

## How To Upload & Send 3D Printing File | 如何上載及傳送 3D 列印文件

1

Go to <https://forms.office.com/r/i9D5jGJBzk>

Fill in the Full Name & Student ID fields

前往以上網址，先填寫學生全名及學生編號欄位

2

Follow steps 3 to 14 to upload the 3D printing file and create a link and paste the link to the [Link to File](#) field

跟隨步驟 3 至 14 上載 3D 列印文件並生成文件連結，然後將連結放入 [文件連結](#) 欄位

IVE (CW) LRC - 3D Printing Form | 3D 列印表格

\* 必答

1. Student Full Name 學生全名  
\*

Chan Tai Man

2. Student ID 學生編號  
\*

123456789

3. Link to File (VTC OneDrive) 文件連結  
\*

請輸入 URL

提交

切勿公開您的密碼。 [檢舉不當使用](#)

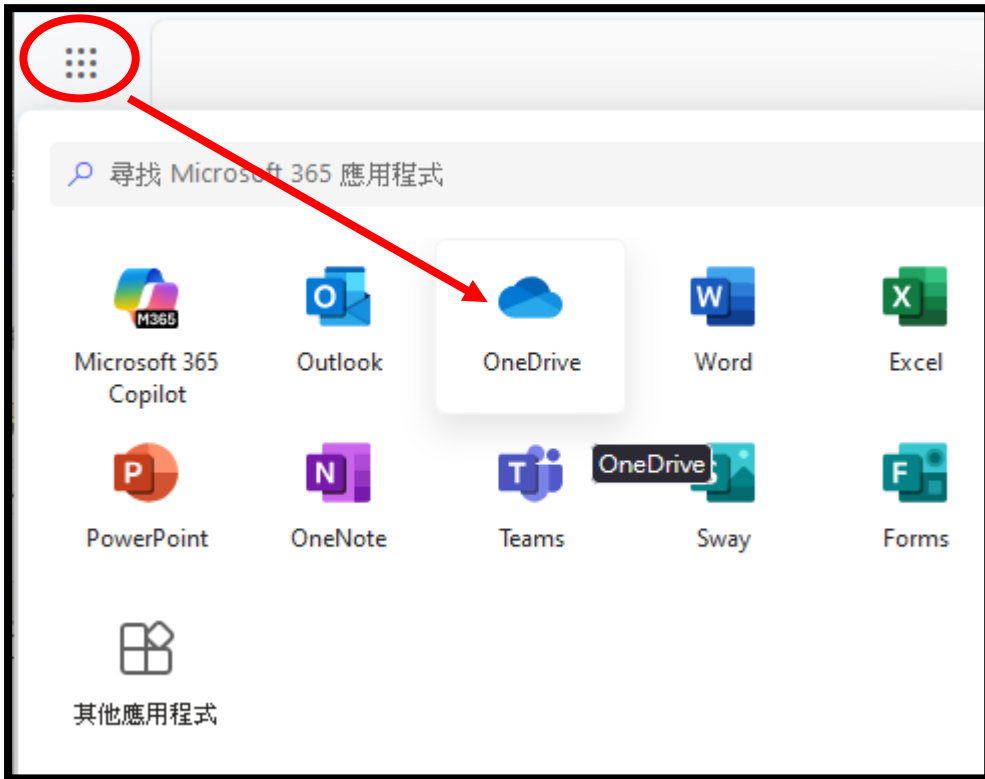
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3

Go to <https://office365.stu.vtc.edu.hk>  
and Login using your CNA  
前往以上網址並以你的 CNA 登入

