Google My Drive Storage

A Guide to Reducing Your Storage Usage

Click on the area you are interested in and the link will place you where you want to be. Feel free to scroll through the document.

[How do I check my storage usage in Google?](#)

[How do I review my Google Drive Files?](#)

[How do I move a Google file(s) or folder out of my Google Drive?](#)
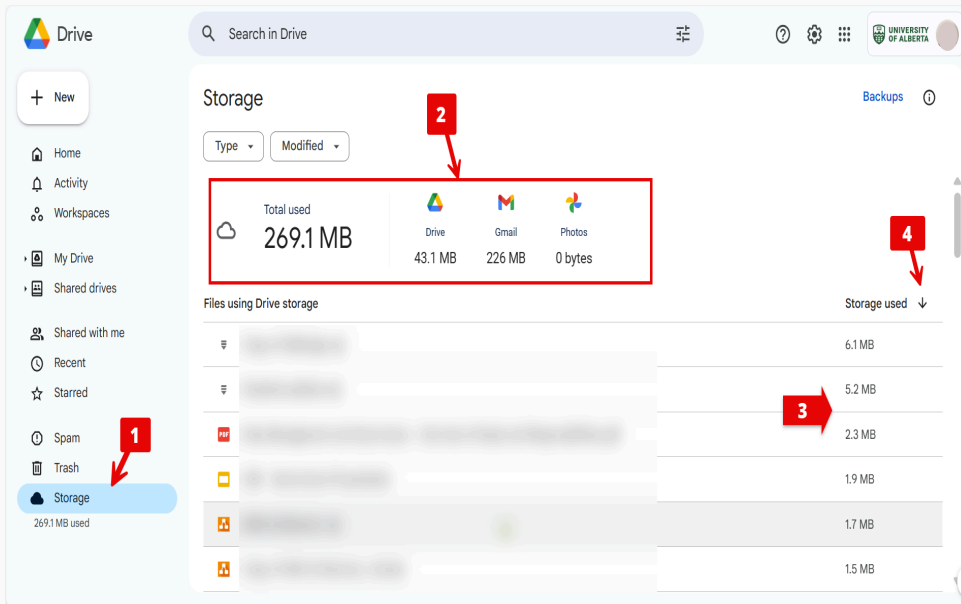
[How do I delete my Google files or folders?](#)

[Where do I find guidelines regarding unit records or research data?](#)

Google My Drive Storage

How do I check my storage usage in Google?

The following steps show how to confirm the total Google storage you are using.

🎥   View the Video Walkthrough for a demonstration on checking your Google storage.

1. Click on the Storage view link at the bottom left of the Google Drive Window OR Go to drive.google.com/drive/quota .

2. View the breakdown for Google Drive, Gmail and Google Photos. Your 'Total used' must be under your quota.

3. The Storage view also sorts all of your My Drive files by the largest to the smallest, helping to identify files that consume the most storage.

4. Change the sort by clicking on the arrow.

Did you know?
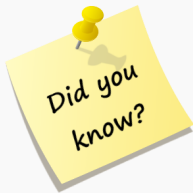
➔ Google Photos and Gmail are included in your 'Total used' Google Storage.

➔ Files that are in your **Trash** are included in your total used Google Storage until they are permanently deleted.

➔ Videos, photos/images, and audio file types generally consume the largest amount of storage; however PDFs can also have an impact on storage.

What else do you need help with?

➢ How do I review my Google Drive Files?
➢ How do I move a Google file(s) or folder(s) out of my Google Drive?
➢ How do I delete my Google files or folders?
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Google My Drive Storage

How do I review my Google Drive Files?

The following steps show how to review my Google Drive files.

View the Video Walkthrough for a demonstration on reviewing your Google Drive files and deleting them.

STEP 1

Discover your files from multiple perspectives from the Storage View.

Or, you can build your own search through the advanced search filter at the top of your Drive window..

Check out the Google Drive Help link for more details on how to find files in Google Drive.

