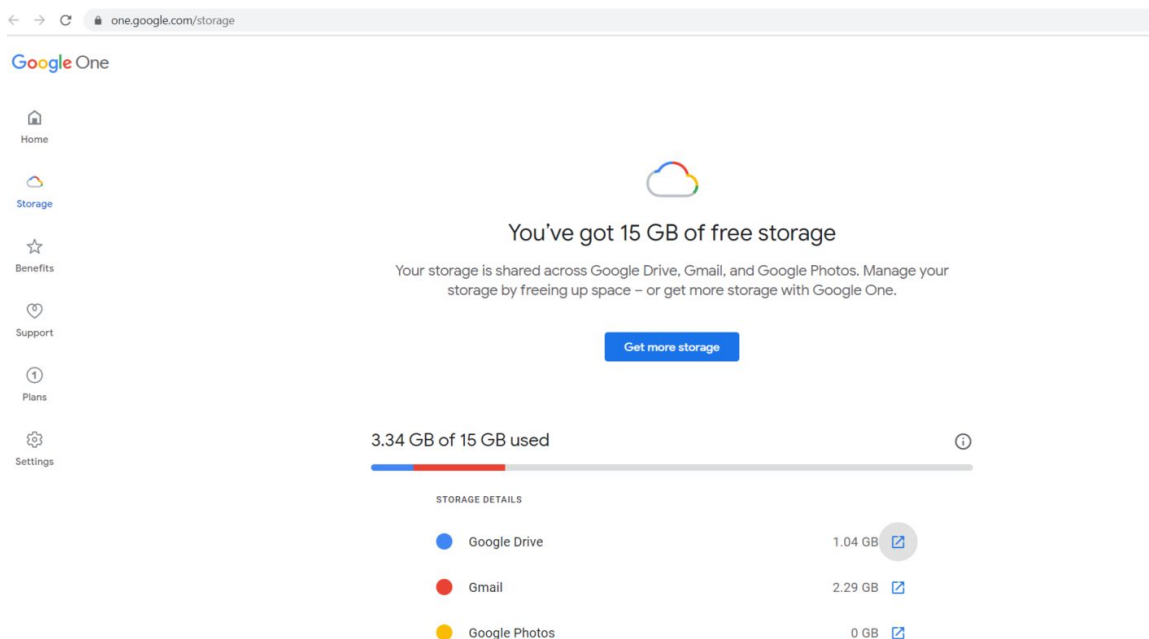# Google Storage

Google Storage allows you manage all of the information you have stored across your Google Apps (Gmail, Google Drive, and Google Photos). By default and for free, you have 15 GB of space for all of the information you have stored in Google Apps (meaning your email in Gmail, documents in Google Drive, and pictures in Google Photos) If you use more than 15GB of space in the future, Google will be stopping or limiting your use of Gmail, Google Drive, and/or Google Photos. The following tutorial details how to delete items that are taking up the most storage space. If you would like to purchase additional space, see "Buy More Storage".

Instructions

- Open your Internet Browser (for example: Google Chrome, Mozilla Firefox) and go to https://one.google.com/storage. If you were already logged into Google in your browser, you will see the following screen.

- If you are not logged into your Google Account, you will be asked to login.

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use a private browsing window to sign in. Learn more

Create account   Next

English (United States) ▼   Help   Privacy   Terms

- Enter the Gmail email address or phone number you use to login to your Google account.
- Click "Next."

Google

Sign in

Use your Google Account

Email or phone
test@gmail.com

Forgot email?

Not your computer? Use a private browsing window to sign in. Learn more

Create account   Next

- Enter your password for your Google account.
- Click "Next."

Enter your password
••••••••••••••••

☐ Show password

Forgot password?   Next

- You should now be on a page that summarizes how much of your storage you are using.

- To delete some of the items that are taking up the most space, scroll down and click on "Free up account storage."

- The page you are on will now show you different items that you can delete to free up space.

