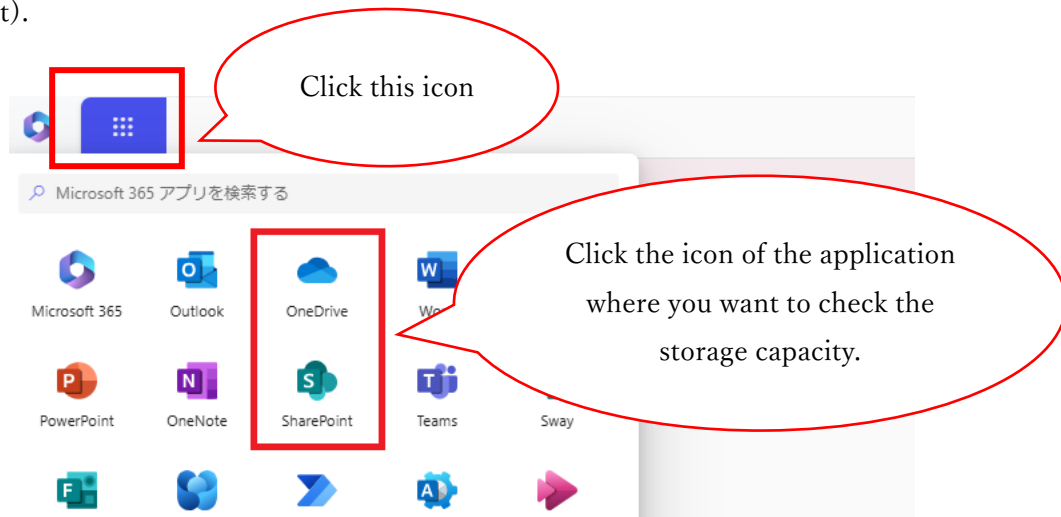


How to Check Storage Usage for OneDrive and SharePoint

Access Microsoft at <https://www.microsoft365.com/> and sign in using your university's Microsoft account (@u/@un).

Once the Microsoft 365 portal screen appears, refer to the diagram below, click the icon in the top-left corner of the screen, and select the icon of the application you wish to access (either OneDrive or SharePoint).



For each application, you can check the storage usage by following the steps on the subsequent pages.

【OneDrive】

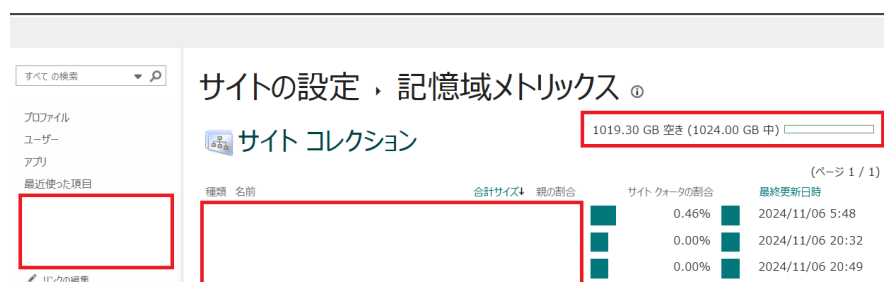
(1) Click the gear icon.



(2) Click "OneDrive Settings," then select "More Settings" > "Storage Metrics."



(3) Check the available storage space in the top-right corner.

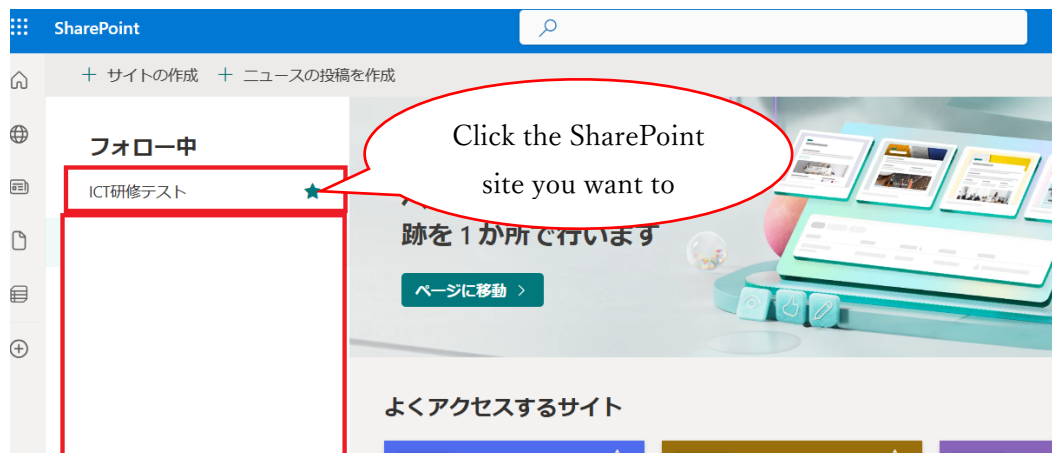


The available storage will be displayed in the format: "Available space (unused) / Total storage capacity."

