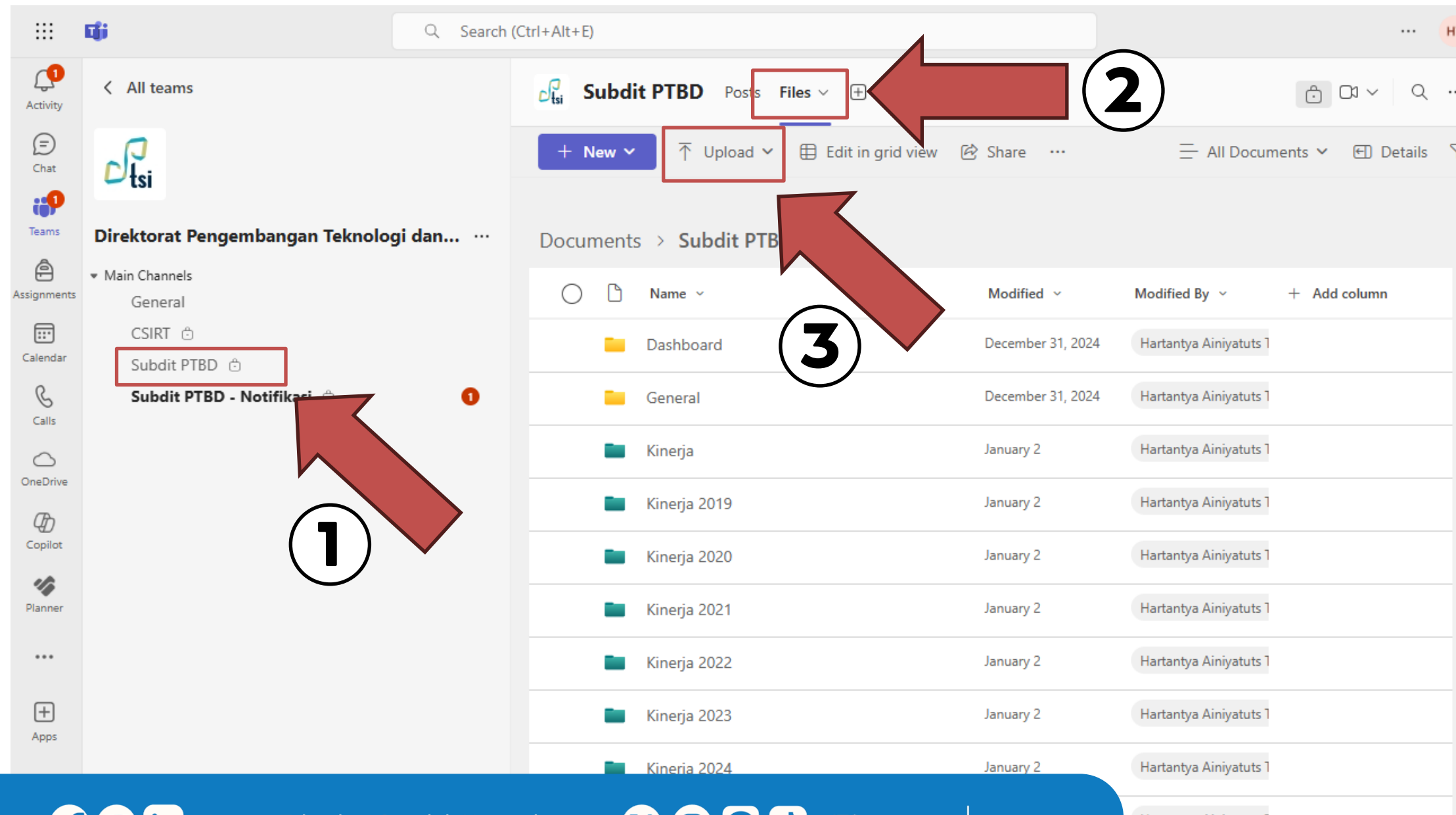
Setelah selesai, pastikan file muncul dan dapat diakses oleh rekan satu tim.

Gunakan nama file dan struktur folder yang rapi agar mudah dicari dan dikelola.

