

Managing your space in *Microsoft365*


Best Practises Guide for managing space in your OneDrive and Outlook applications



1. Move or **delete files** that are no longer required from OneDrive, including non-university related files and large files (e.g. videos). Proceed with deleting also **from the Recycle Bin** of the OneDrive application.
2. Check your existing **disk quota** periodically, especially if it is reaching or has exceeded the limit.
3. Delete no longer required email communication from your Outlook or move it to an archive mailbox. Samples of communication with heavy impact of your disk space include
 - Emails with subject «**Ημερήσιος Τύπος (Daily Press)**»
 - Received scanned documents from **Papercut**
 - Emails from subscribed distribution lists
4. Delete the contents of **Deleted Items** from your Outlook - please note that items in Deleted folder are **automatically removed after thirty days**
5. If you are sending emails to mailing lists with a large number of subscribers, make sure that any attachments are kept to a **low size**. Alternatively, you may upload your documents to your OneDrive and send a link to them instead.
6. Sort your mailbox **by message size**, for easier location, evaluation and possible deletion of very large emails.
7. Deleted any no longer required **Teams** groups.
8. Utilize the filesender service for sending large documents <https://filesender.ucy.ac.cy/> .
9. Save your **personal documents** on your personal devices or personal cloud space (like external USB disks/devices, personal OneDrive, GoogleDrive, Dropbox, pCloud, iCloud, iDrive).
10. Search for the folder **“Migrated From Stream”** in your OneDrive: if it exists, consider evaluating the contents and deleting what is no longer required.

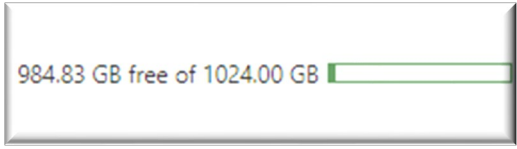
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OneDrive

Connect to OneDrive on the web with your account and check your usage status by clicking settings , OneDrive Settings, More Settings, Storage Metrics.

1


984.83 GB free of 1024.00 GB



2


Evaluate your actual disk usage and actual need of your documents:

Select the various folders and observe the space used. Delete any unnecessary files and proceed with emptying the recycle bin when you are done.



Type	Name	Total Size	% of Parent	% of Site Quota	Last Modified
Folder		11.8 GB	30.11%	1.15%	10/7/2024 9:46 AM
Folder		8.2 GB	20.76%	0.80%	6/25/2024 3:53 AM
Folder		6 GB	15.36%	0.59%	10/8/2024 12:05 AM
Folder		4.3 GB	11.01%	0.42%	10/6/2024 12:19 PM
Folder		4.1 GB	10.32%	0.40%	6/25/2024 3:26 AM
Folder		2.2 GB	5.73%	0.22%	9/27/2024 4:00 AM
Folder		1.1 GB	2.76%	0.11%	6/12/2024 6:43 AM
Folder		627.9 MB	1.56%	0.06%	7/31/2024 2:47 AM
Folder		320.6 MB	0.80%	0.03%	9/10/2023 9:48 PM
Folder		291.7 MB	0.73%	0.03%	6/12/2024 6:28 AM
Folder		78 MB	0.19%	0.01%	5/29/2019 8:20 AM Version History
Folder		63.6 MB	0.16%	0.01%	6/12/2024 6:58 AM
Folder		46.2 MB	0.11%	0.00%	6/12/2024 6:28 AM Version History

Outlook

Connect to Outlook on the web with your account and check your usage status by clicking ..., settings , general, storage:

1

31.28 GB used of 99.00 GB (31.0%)




















 Sent Items  00-SAVED  10-DATA-CENTER  Other

Use the 'manage' options to clear all unwanted folders and /or older emails by selecting the appropriate options. Alternatively, you may delete unwanted emails individually. Always clear the *deleted items folder* at the end.

2

Manage storage

Emptying contents from a folder will help free up space. Items will be permanently deleted.

Folder	Size	Message Count	Manage
 Deleted Items	57.86 MB	203	 Empty 
 Junk Email	2.49 MB	12	 Empty 
 Sent Items	5.63 GB	21532	 Empty 
 00-SAVED	4.33 GB	17170	 Empty 
 10 	1.16 GB	2862	All
 01-SENT	1.05 GB	5134	3 months and older
 40 	984.44 MB	6112	6 months and older
			12 months and older