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CLEAN YOUR GOOGLE DRIVE

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

1. Open GoogleDrive 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)
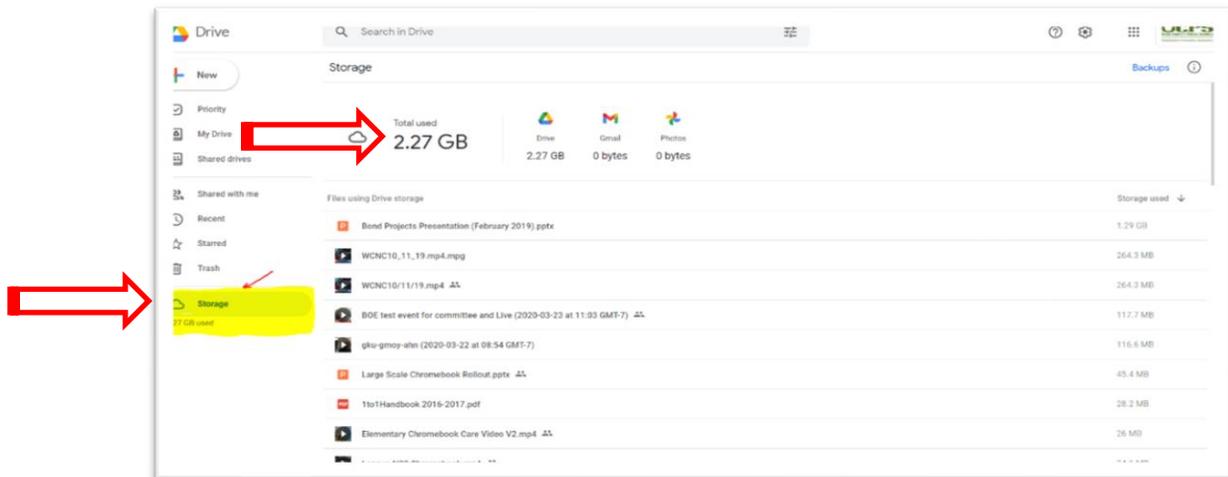
4. Sort your files by size by clicking on "Storage used" (make sure the arrow is pointing down)
5. All of your files will sort from largest file size to smallest.
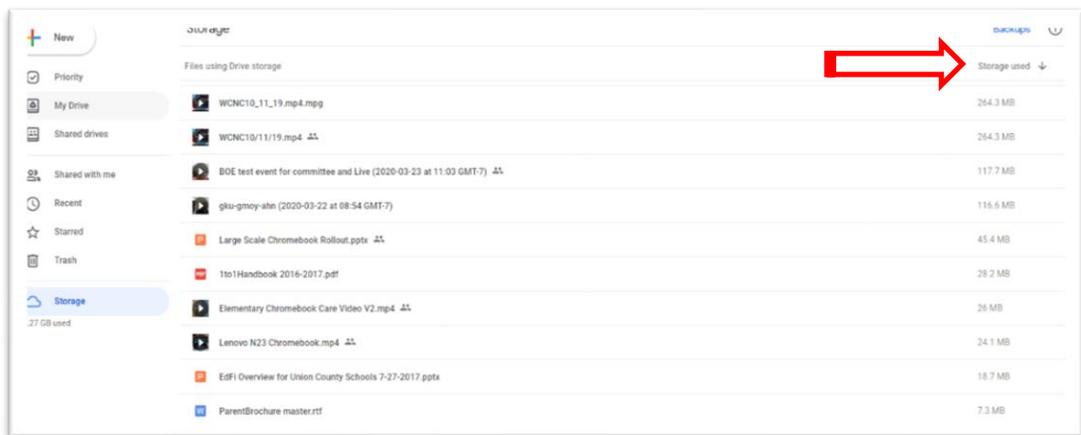
6. Remove any unused files greater than 20mb if possible by right clicking the file and remove, or drag and drop to Trash.
7. Click into the Trash and select Empty Trash.
8. Technology suggests that you bring your total Google Drive storage below 14 GB as the county quota for staff will be 15 GB.