Find files in Google Drive - Google Drive Help
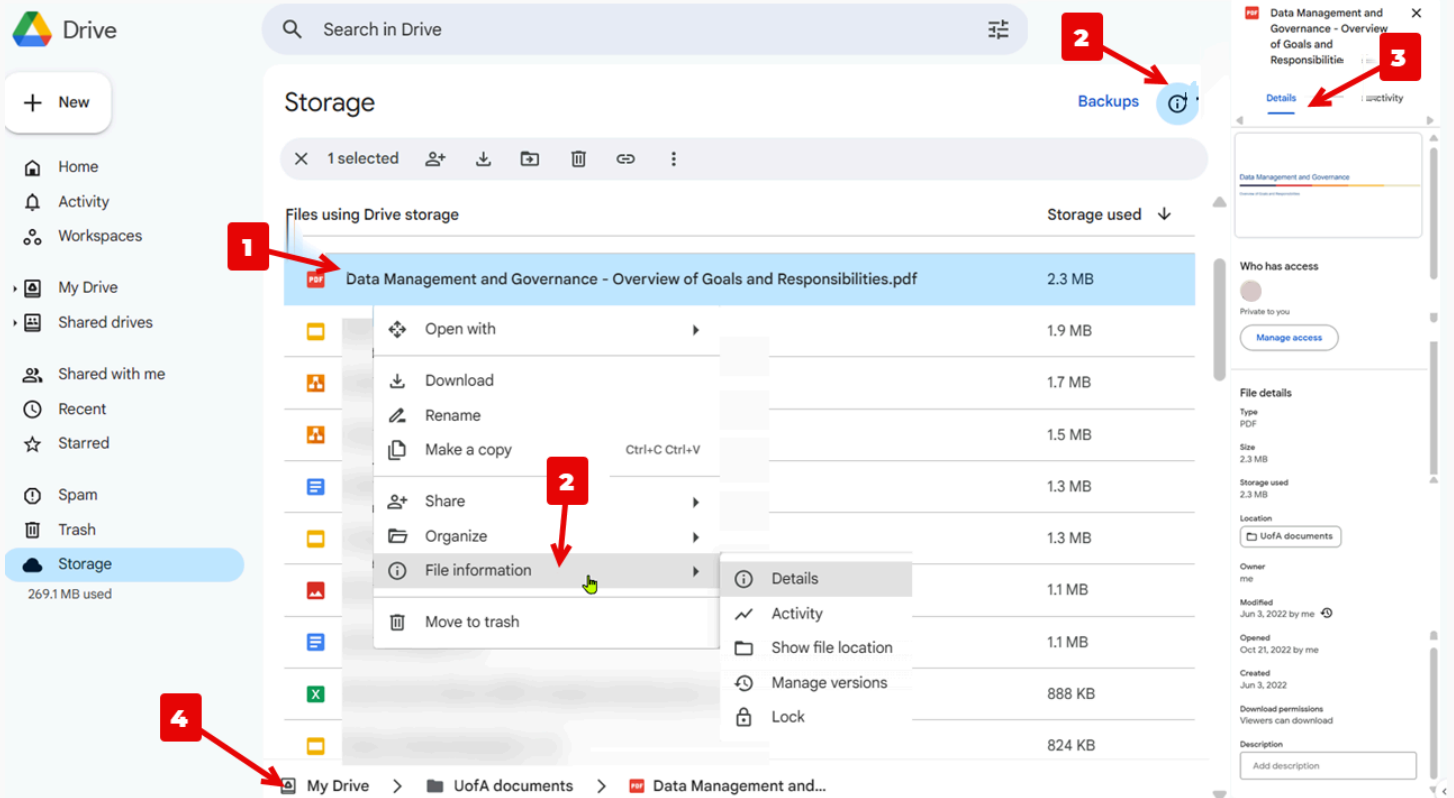
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STEP 2

Identify files that are not explicitly related to your studies, work or department at the university.

This includes personal files such as family photos and videos, personal financial documents, etc. These will need to be removed from your Google Drive.

STEP 3

Look at the file details

If you have any uncertainty regarding the file such as who has access, date it was last opened, and more.

1. Select the file you are interested in.

2. Click on ⓘ OR right-click on the file and select File information to bring up the Details view.

3. Review the activity and details about the file

4. Review where the file is stored (bottom of the Drive Window). You can click on the file or folder in the location path to open the Drive window to that location.

