

## Check OneDrive usage and delete files

### 1. Check the space used by OneDrive

- ◆ Check total used disk space
- ◆ Check used space for each folder and file
- ◆ Check the used capacity of folders used in Microsoft 365

### 2. Delete unnecessary files

**Delete any data from OneDrive that is not related to your learning and educational research activities.**

- Personal files (especially pictures, music/audio, videos, etc.)
- Back up data from your computer or smartphone

In addition, information has a "freshness" and "expiration" date.

**Delete any data for which the information is no longer valid.**

- Files in the process of becoming a completed document
- Documents that have passed their retention period
- Video recordings of past meetings, conferences, etc.
- Files that have completed data sharing/transfer

**Delete shared files and duplicate files that have been completed.**

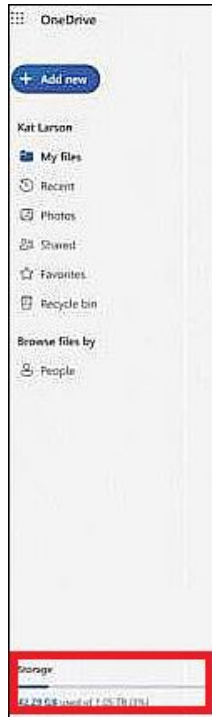
- Work files used for collaborative editing
- Files used for version control to track changes
- Identical files stored in different locations

## 1. Check the space used by OneDrive

### ◆ Check total used disk space



- Check the Used Capacity link under Storage Used Capacity in the lower left corner of the screen.

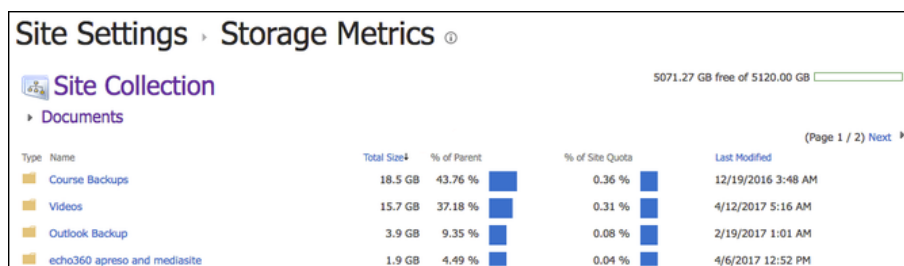
It displays the current used capacity.



- Open the Used Capacity (X.XXGB) link to view files with particularly large capacities under “Largest files in OneDrive”.

### ◆ Check used space for each folder and file

1. Click [  ] in the upper-right corner of the screen and [OneDrive Settings]
2. Click [  More Settings ] > Storage Metrics.
3. Click [Documents].
4. Review the amount of space used by your files and folders.



- Click on each folder to see the amount of space used by the subfolders/files within the folder.

◆ **Check the used capacity of folders used in Microsoft 365**

The following folders may contain data that is no longer needed.

Please check to see if they are taking up unnecessary space.

Folder	Stored Data
Attachments Files	Shared Files on OneDrive when sending an email
Microsoft Teams chat files	Attached Files in Teams chats
Notebooks	Files in your personal OneNote
Recordings	Recordings of Teams meetings data
Whiteboards	Data created in Microsoft Whiteboards
Office Lens	Data saved in Office Lens in Word, PowerPoint, PDF, and other formats
Forms	Data created in Forms

## 2. Delete unnecessary files

Delete unnecessary files.

Deleted files and folders are moved to the Recycle Bin in OneDrive.

If the Recycle Bin is not emptied, the used capacity will not decrease.

Also, the capacity may not reflect immediately after you empty the Recycle Bin.