← → C 🔒 one.google.com/storage/management

← Storage manager

Manage your account storage

Free up space across Gmail, Google Photos, and Google Drive when you review and remove extra, discarded, and large items. Learn more

Discarded Items

- Discarded Items are emails in your Gmail account, files in your Google Drive account, or photos in your Google Photos account that you deleted and are now sitting in your Trash folder. Emails that went to your spam folder in your Gmail account are also listed here.

Deleted Emails

- Let's start by reviewing your "Deleted Emails." Deleted emails are emails that you moved to Trash in Gmail but that have not been removed from your Trash folder.
- To review and delete "Deleted emails", click on "Review and Free up" under "Deleted Emails."
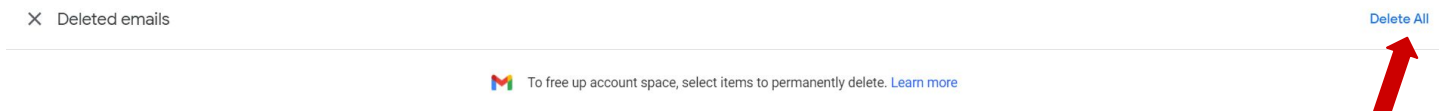
Discarded items
You can free up to 101.7 MB

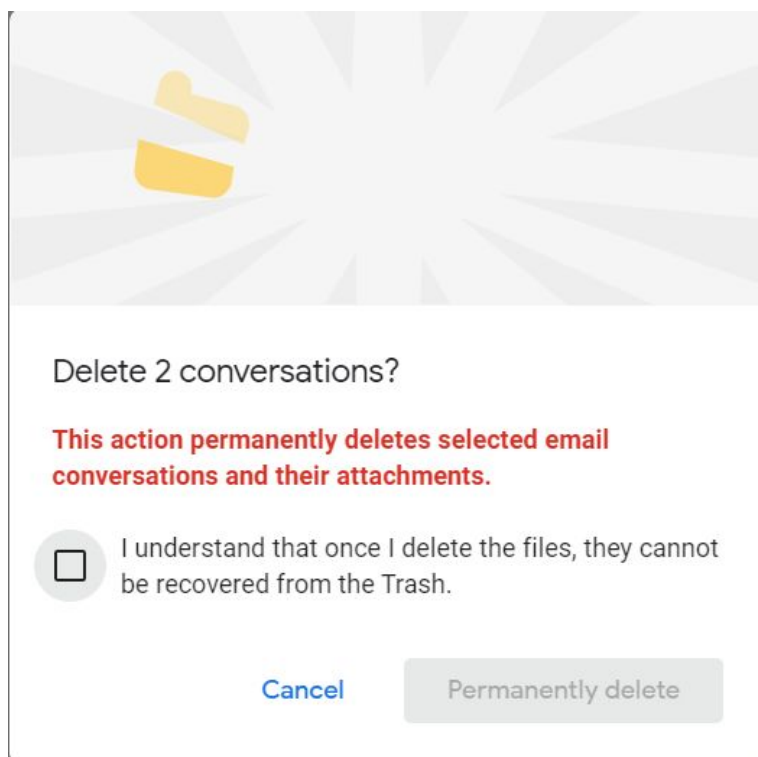| Deleted emails	Spam emails	Deleted files
M	M	▲
Deleted emails	Spam emails	Deleted files
Emails you moved to the Trash but haven't been permanently deleted	Emails marked as spam	Files you moved to the Trash but haven't been permanently deleted
Review and free up 23.9 KB	Review and free up 3.8 MB	Review and free up 97.9 MB

- Once you have clicked "Review and Free up", you will be taken to a page with all of the emails that are in your Trash folder. Scroll down to review all of these emails.
- Click on any emails that you would like to view.
- You can select the emails you want to permanently delete or delete all of the emails that are in your trash folder.

X Deleted emails   Delete All

M To free up account space, select items to permanently delete. Learn more

☐ All items (2)

To select specific emails to delete, click on the checkbox next to the items you want to delete. You can click multiple checkboxes. When you are ready to delete and have selected at least one file to delete, click on the delete button (which looks like this

🗑) in the top right corner of the screen.