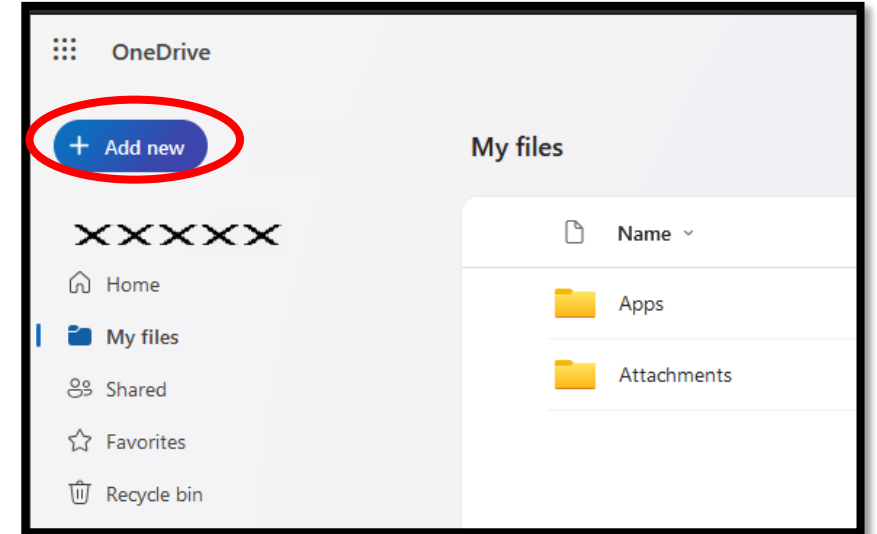
4

Open  
開啟 OneDrive



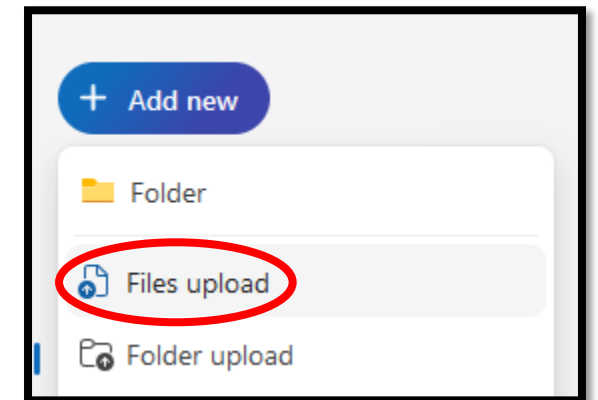
5

Click the **Add new** button  
按下 **Add new** 按鈕



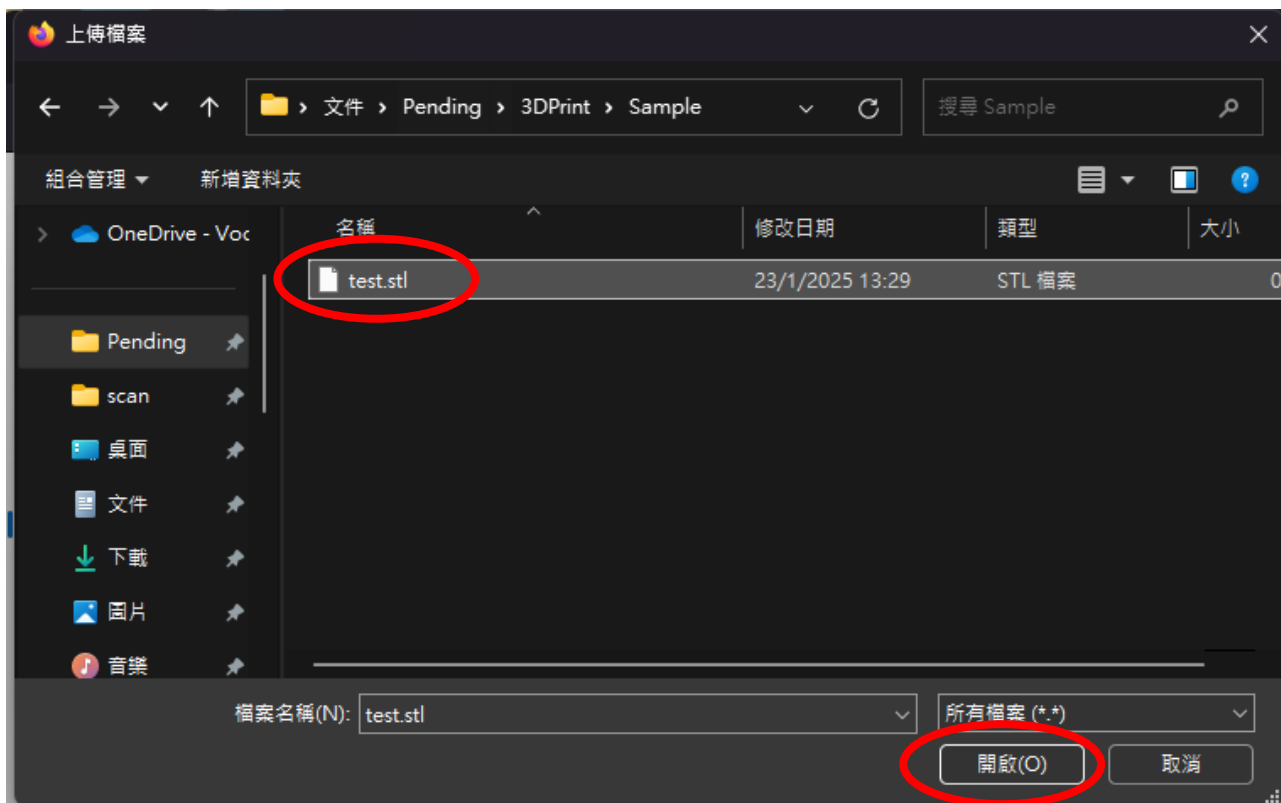
6

