How to use less storage in OneDrive

CU Denver | Anschutz

Use your storage effectively

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

OneDrive

First, review your storage consumption:

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

Then, clean up your files:

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

1

Storage

< 0.1 GB used of 100 GB (1%)

2

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.pptx	Bruno (IT)	2 minutes ago	27.0 KB	Bruno (IT)'s OneDrive › Documents
	schedule.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
	teacherroster.csv	Bruno (IT)	5/15/2023	283 bytes	Bruno (IT)'s OneDrive › Documents

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're not using anymore in OneDrive, such as:

  - ✓ **Old or unnecessary files** (like assignments from last year)

  - ✓ **Large files you don't need anymore** (like videos)

- ✓ **Store your personal files separately** from university files, such as music, by saving them to your personal OneDrive instead

- ✓ **Move any personal files** already saved to your university OneDrive account to your personal account

[Learn more](#) **about managing your OneDrive storage.**