CLEAN YOUR GOOGLE DRIVE

Created By: Technology Services

This document provides a walkthrough on how to identify large files and remove them from your Google Drive.

- 1. Open <u>GoogleDrive</u> and Sign in.
- 2. Click "Storage" on the lower left-hand side of the page.
- 3. You'll see a legend at the top of the screen displaying how much space each of your Google platforms are taking up. (Drive, Gmail, Photos)

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- New	Storage		Backups ()
Priority My Drive Shared drives	Total used A M * 2.27 GB Drive Graal Protein 2.27 GB 0 bytes 0 bytes		
Shared with me	Files using Drive storage		Storage used $~~\psi$
3 Recent	Bond Projects Presentation (February 2019) pptx		1.29 68
∯ Starred	WCNC10_11_19.mp4.mpg		264.3 MB
iii naan	WCNC10/11/19.mp4 45		264.3 MB
2 Storage 27 CR used	BOE test event for committee and Live (2020-03-23 at 11:03 GMT-7)		117.7 MB
	gku-gmoy-ahn (2020-03-22 at 08:54 GMT-7)		116.6 MB
	Large Scale Chromebook Rollout.pptx 45.		45.4 MB
	1to1Handbook 2016-2017.pdf		28.2 MB
	Elementary Chromebook Care Video V2.mp4 45		26 MB
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- 4. Sort your files by size by clicking on "Storage used" (make sure the arrow is pointing down)
- 5. All of your files will sort from largest file size to smallest.

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Priority	Files using Drive storage	Storage used 🖕
My Drive	WCNC10_11_19 mp4.mpg	264.3 MB
Shared drives	WCNC10/11/19.mp4 45	264.3 MB
Shared with me	DOE test event for committee and Live (2020-03-23 at 11:03 GMT-7) 45	117.7 MB
Recent	gku-gmoy-ahn (2020-03-22 at 08:54 GMT-7)	116.6 MB
☆ Starred	2 Large Scale Chromebook Rollout.potx	45.4 MB
[ii] Trash	1to1Handbook 2016-2017.pdf	28.2 MB
Storage	Elementary Chromebook Care Video V2.mp4 45	26 MB
	Lenovo N23 Chromebook.mp4 45.	24.1 MB
	EdFI Overview for Union County Schools 7-27-2017 pptx	18.7 MB
	ParentBrochure master rtf	7.3 MB

- 6. Remove any unused files greater than 20mb if possible by right clicking the file and remove, or drag and drop to Trash.
- 7. Click into the Trash and select Empty Trash.
- 8. Technology suggests that you bring your total Google Drive storage below 14 GB as the county quota for staff will be 15 GB.



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