Migrasi Data dari File Lokal ke SharePoint/Teams

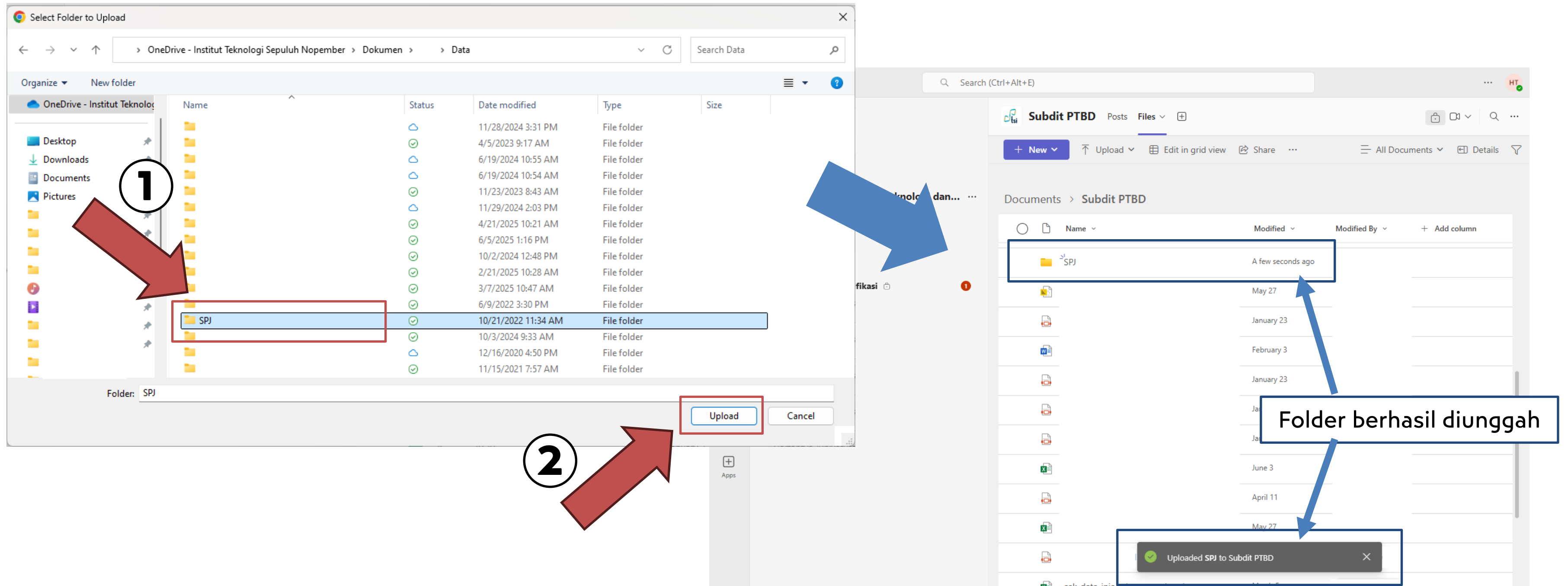


1. Buka aplikasi Teams, lalu masuk ke situs atau channel tujuan > Buka tab Files.
2. Klik tombol Upload > Pilih jenis data yang akan diupload



Migrasi Data dari File Lokal ke SharePoint/Teams

3. Pilih Files atau Folder yang ingin diunggah.



The image shows a two-step process for uploading a folder to SharePoint. Step 1 shows a Windows File Explorer window titled 'Select Folder to Upload' with the path 'OneDrive - Institut Teknologi Sepuluh Nopember > Dokumen > Data'. A red arrow points to the 'SPJ' folder, which is highlighted in blue. Step 2 shows the 'Upload' button at the bottom right of the window. A blue arrow points from the 'SPJ' folder in the first window to the 'Subdit PTBD' folder in the second window. The second window shows the 'SPJ' folder successfully uploaded to the 'Subdit PTBD' folder in SharePoint. A text box says 'Folder berhasil diunggah' (Folder successfully uploaded). A confirmation message at the bottom says 'Uploaded SPJ to Subdit PTBD'.

Name	Status	Date modified	Type	Size
	☁	11/28/2024 3:31 PM	File folder	
	✓	4/5/2023 9:17 AM	File folder	
	☁	6/19/2024 10:55 AM	File folder	
	☁	6/19/2024 10:54 AM	File folder	
	✓	11/23/2023 8:43 AM	File folder	
	☁	11/29/2024 2:03 PM	File folder	
	✓	4/21/2025 10:21 AM	File folder	
	✓	6/5/2025 1:16 PM	File folder	
	✓	10/2/2024 12:48 PM	File folder	
	✓	2/21/2025 10:28 AM	File folder	
	✓	3/7/2025 10:47 AM	File folder	
	✓	6/9/2022 3:30 PM	File folder	
SPJ	✓	10/21/2022 11:34 AM	File folder	
	✓	10/3/2024 9:33 AM	File folder	
	☁	12/16/2020 4:50 PM	File folder	
	✓	11/15/2021 7:57 AM	File folder	

