

Microsoft 365: Use your storage effectively

Microsoft is introducing changes to its Microsoft 365 Office suite which will limit the amount of free storage across OneDrive and Outlook in the future. Use this guide to understand how much storage you are using currently and to help manage your stored files moving forward.



How to use storage efficiently

- ✔ Check your storage and pay attention to any warnings that your storage is nearly full.
- ✔ Delete or move files you are not using anymore in OneDrive. This includes old or unnecessary files (like assignments from last year's classes) and large files you do not need anymore (like videos).
- ✔ Delete or move items you are no longer using in your inbox to an archive mailbox in Outlook.
- ✔ Move and store your personal files such as music separately from work or study files, by saving them to your personal OneDrive instead.

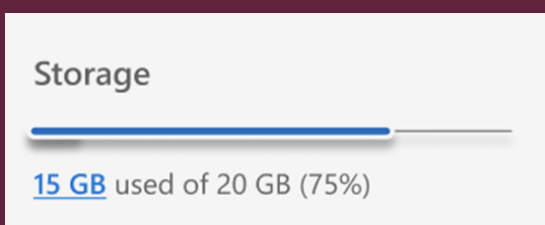
How to use less storage in OneDrive and Outlook

OneDrive

1

Review storage consumption:

Sign into OneDrive on the web using your SUN account. Review storage usage on the bottom left corner.



2

Clean up files:

Click the storage amount used and view the largest files in your OneDrive that you may want to delete to free up space. After deleting the files, empty the recycle bin.

Largest files in your OneDrive | To free up space, download and delete files you don't need or clear your recycle bin.

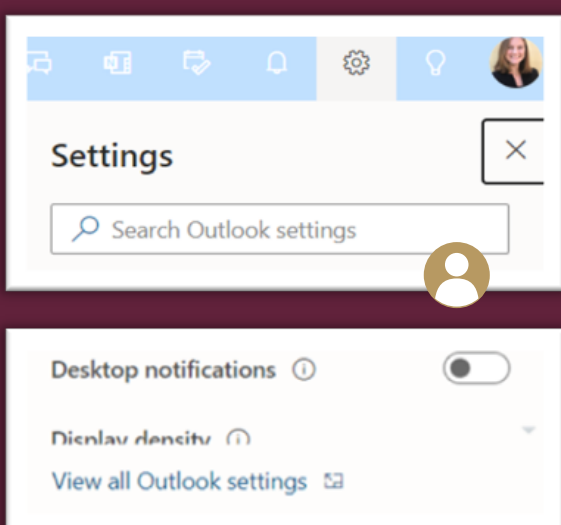
Name	Modified by	Modified	File size	Location
Storage Policy.pdf	Bruno (IT)	2 minutes ago	27.0 KB	Bruno (IT)'s OneDrive - Documents
schedula.docx	Bruno (IT)	Less than a minute ...	9.14 KB	Bruno (IT)'s OneDrive - Documents
section.csv	Bruno (IT)	5/15/2023	3.62 KB	Bruno (IT)'s OneDrive - Documents
student.csv	Bruno (IT)	5/15/2023	3.37 KB	Bruno (IT)'s OneDrive - Documents
studentenrollment.csv	Bruno (IT)	5/15/2023	1.91 KB	Bruno (IT)'s OneDrive - Documents
Teacher.csv	Bruno (IT)	5/15/2023	1.08 KB	Bruno (IT)'s OneDrive - Documents
school.csv	Bruno (IT)	5/15/2023	931 bytes	Bruno (IT)'s OneDrive - Documents
teachermaster.csv	Bruno (IT)	5/15/2023	283 bytes	Bruno (IT)'s OneDrive - Documents

Outlook

1

Open Outlook on the web:

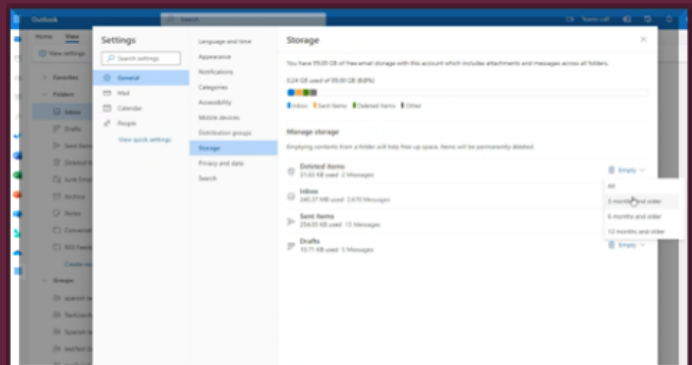
Sign in to your Outlook with your SUN username, then go to Settings > View all Outlook settings.



2

Check storage and clean your inbox:

From your Outlook setting, go to General > Storage and empty your deleted items.



Source: Microsoft Learn

Additional resources

[Navigating Microsoft 365 changes: Outlook online archiving](#)

[Navigating Microsoft 365 changes: Teams recordings](#)

[Navigating Microsoft 365 changes: File versioning](#)