

## **Please delete unnecessary data in Microsoft 365**

Microsoft has changed its specifications and will limit the data storage capacity of Microsoft 365 to the total capacity used by the entire Ritsumeikan Academy.

As a result, the storage capacity of OneDrive and email has become a shared resource for the school, which requires the cooperation of each and every student, faculty, and staff member.

**To better utilize Microsoft 365 for education and research, please delete unnecessary data and reduce capacity consumption.**

### **1.Target services: OneDrive, Teams, Mail (Outlook)**

### **2. how to delete unnecessary data and reduce capacity usage**

#### **OneDrive/Teams**

- Delete data not related to learning/education/research activities and unnecessary data.

[Check used capacity of OneDrive and delete files](#)

- Check the backup target of PC folders

Delete smartphone camera backup settings

[Remove OneDrive backup settings on your PC and smartphone](#)

#### **Mail (Outlook)**

- Delete old and other unnecessary emails

[Delete unnecessary emails](#)

- Do not attach files (especially file attachments in a bulk email or mailing list)

[Share and retrieve files without using email attachments](#)