Migrasi dan Pemindahan File dari Teams Lama ke Teams Baru

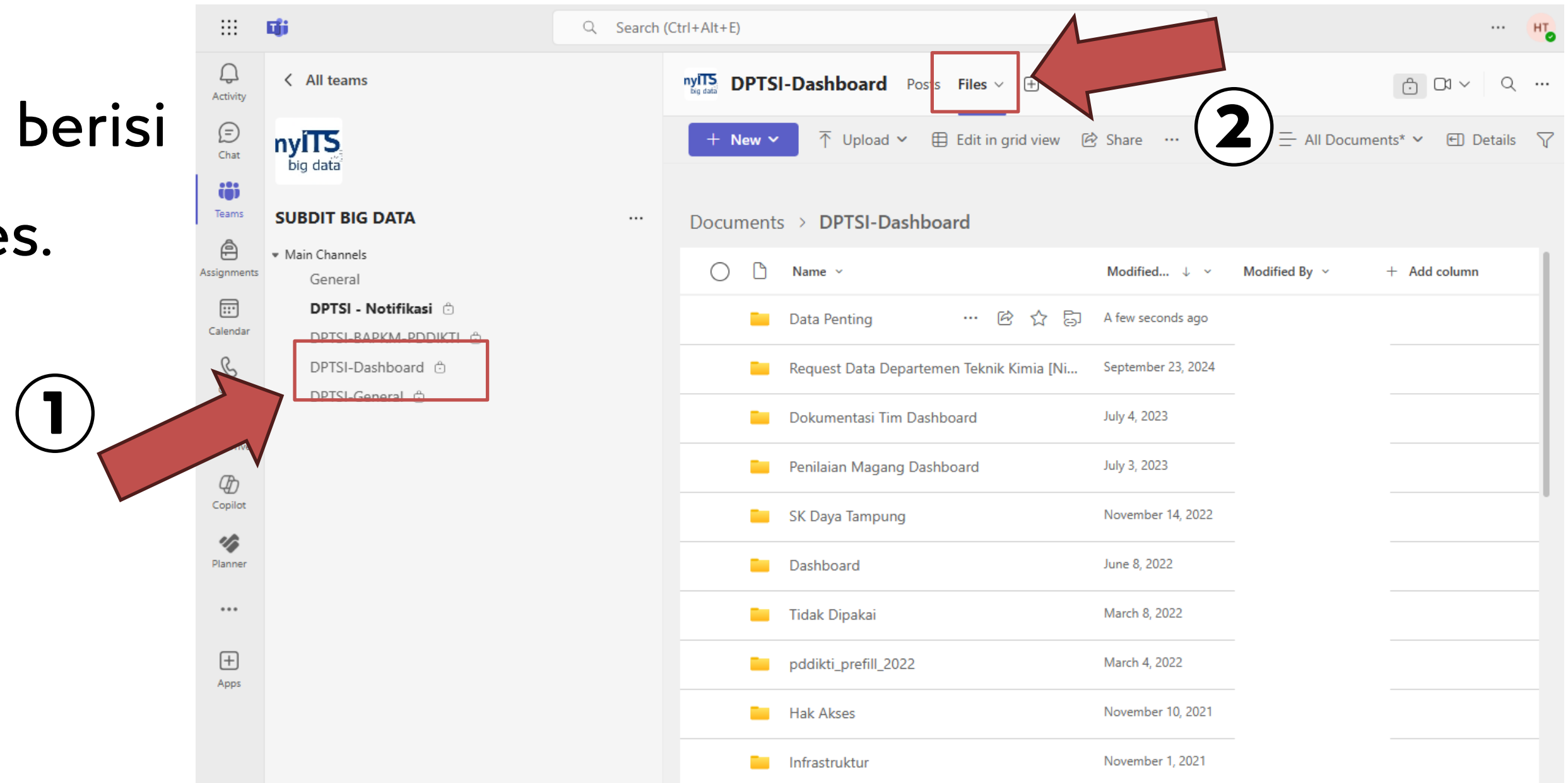
1. Buka aplikasi Microsoft Teams, lalu masuk ke Teams Lama yang akan dipindahkan.
 2. Pilih channel yang berisi file, lalu buka tab Files.
 3. Pilih file atau folder yang ingin dipindahkan.
 4. Klik titik tiga (...) di bagian atas, lalu pilih Move to.
 5. Pada tampilan tujuan, pilih Teams Baru, lalu tentukan channel dan folder tempat file akan dipindahkan.
 6. Klik Move here untuk menyelesaikan pemindahan.
- Ulangi proses untuk semua file dan channel yang diperlukan.