Select  
選取 **Files upload**

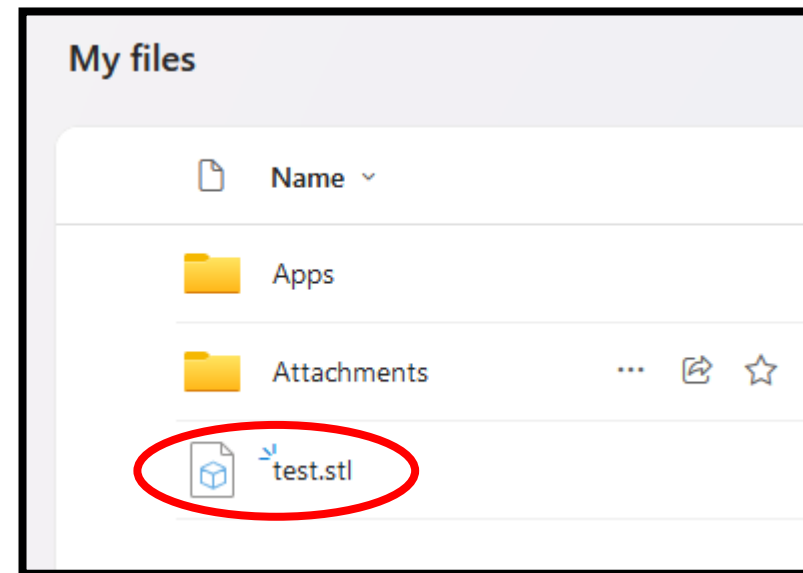


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- 7 Choose the file to upload and click the **Open** button  
選取要上載的文件並按下 **開啟** 按鈕