To delete all of the emails, click on the Delete All button in the top right corner.

- A box will pop up to confirm you want to delete the emails you selected.

Delete 2 conversations?

This action permanently deletes selected email conversations and their attachments.

☐ I understand that once I delete the files, they cannot be recovered from the Trash.

Cancel   Permanently delete

Note: once you delete these emails, you will not be able to get them back.

If you want to <u>continue with deleting</u> the emails you selected:
- Check the box next to "I understand that once I delete the files, they cannot be recovered from the Trash."
- Click on "Permanently delete" if you would like to <u>continue with deleting the files</u>.

Delete 2 conversations?

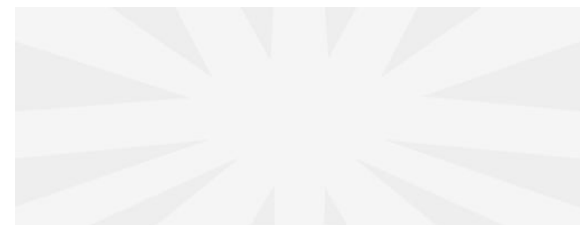This action permanently deletes selected email conversations and their attachments.

☑ I understand that once I delete the files, they cannot be recovered from the Trash.

Permanently delete

If you <u>do not want to delete</u> the files you selected:
- Click on "Cancel" to return to the last screen you were on to modify your selections.

Delete 2 conversations?

This action permanently deletes selected email conversations and their attachments.

☐ I understand that once I delete the files, they cannot be recovered from the Trash.

Cancel   Permanently delete

- If you deleted all of the emails, you will be returned to the page where it says "Manage your account storage."
  a. If you did not delete any emails or only deleted some of the emails, you can return to "Manage your account storage" by clicking on the ⊗ in the top right corner.