Migrasi dan Pemindahan File dari Teams Lama ke Teams Baru



1. Buka aplikasi Microsoft Teams, lalu masuk ke Teams Lama yang akan dipindahkan.

2. Pilih channel yang berisi file, lalu buka tab Files.



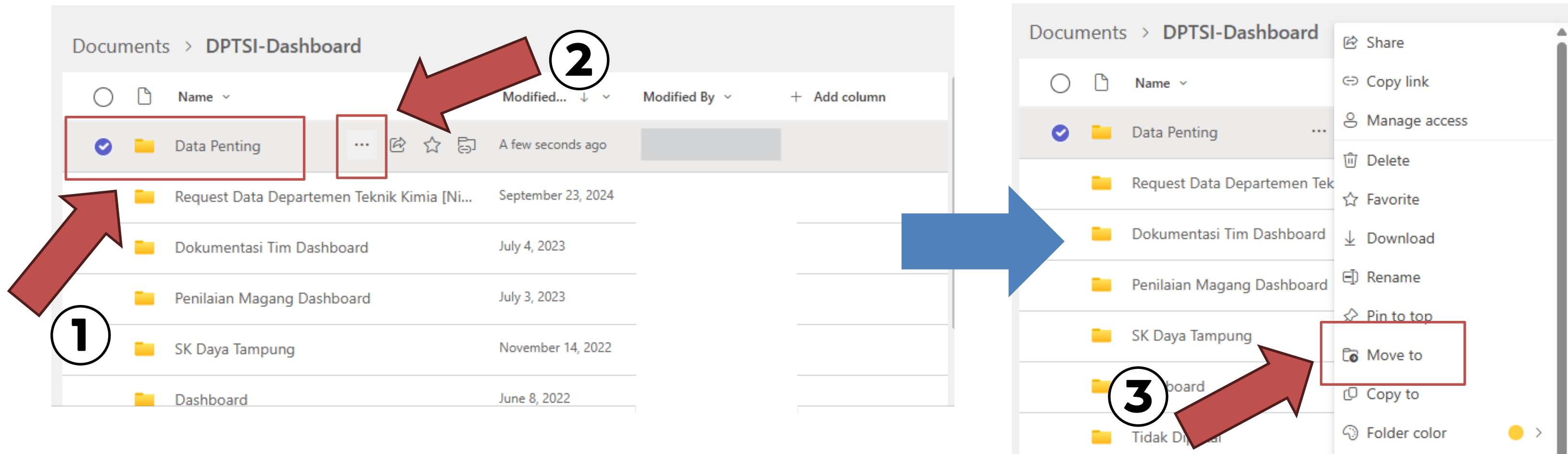
The screenshot shows the Microsoft Teams interface. On the left sidebar, under 'Main Channels', the 'DPTSI-Dashboard' channel is highlighted with a red box and a red arrow labeled '1'. The main area shows the 'DPTSI-Dashboard' channel with the 'Files' tab selected, also highlighted with a red box and a red arrow labeled '2'. Below the tabs, a list of documents is displayed:

Name	Modified...	Modified By
Data Penting	A few seconds ago	
Request Data Departemen Teknik Kimia [Ni...	September 23, 2024	
Dokumentasi Tim Dashboard	July 4, 2023	
Penilaian Magang Dashboard	July 3, 2023	
SK Daya Tampung	November 14, 2022	
Dashboard	June 8, 2022	
Tidak Dipakai	March 8, 2022	
pddikti_prefill_2022	March 4, 2022	
Hak Akses	November 10, 2021	
Infrastruktur	November 1, 2021	