- 8 Wait for the file to be uploaded  
等待文件上載

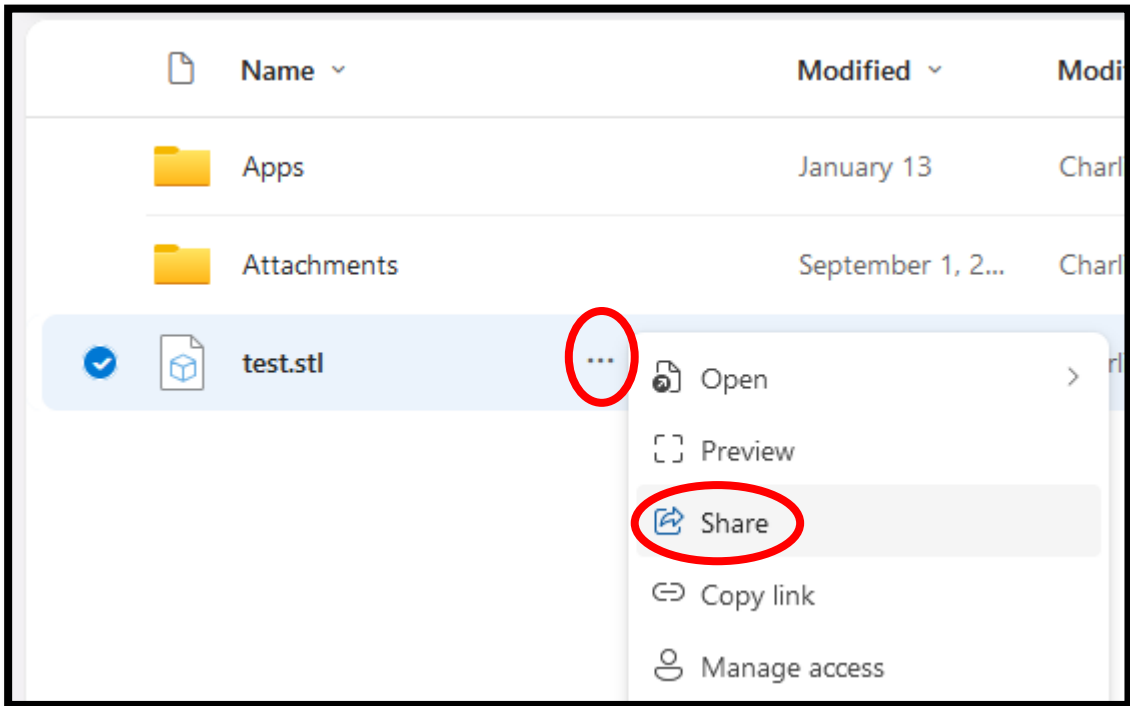


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9

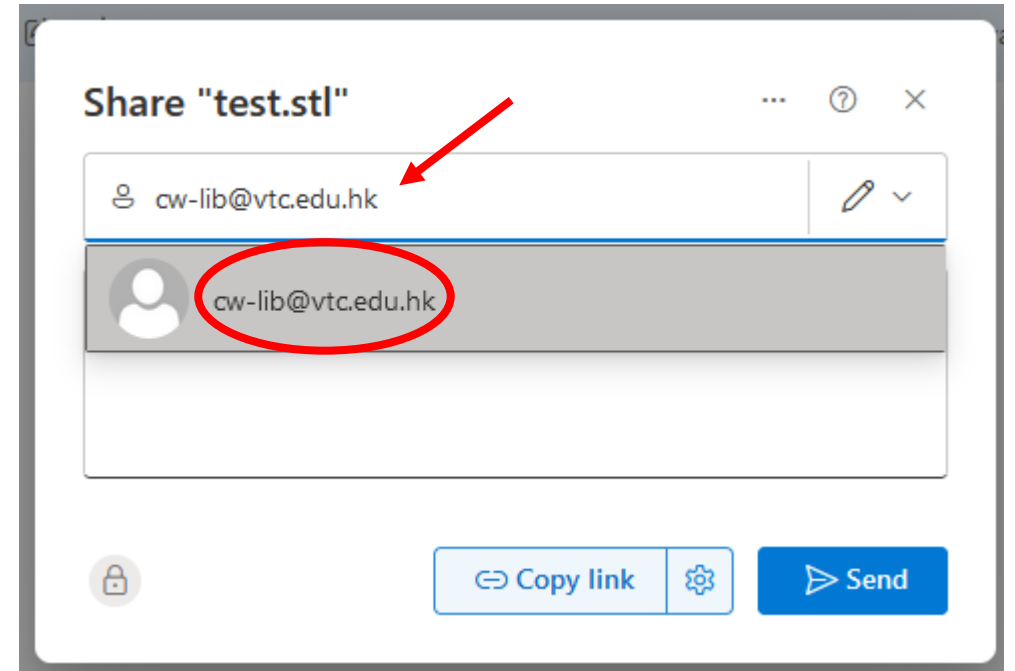
Choose the **3 dots** to the right of the filename and click the **Share** button