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➔ Videos, photos/images, and audio file types generally consume the largest amount of storage; however PDFs can also have an impact on storage.
➔ The File information view can be used to **confirm ownership** of a file. Files owned by you will display 'me' under the Owner details (these files count towards your My Drive storage). Files in a Shared Drive will show 'Owned by University of Alberta' under the Storage Used section (these files do not count towards your My Drive storage, even if you are the creator).
➔ **'My Drive'** is attached to your **CCID**. When you leave the institution, all files stored in your My Drive will be lost. If there is institutional data that needs to be maintained in your My Drive, it will be inaccessible to your department or faculty when you leave.
➔ **Shortcuts** can be used as an alternative to copying a file into your Drive. While copying creates a duplicate file/folder which would be included in your storage allocation, shortcuts are pointers to the original file allowing easy access without the duplication. Simply right-mouse click on the file name, select Add Shortcut from the Organize menu and choose the location where your shortcut will be created. An arrow will be displayed in Google Drive with the file type icon to indicate it is a shortcut.

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How do I move a file(s) or folder(s) out of my Google Drive?

Where you move your Google Drive files and folders depends more on what type of file you are storing. Refer to the types of files below to inform you of where to direct your attention and instructions of how you can move your files.

Google files (docs, sheets, slides, sites, forms, and drawings) take up little space on your Google Drive. The file types are designed to use minimal storage and users can typically store a significant number of these files within their allocated Google Drive storage limit. There is normally no need to worry about leaving these on your Google Drive. Other file types are likely increasing your storage usage and need to be given attention first.

The Google Photos app is designed for efficient organization and search capabilities of photos and videos. These files, especially high-resolution ones, take up a large amount of storage and count against your Google Storage total. Unfortunately, at this time, Google does not provide us with a tool to help you move these files. The Google Photos app will not be offered in the future by the UofA so it is important that you move anything you need from this app. Of course, we will inform you before the service is shut down.

Photos and videos don't need to be stored in the Google Photos app. You can have them stored anywhere on your Google Drive. These files, especially high-resolution ones, take up a large amount of storage and do count against your Google Storage total. You can easily find them by using the 'View by File Type' function in the Storage view. Refer to this section for instructions.

Be aware of the potential high storage usage associated with data files and databases. Some common data file extensions include but are not limited to .csv, .dat, .txt, .xls, etc. Examples of database file extensions are .db, .sql, and .bak. These files, normally used in research, may contribute to significant storage consumption and require your attention. At this time, here is a link to some options you have to move these files to. We are in the process of increasing services for research data storage so watch out for more information in the near future.

Google My Drive Storage

Moving a File or Folder in your Google Drive to a Different Location

There are various methods you can use depending on your specific needs and destination. Here are some options. Choose the method that best fits your preferences and requirements for moving the file.

- Move to a Shared Drive where collaboration is required or the digital item is of lasting importance to the institution.

  1) Select My Drive.
  2) Right-mouse click on the file to be moved to a Shared Drive (to select multiple files, hold down Command (Mac) or Ctrl (Windows) and click each file).
  3) Mouse-over Organize to display the menu and select Move..
  4) Select the location to move the file and click move
 5) Confirm that ownership of the file can be changed.
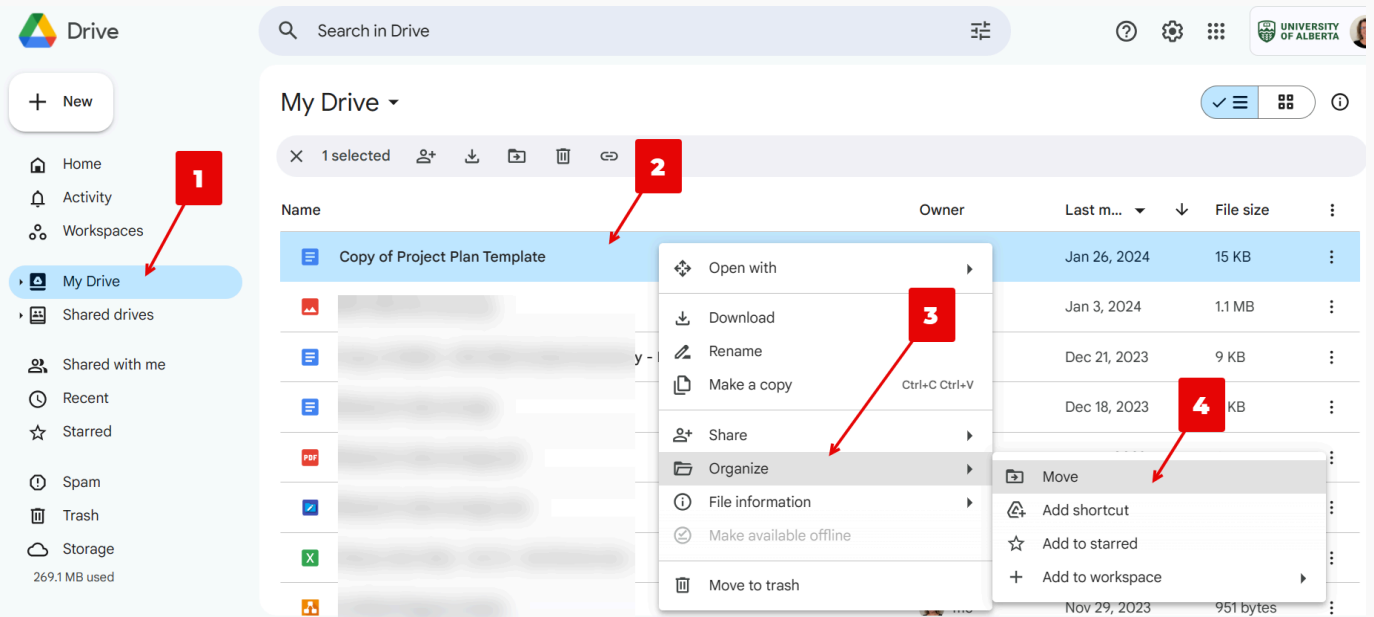
- Drag and Drop (Does not work with Google file types, only non-Google file types)