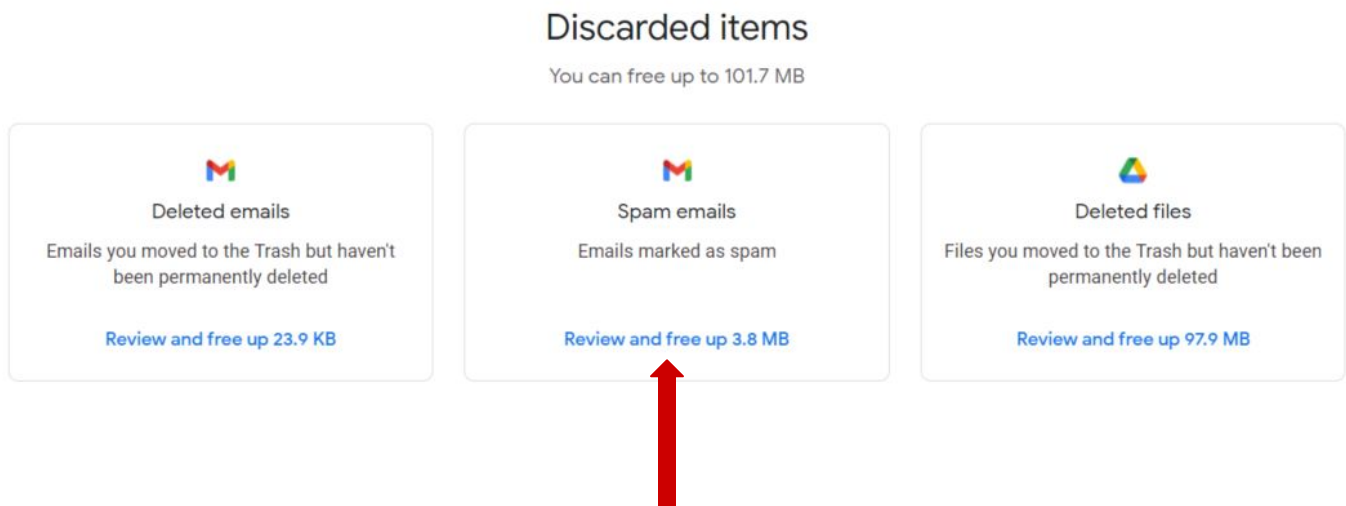✕ Deleted emails   Delete All

M   To free up account space, select items to permanently delete. Learn more
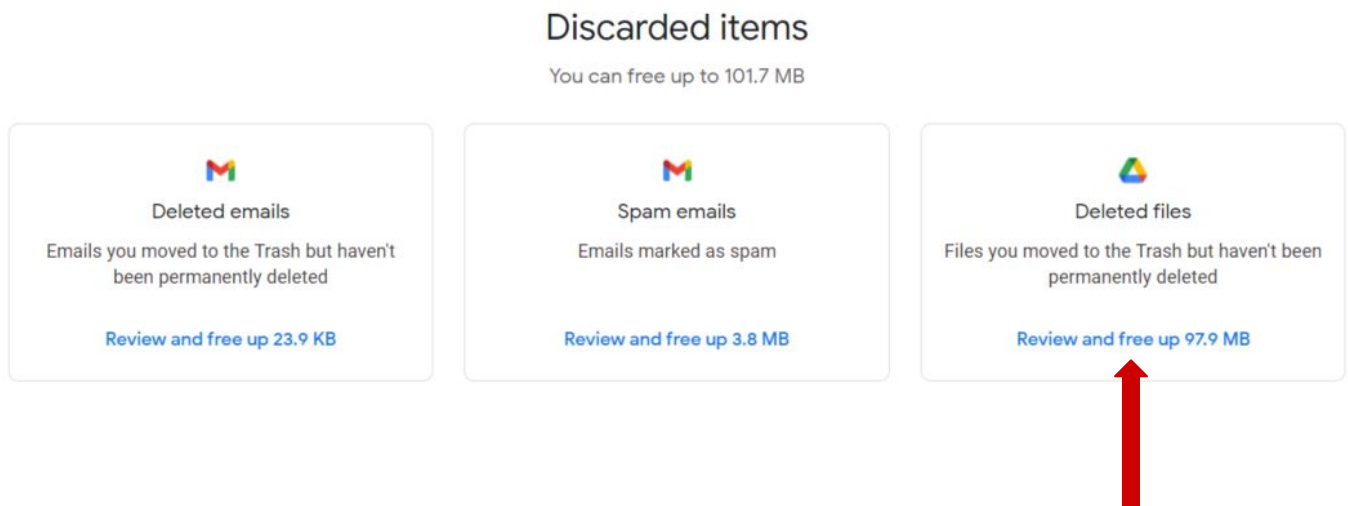
All items (2)

Spam Emails
● Next, follow the same steps to delete your Spam emails.
    ● Emails that went to your spam folder in your Gmail account are listed here.
    ● To review and delete "Spam emails", click on "Review and Free up" under "Spam Emails."

Discarded items
You can free up to 101.7 MB

Deleted emails	Spam emails	Deleted files
Emails you moved to the Trash but haven't been permanently deleted	Emails marked as spam	Files you moved to the Trash but haven't been permanently deleted
Review and free up 23.9 KB	Review and free up 3.8 MB	Review and free up 97.9 MB

● Once you have clicked "Review and Free up", you will be taken to a page with all of the emails that were marked as spam. Scroll down to review all of the emails that are in your Spam folder of your Gmail account.
● Click on any emails that you would like to view.
● You can select the emails you want to permanently delete or delete all of the emails that are in your spam folder.
    a. To select specific emails to delete, click on the checkbox (☐) next to the items you want to delete. When you are ready to delete and have selected at least one file to delete, click on the delete button (which looks like this 🗙) in the top right corner of the screen.
    b. To delete all of the emails, click   Delete All   in the top right corner of the screen.
    ● When you get to the box asking you to confirm deletion:
    a. Check the box next to "I understand that once I delete the files, they cannot be recovered from the Trash."
    b. Click on "Permanently delete" if you would like to continue with deleting the files.
● To return to "Manage your account storage", click on the ⊗ in the top left corner of the screen.