選取文件名字右邊的 **3 點**，並按下 **Share** 按鈕



10

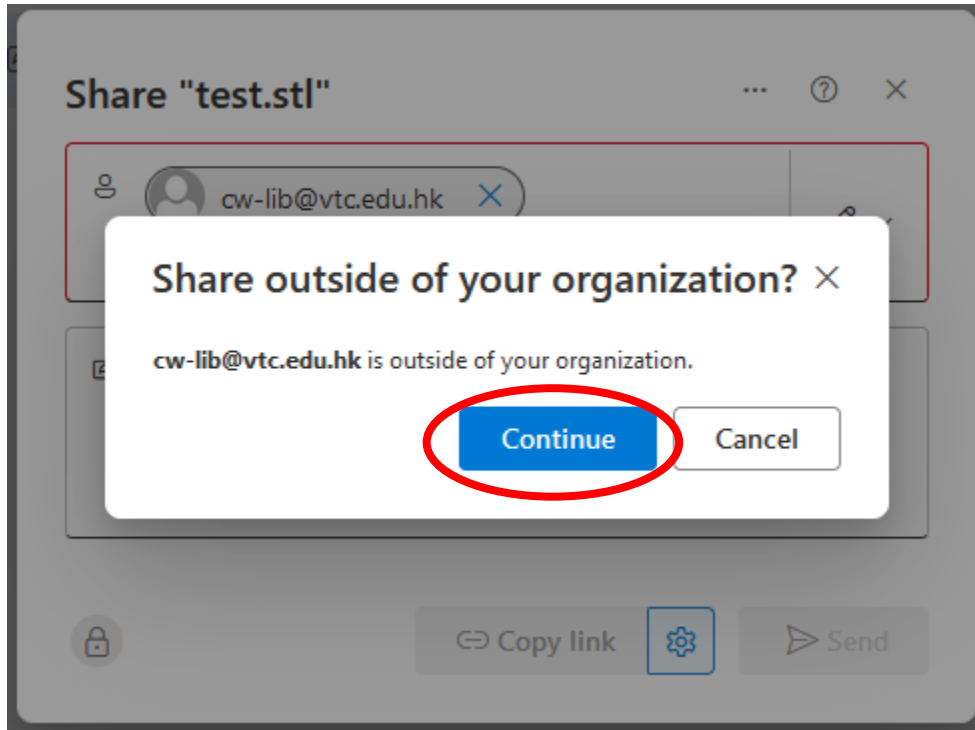
Enter and then click the email address [cw-lib@vtc.edu.hk](mailto:cw-lib@vtc.edu.hk)  
輸入並選取以上電郵地址