- ○ Open Google Drive in your web browser
- ○ Open another file explorer window for the destination (e.g. you computer or another cloud storage service).
- ○ Drag the file from Google Drive and drop it into the desired location in the other file explorer window.
- ○ If a copy was made, remember to remove the file in the Google Drive.
- Share and Make a Copy
  - ○ Share the file with the Google account associated with the destination
  - ○ Open the shared link with the destination account
  - ○ Make a copy of the file in the destination account
  - ○ Remove copy from the Google Drive
- Collaborate with Another Account
  - ○ Share the file with another Google account
  - ○ Open the file using the other account
  - ○ Move the file to the desired location within the other account's Google Drive

Did you know?
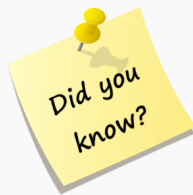
➔ Research data files and databases as well as high-resolution photos and videos are the biggest culprits in storage usage. There are existing options for the storage of these files within the UofA that are not your Google Drive which you should consider. We are working to provide you more research storage services so stay tuned.

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How do I remove my Google files or folders?

The following steps show how to delete your Google Drive files.

[Video Walkthrough](#) for a demonstration on reviewing your Google Drive files and deleting them.
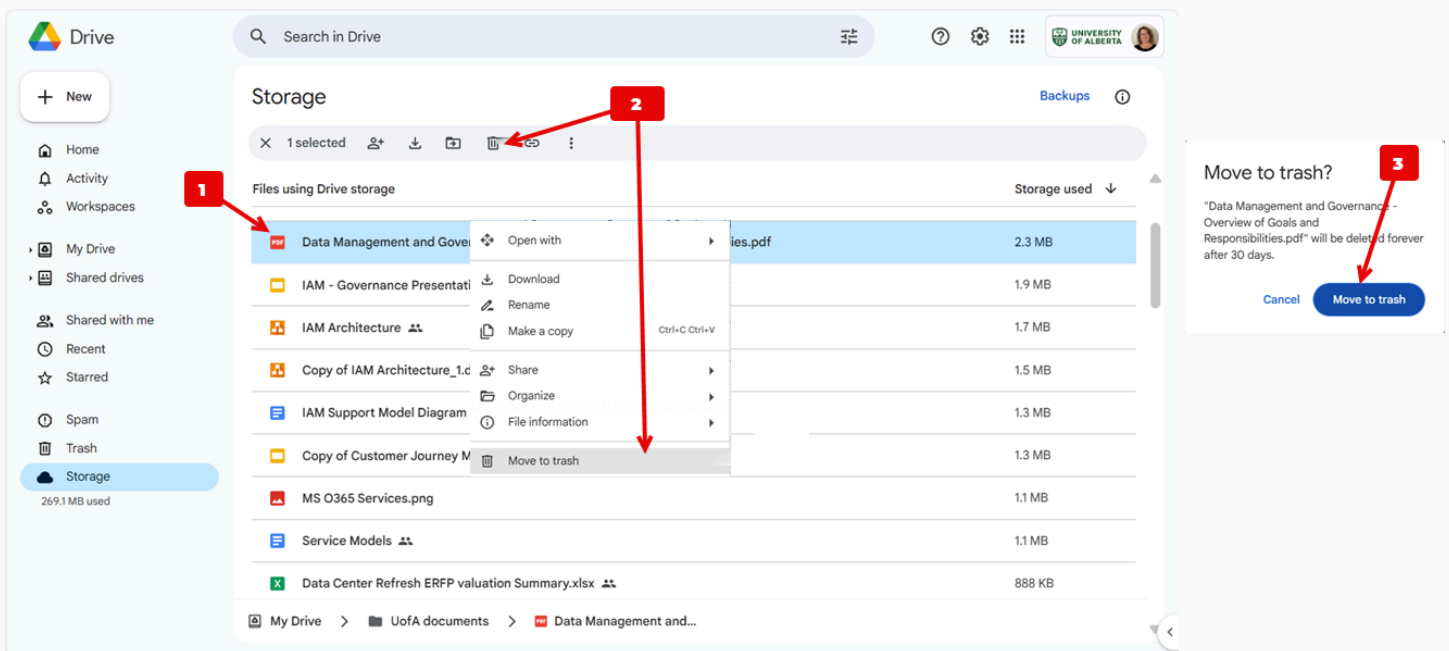