Deleted Files
- Next, follow the same steps to delete the "Deleted files."
    - Deleted files are the files in the Trash folder of your Google Drive account.
    - To review and delete "Deleted", click on "Review and Free up" under "Deleted files."

Discarded items
You can free up to 101.7 MB

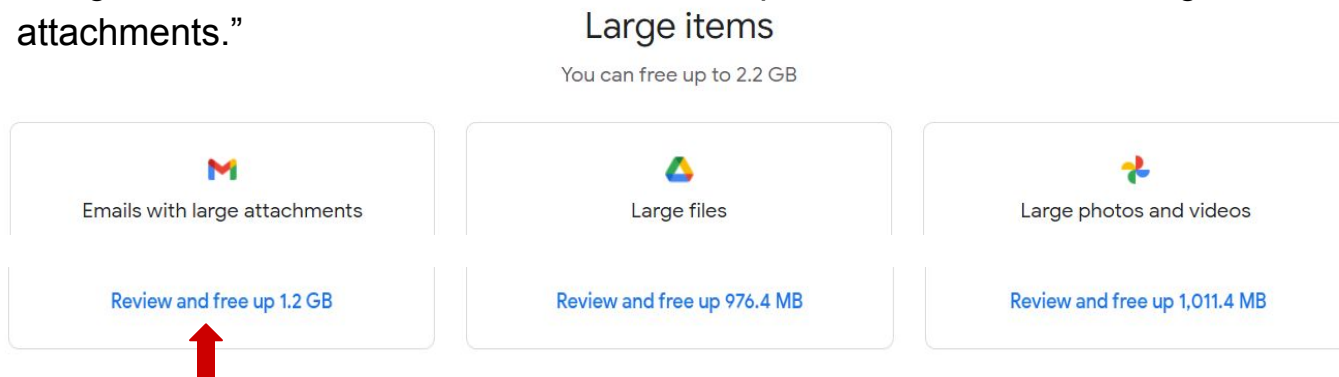| Deleted emails	Spam emails	Deleted files
Emails you moved to the Trash but haven't been permanently deleted	Emails marked as spam	Files you moved to the Trash but haven't been permanently deleted
Review and free up 23.9 KB	Review and free up 3.8 MB	Review and free up 97.9 MB

- Once you have clicked "Review and Free up", you will be taken to a page with all of the files that are in your Trash folder in Google Drive. Scroll down to review the files that are in your Trash folder.
- Click on any files that you would like to view.
- You can select the files you want to permanently delete or delete all of the files that are in your Trash folder.
    a. To select specific files to delete, click on the checkbox (☐) next to the files you want to delete. When you are ready to delete and have selected at least one file to delete, click on the delete button (which looks like this ⊠) in the top right corner of the screen.
    b. To delete all of the files, click Delete All in the top right corner of the screen.
- When you get to the box asking you to confirm deletion:
    a. Check the box next to "I understand that once I delete the files, they cannot be recovered from the Trash."
    b. Click on "Permanently delete" if you would like to continue with deleting the files.
- To return to "Manage your account storage", click on the ⊗ in the top left corner of the screen.