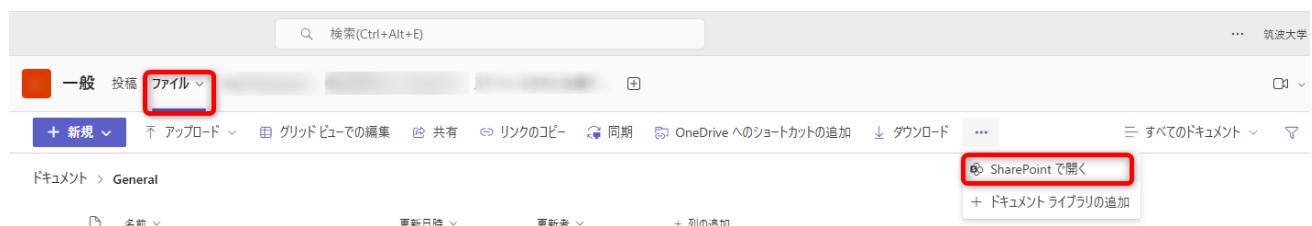
If the available space is **less than 924 GB** (or **less than 974 GB for students**), it will be affected by the planned storage capacity changes scheduled for FY 2025.

【SharePoint】

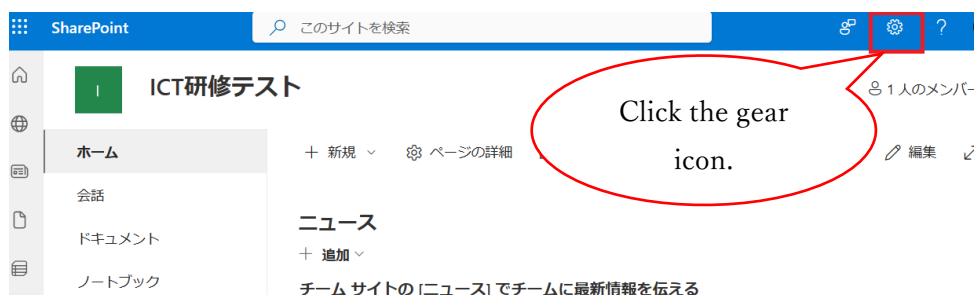
(1) Click the SharePoint site you want to check.



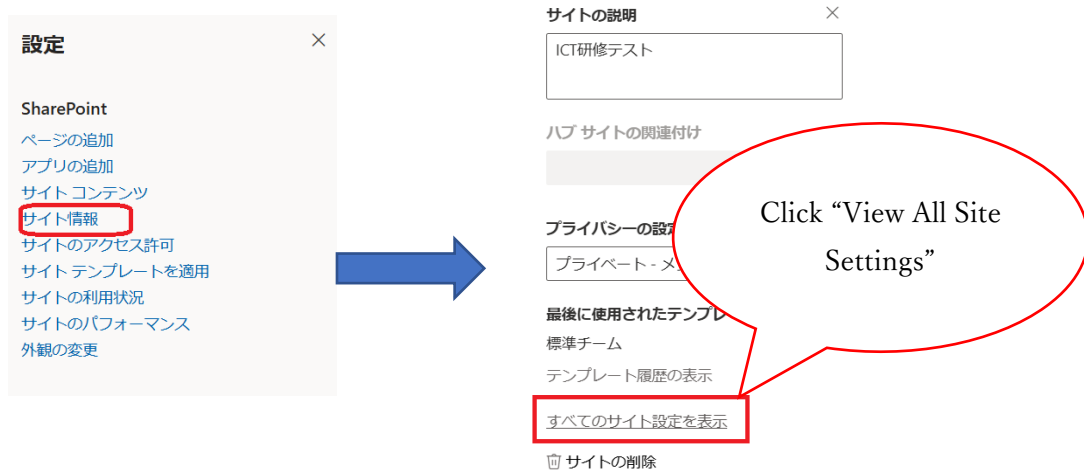
If the site you want to check is not displayed under "Following," you can also access it through the "Open in SharePoint" option in the Files tab of Teams (see the diagram below).



(2) Click the gear icon.



(3) Click "Site Information" and then "View All Site Settings."



(4) Click "Site Collection Administration" > "Storage Metrics."



(5) Check the available storage space in the top-right corner.



The screenshot shows a web interface with a sidebar on the left containing links: ホーム, 会話, ドキュメント, ノートブック, ページ, and サイト コンテンツ. The main header area includes a green square icon, a link collection icon, and the title "サイトの設定・記憶域メトリックス". A search bar in the top right corner contains the text "このサイトの検索". Below the header, there is a section titled "サイト コレクション" with a red box highlighting the storage status: "1024.00 GB 空き (1024.00 GB 中)". A large empty red box is located below this section. The page number "(ページ 1 / 1)" is visible in the bottom right corner.

The available storage will be displayed in the format: "Available space (unused) / Total storage capacity."
If the available space is **less than 924 GB**, it will be affected by the planned storage capacity changes scheduled for FY 2025.