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# **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

### **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.

### **Clean up files** 2

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.

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

Deleted 1 item Open Recycle bin

Empty recycle bin



Storage

0.8 GB used of to the

## Open Outlook on the web

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



# Additional resources

Navigating Microsoft365 changes: Outlook online <u>archiving</u>

Navigating Microsoft 365 changes: Teams

recordings

Navigating Microsoft 365 changes: File versioning

# 2 Check storage and clean your inbox

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

Settings	Email account	Storage		
Q. Search settings	Shared with me			
Account Files Genera	Automatic replies Signatures Categories Mobile devices	All folders In-place archive You have 90.00 GE of email storage with this account which includes attachments and messages across all folders: 5111G lossed of #2hsiGB 12.09()		
🔁 Mail	Storage			
Calendar 88 People		Inbox Sent Items Deleted Items Other		

# 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.

Folde	r	Size	Message Count	Manage
Û	Deleted Items	$C[W] \rightarrow 0$	37	🗊 Empty ~
Ca	Junk Email		- M.	節 Empty ~
Ø	Inbox	403 Crz	17	⑪ Empty ~
₽	Sent Items	41-1111	17.	🗊 Empty ~
Ð	Drafts		11	⑪ Empty ~

Source: Microsoft Learn | Infographic updated July 2025

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