Large Items

- Next, let's free up space by deleting your "Large Items".
    - Large Items are the files that are taking up the most space in Gmail, Google Drive, or Google Photos.
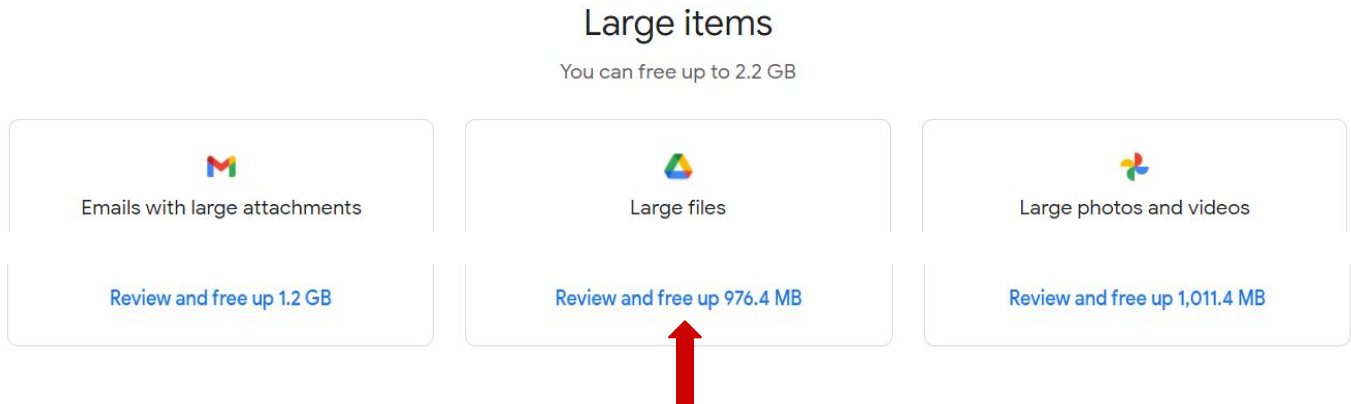
Emails with Large Attachments
- To review and delete attachments that are taking up the most space in your Google account, click on "Review and Free up". Under "Emails with large attachments."

Large items

You can free up to 2.2 GB

Emails with large attachments	Large files	Large photos and videos
Review and free up 1.2 GB	Review and free up 976.4 MB	Review and free up 1,011.4 MB

- Once you have clicked "Review and Free up", you will be taken to a page with all of the emails with large attachments in your Gmail account. Scroll down to review the emails.
- Click on any of the emails to view the attachments to that email.
- You can select the emails you want to permanently delete or delete all of the emails with large attachments. Note: deleting the emails will permanently delete both the emails and the attachments.
    - a. To select specific emails to delete, click on the checkbox (☐) next to the files you want to delete. When you are ready to delete and have selected at least one email to delete, click on the delete button (which looks like this 🗙) in the top right corner of the screen.
    - b. To delete all files, click on the checkbox next to All items (☐ All items (5)) to select all of the files. Then, click on the delete button in the top right corner of the screen.
- When you get to the box asking you to confirm deletion:
    - a. Check the box next to "I understand that once I delete the files, they cannot be recovered from the Trash."
    - b. Click on "Permanently delete" if you would like to <u>continue with deleting the emails</u>.
- To return to "Manage your account storage", click on the ✕ in the top left corner of the screen.
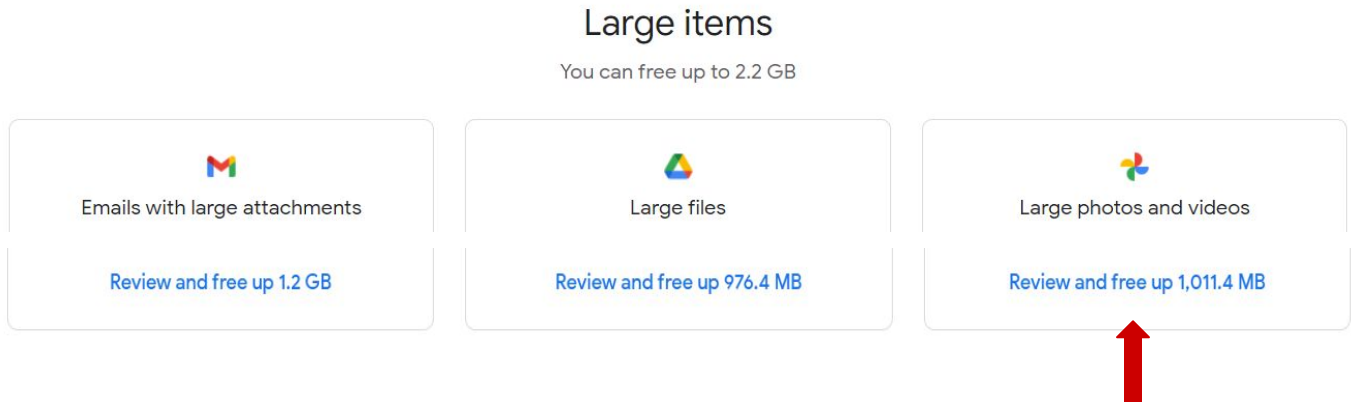
Large Files
- To review and delete files that are taking up the most space in your Google account, click on "Review and Free up" under "Large files."