STEP 1 Select the file you wish to delete. To delete multiple files press Ctrl + click (for Windows users) or ⌘ + click (for Mac users) to select each file OR delete a group of files by clicking on the first file + hold down the shift key + click on the last file in the group (all files in the group will be highlighted as selected).

STEP 2 Click on the 'Move to Trash' button OR right-click on the file and select 'Move to Trash' from the pop-up window.

STEP 3 Confirm the deletion of the file in the Move to Trash confirmation pop-up window to delete the file.
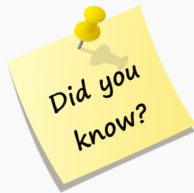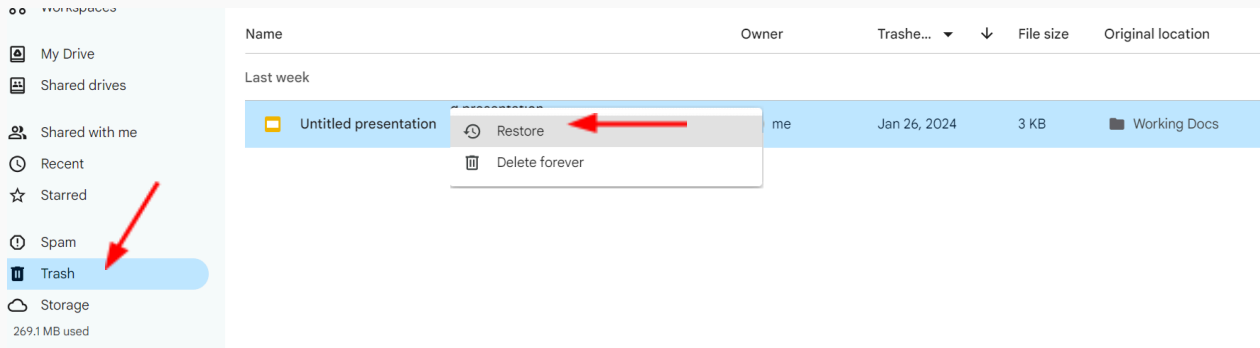
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Optional Step

Do you need to recover a deleted file? Click on Trash, select the file to be recovered and right-click to display the pop-up. Select 'Restore'.

Did you know?

➔ Files that are in your **Trash** are included in your total used Google Storage. You will need to select the 'Delete forever' option in your Trash before you see a reduction in your Google Drive storage.

➔ Files in your **Trash** can be **restored within 30 days of the deletion.**

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Where do I find guidelines regarding unit records or research data?

Review the University Records Office guidance and resources to help you manage unit records, including transitory records and the disposition of records.

Specific to research data, review the U of A Library Services guidance and tools that help to manage and preserve research data.

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