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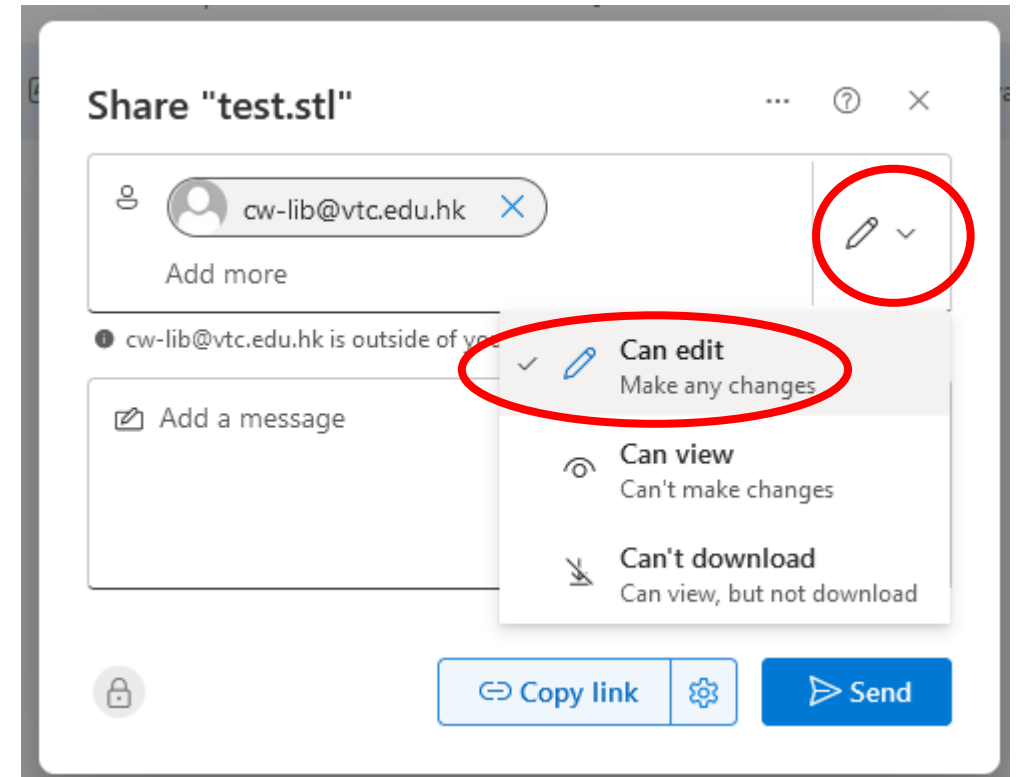
11

Click the **Continue** button  
按下 **Continue** 按鈕



12

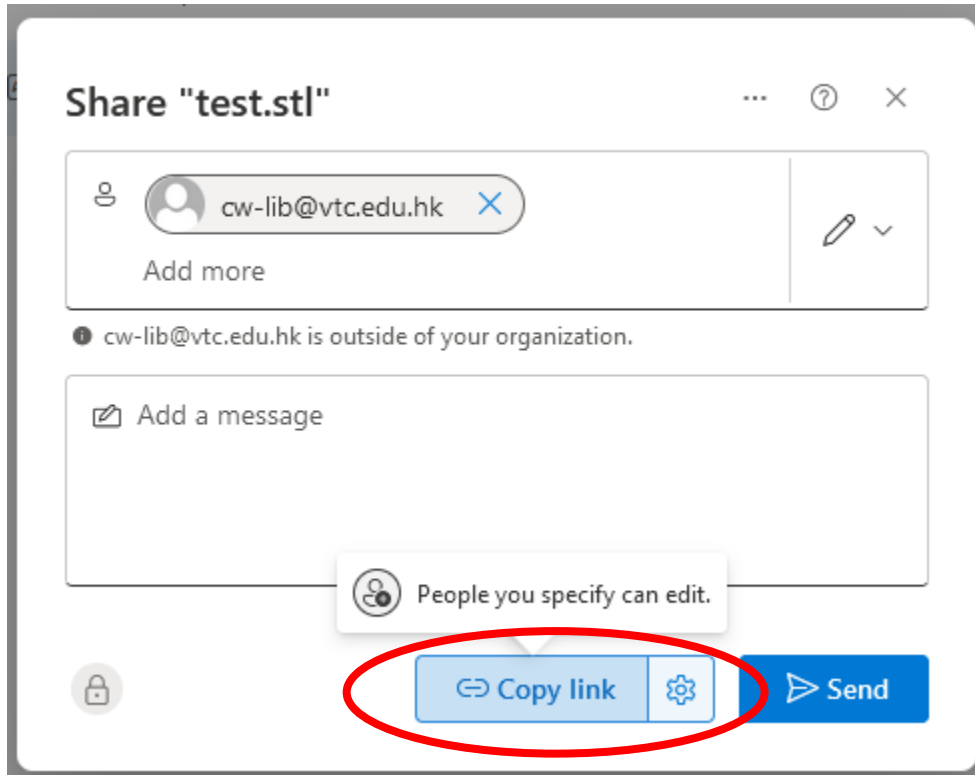
Click the **arrow** at the right side of the dialog box and make sure **Can edit** is selected  
按下視窗右邊的箭咀，確認已選取了 **Can edit**



