

Microsoft 365 (M365)

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. 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.

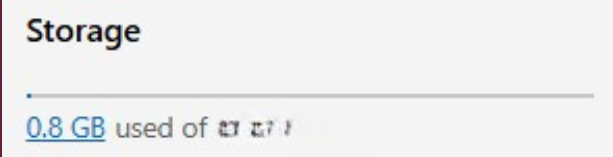
How to use less storage in OneDrive and Outlook



OneDrive

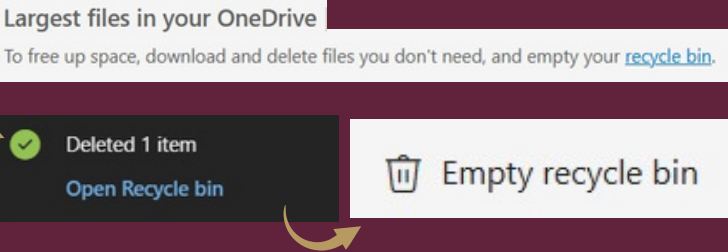
1 Review storage consumption

Sign in to OneDrive on the web via the following link:
<https://stellenbosch-my.sharepoint.com>
Use your SU email address and password. Review storage usage in the bottom left corner.



2 Clean up files

Click on the storage amount used (underlined in blue) 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.



Outlook

1 Open Outlook on the web

Go to <https://outlook.office.com> and sign in to Outlook using your SU email address and password. Click on the Gear icon in the top right corner.



2 Check storage and clean your inbox

From your Outlook Settings, go to Account > Storage to check how much storage you are using.



Manage your storage by emptying your deleted items.

Manage storage			
Emptying contents from a folder will help free up space. Items will be permanently deleted.			
Folder	Size	Message Count	Manage
Deleted Items	1.1 GB	12	Empty
Junk Email	1.1 GB	12	Empty
Inbox	1.1 GB	12	Empty
Sent Items	1.1 GB	12	Empty
Drafts	1.1 GB	12	Empty

Additional resources

- [Navigating Microsoft365 changes: Outlook online archiving](#)
- [Navigating Microsoft 365 changes: Teams recordings](#)
- [Navigating Microsoft 365 changes: File versioning](#)