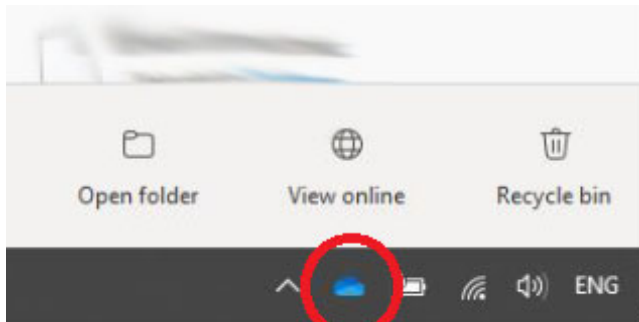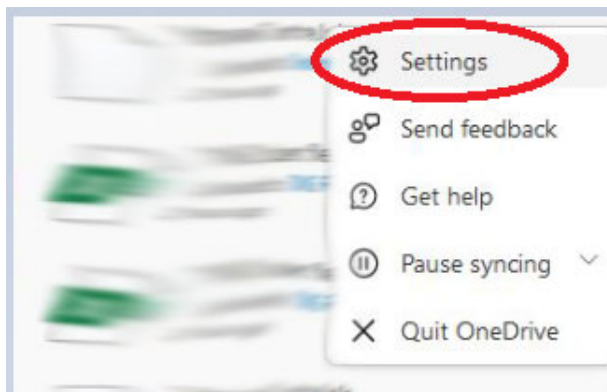# Tips for Managing OneDrive Storage.

Follow this guide on how to perform regular housekeeping on your Unitec OneDrive

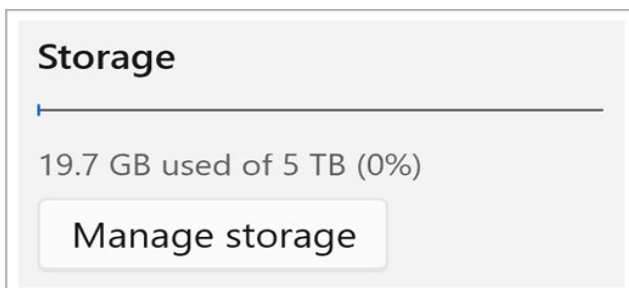## How to check the size of your OneDrive account:

1. Select the OneDrive icon on your taskbar and select the cog icon top right

2. At the Microsoft sign in page (if prompted), enter your username and password.
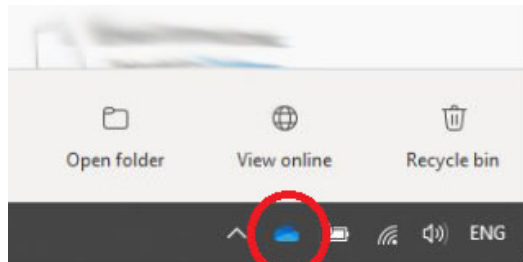
3. Select **Settings**

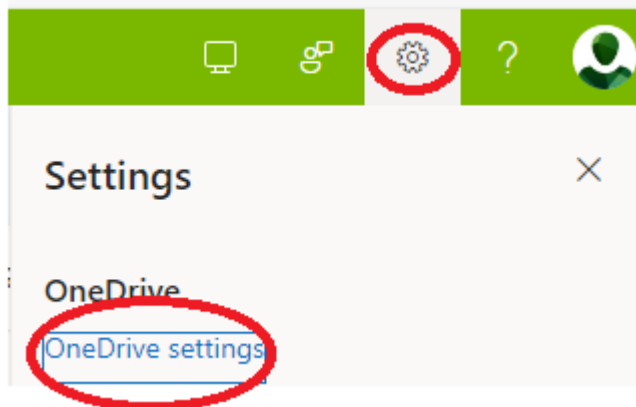4. Your Storage used will be displayed on the left

5. **Manage storage** opens a largest files page that shows a list of all files in your OneDrive, sorted by Size.

How to check the size of your OneDrive account by folder:

1. Select the OneDrive icon on your taskbar and click on **View Online**.

2. Select the cog in the top right corner of the window and select **OneDrive Settings**

3. Select **More Settings**

4. Under Features and storage, select **storage metrics**.

5. This will give you a storage view in each top level folder and its subfolders.

Remove out of date files:

It is a good idea to have two tabs open, one with **MyFiles – OneDrive** open and the other with Storage Metrics open.

As a general rule of thumb, it is best to target the folders using the most storage. Drill down on the top item to get to the largest folder and see what files it holds.

Look through the files and folders and decide what can be deleted. If the decision is made to delete it, you will need to do so either from My Files within OneDrive online, or from Windows Explorer deleting the local copy which will result in the online copy also being deleted.

Move shared documents to H:Drive or Teams.

It is convenient to use OneDrive to share files. Some files will be shared with external collaborators as a one off, whilst early drafts of other files will be shared with a small number of colleagues to solicit feedback.

However, OneDrive should not be seen as the final repository for files which need to be shared. For one thing, when you leave the Unitec all your OneDrive files will be deleted including the ones which have been shared.

Move important shared files into H:Drive, when you leave the Unitec, the files will remain available to your colleagues. Alternatively, if not important business records you can move files into Teams or SharePoint to remain available to your colleagues.

Move personal files to a personal storage location.

Whilst it is convenient to have a mix of private files and work files in the same place, it is better to store private files in an entirely different place, where they are not taking up part of the space allocation and where they will not be lost if you leave the Unitec.

Empty the Recycle Bin

When you have finished tidying up your files empty the recycle bin.

Anything you delete from OneDrive takes 30 Days before it is removed and frees up the space it is using.

Within https://unitecnz-my.sharepoint.com/ Click on **Recycle bin** on the left hand menu and then select **Empty recycle bin** above the list of files.