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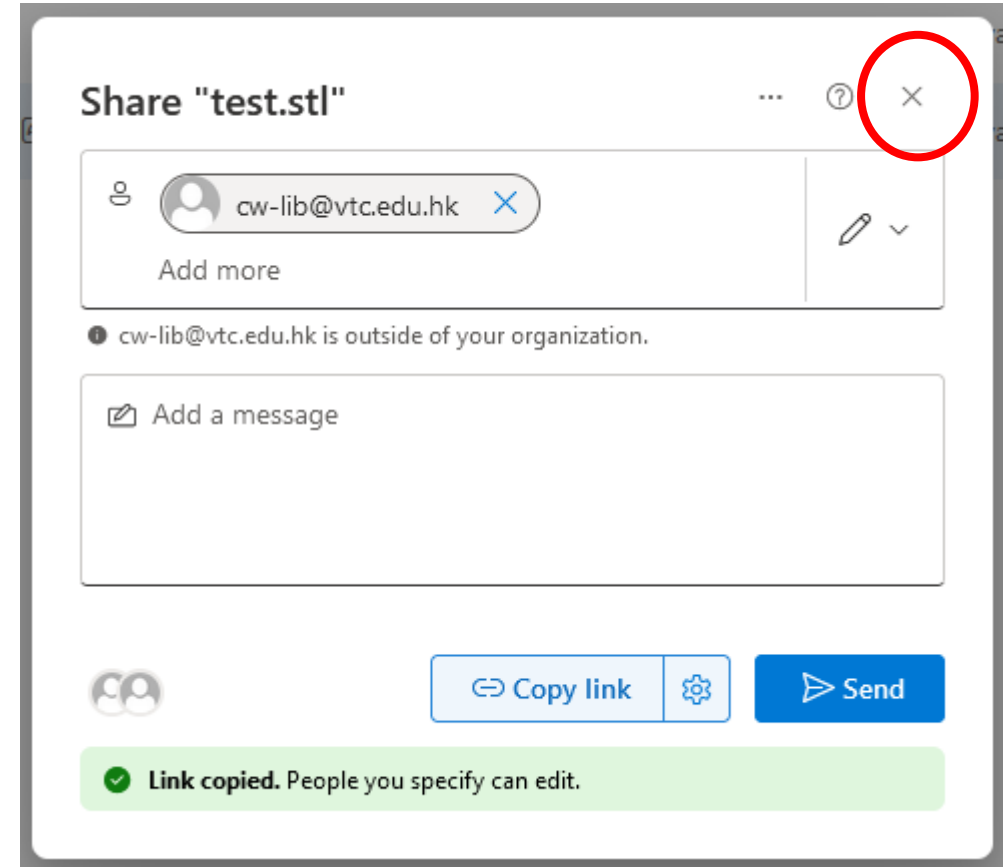
13

Click  
按下 Copy link



14

Click the X button at upper right of the dialog box to close it  
按下視窗右上角的 X 按鈕關閉視窗



15

Paste the link into the  
**Link to File** field  
將連結貼入 **文件連結** 欄位

16

Click the **Submit** button  
按下 **提交** 按鈕

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[https://vtcmca-my.sharepoint.com/:u:/g/personal/123456789\\_stu\\_vtc\\_edu\\_hk/Ec4WIMF-q\\_xApGCUG](https://vtcmca-my.sharepoint.com/:u:/g/personal/123456789_stu_vtc_edu_hk/Ec4WIMF-q_xApGCUG)

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