Large items

You can free up to 2.2 GB

Emails with large attachments	Large files	Large photos and videos
Review and free up 1.2 GB	Review and free up 976.4 MB	Review and free up 1,011.4 MB

- Once you have clicked "Review and Free up", you will be taken to a page with all of the largest files in your Google Drive account. Scroll down to review the files.
- Click on any of the files to view the file.
- You can select the files you want to permanently delete or delete all of the large files.
    a. To select specific files to delete, click on the checkbox (☐) next to the files you want to delete. When you are ready to delete and have selected at least one email to delete, click on the delete button (which looks like this ⊠) in the top right corner of the screen.
    b. To delete all files, click on the checkbox next to All items (☐ All items (5)) to select all of the files. Then, click on the delete button in the top right corner of the screen.
- When you get to the box asking you to confirm deletion:
    a. Check the box next to "I understand that once I delete the files, they cannot be recovered from the Trash."
    b. Click on "Permanently delete" if you would like to <u>continue with deleting the files</u>.
- To return to "Manage your account storage", click on the ⊗ in the top left corner of the screen.

Large Photos and Videos

- To review and delete photos and videos that are taking up the most space in your Google account, click on "Review and Free up" under "Large photos and videos."

- Once you have clicked "Review and Free up", you will be taken to a page with all of the largest photos and videos in your Google Photos account. Scroll down to review the files.
- Click on any of the files to view the file.
- You can select the files you want to permanently delete or delete all of the large files.
    a. To select specific files to delete, click on the checkbox (☐) next to the files you want to delete. When you are ready to delete and have selected at least one file to delete, click on the delete button (which looks like this ⊠) in the top right corner of the screen.
    b. To delete all files, click on the checkbox next to All items (☐ All items (5)) to select all of the files. Then, click on the delete button in the top right corner of the screen.

- When you get to the box asking you to confirm deletion:
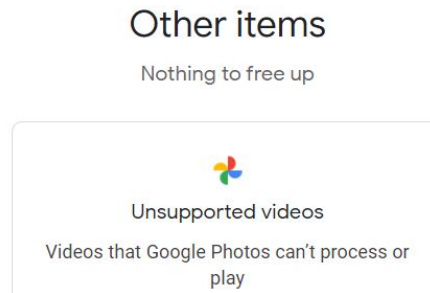   a. Click on "Move to Trash" if you would like to <u>continue with deleting the files</u>.

- To return to "Manage your account storage", click on the ⊗ in the top left corner of the screen.

<u>Other Items</u>

- Other items are files in Google Photos that you cannot view through Google Photos and are using storage space. If you do not have any other items, your screen may look like the below.

- If you do have Other Items: to review and delete any of these items, click on "Review and Free up" under "Unsupported videos."
- Once you have clicked "Review and Free up", you will be taken to a page with all of the unsupported files that are saved in your Google Photos account. Scroll down to review all of the files.
- You can select the files you want to permanently delete or delete all of the large files.
  a. To select specific files to delete, click on the checkbox (☐) next to the files you want to delete. When you are ready to delete and have selected at least one file to delete, click on the delete button (which looks like this ⊠) in the top right corner of the screen.
  b. To delete all files, click on the checkbox next to All items (☐ All items (5)) to select all of the files. Then, click on the delete button in the top right corner of the screen.
- When you get to the box asking you to confirm deletion:
  a. Click on "Move to Trash" if you would like to <u>continue with deleting the files</u>.
- To return to "Manage your account storage", click on the ✕ in the top left corner of the screen.

**Congratulations! You have now used Google Storage
to free up some storage space!**