Migrasi dan Pemindahan File dari **Teams Lama ke Teams Baru**



3. Pilih file atau folder yang ingin dipindahkan.
4. Klik titik tiga (...) di bagian atas, lalu pilih Move to.



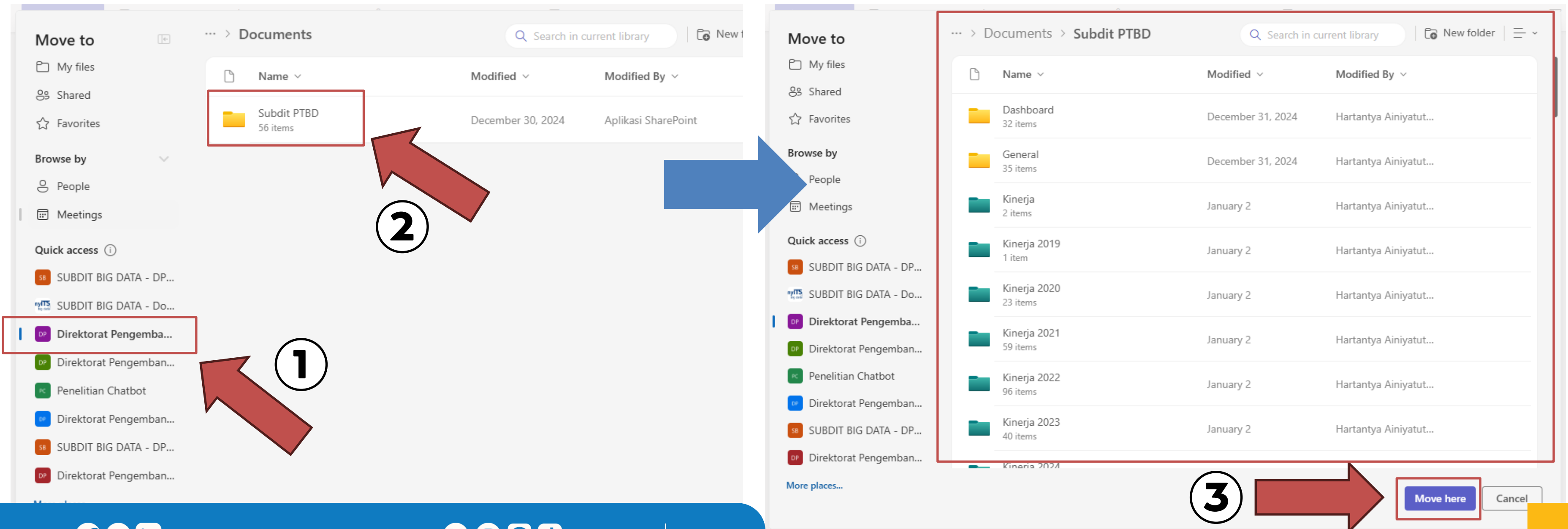
The screenshot illustrates the steps to move a file in Microsoft Teams. It shows a list of documents in the 'DPTSI-Dashboard' channel. The 'Data Pending' folder is selected (Step 1). The three dots menu is clicked (Step 2). The 'Move to' option is chosen from the context menu (Step 3).

Migrasi dan Pemindahan File dari **Teams Lama ke Teams Baru**



5. Pada tampilan tujuan, pilih Teams Baru, lalu tentukan channel dan folder tempat file akan dipindahkan.

6. Klik Move here untuk menyelesaikan pemindahan.



The screenshot illustrates the steps for migrating files from an old Teams channel to a new one. It shows the 'Move to' dialog box with the 'Subdit PTBD' folder selected. A red arrow points to the 'Subdit PTBD' folder, and a blue arrow points to the 'Move here' button. A red arrow also points to the 'Direktorat Pengemba...' folder in the 'Quick access' section.

1 (Red arrow pointing to 'Direktorat Pengemba...')

2 (Red arrow pointing to 'Subdit PTBD')

3 (Red arrow pointing to 'Move here')

Name	Modified	Modified By
Dashboard 32 items	December 31, 2024	Hartantya Ainiyatut...
General 35 items	December 31, 2024	Hartantya Ainiyatut...
Kinerja 2 items	January 2	Hartantya Ainiyatut...
Kinerja 2019 1 item	January 2	Hartantya Ainiyatut...
Kinerja 2020 23 items	January 2	Hartantya Ainiyatut...
Kinerja 2021 59 items	January 2	Hartantya Ainiyatut...
Kinerja 2022 96 items	January 2	Hartantya Ainiyatut...
Kinerja 2023 40 items	January 2	Hartantya Ainiyatut...

Migrasi dan Pemindahan File dari **Teams Lama ke Teams Baru**



The screenshot shows the Microsoft Teams interface. On the left, the 'Subdit BIG DATA' team is selected. The main area displays the 'DPTSI-Dashboard' channel, which contains a list of files and folders. A notification at the bottom states 'Moved 1 item'. On the right, the 'Subdit PTBD' team is shown, with a new channel 'Direktorat Pengembangan Teknologi dan...' created. This channel contains a list of files and folders, including 'Dashboard', 'Data Penting', and 'General'. A blue arrow points from the 'Data Penting' folder in the new channel to the 'Data' folder in the 'DPTSI-Dashboard' channel, indicating the migration of content.

Manfaat Optimalisasi Storage



Teknis

- Hemat ruang OneDrive individu
- Backup lebih mudah

Organisasi

- Kolaborasi lebih rapi
- Risiko kehilangan data menurun



Daftar SharePoint Aktif

its.id/daftar_sharepoint





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