

How to use this document

This document is intended to help you convey Microsoft's new storage limits to your students and end users. This document contains a suggested, customizable email and guidance for students, faculty, staff and other users who are affected by this change. Customize the information **[in red]** with details specific to your school and remove this page before sending.

Additionally, the guidance is in a template that you can customize with your school's colors and branding. To do so, use PowerPoint's Slide Master feature (accessible via **View > Slide Master**).

Subject: New storage limits for Microsoft 365 for Education

Dear **[school name] [students/faculty/staff]**,

Effective **August 1, 2024**, Microsoft will be enforcing a storage limit for Microsoft 365 for Education across OneDrive, SharePoint and Exchange email for our school. This means that students, faculty and staff will now have limits on how much storage can be used for storing your files and information. With this change, **[school name]** will be limiting the amount of storage in OneDrive for all students and staff to **[storage allotment per user at your school]**.

Most of you will not see any impact from this change, however, this does mean that you'll need to review your storage to understand how much you are using today and work to delete or archive files no longer in use.

To learn how to review and delete large files in OneDrive, go to [this site](#).

To learn how to review and delete items in Outlook, go to [this site](#).

[School name] has also created a guide to help you learn how to manage your storage. You can access the guide **attached in this email**.

After **August 2024**, you will need to make sure you stay under your storage limit. If you go over your OneDrive limit, you will receive a warning and **you will have read-only access to OneDrive**. When this happens, you will not be able to upload any new files to your OneDrive. If you go over your Outlook limit, **you won't be able to send or receive emails in Outlook**.

If you have any questions or need, contact **[school name's IT team]**.

Thank you,

[sender's name]

Reduce your storage for Microsoft OneDrive



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Use your storage effectively

With the move to the cloud (secure, scalable storage accessible from any device. Enables file saving, syncing, and sharing with versioning and real-time collaboration), stored files, data and unused accounts have increased significantly over time, as more and more stored files and data have proliferated without a plan for end-of-life. This is not sustainable in terms of cost and environmental impact.

Microsoft is introducing changes to its Microsoft 365 Office suite which will limit the amount of free storage in OneDrive. Use this guide to understand how much storage you're using today and to help manage your stored files moving forward.

In **March 2025**, you'll have **15GB** of storage space for all your files.



Since you won't have unlimited storage, you may have to delete files you're not using.

Minimize environmental impact

Stored files that are no longer in use, have an impact on our carbon footprint with over half of all data stored by organizations not serving a useful purpose.

Storage of this "dark" data takes up space on servers and results in increased electricity consumption, generating 4% of global greenhouse gas emissions in 2020 alone¹.

[Learn more](#) about managing your OneDrive storage

How to use less storage in OneDrive



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How to use storage efficiently

- ✓ Check your storage and pay attention to any warnings that your storage is nearly full
- ✓ Delete or move files you're not using anymore in OneDrive, such as:
 - ✓ Old or unnecessary files (such as assignments from last semester's classes)
 - ✓ Large files you don't need anymore (like videos)
- ✓ Move personal files (such as music, photos or videos) already saved on the school's OneDrive to your personal cloud, local storage devices (such as external USB drives) or network storage devices (such as NAS)
- ✓ Prefer OneDrive for files that need to be shared with colleagues or classmates for collaboration.
- ✓ Avoid using OneDrive's automatic sync tool, as it does not differentiate between important files and temporary or auto-generated copies.
- ✓ Take advantage of built-in options in major software to **reduce file size before uploading to OneDrive**, such as selecting appropriate resolutions for images and videos, lowering the DPI of PDF files or compressing files into a ZIP archive. Keep the full size/resolution/quality version of the file on your local drive only, if you deem it necessary.

How to check your storage usage



OneDrive

First, review your storage consumption:

Sign into OneDrive on the web using your school account. Review storage usage on the bottom left corner.

1

Storage

10 GB used of 15 GB (67%)

Then, clean up your files:

Click the storage amount used and view the largest files in your OneDrive you may want to delete to free up space. After deleting the files, empty the recycle bin.

2

Largest files in your OneDrive To free up space, download and delete files you don't need or clear your recycle bin.

Name	Modified by	Modified	File size	Location
Storage Policy.pptx	Bruno (IT)	2 minutes ago	27.0 KB	Bruno (IT)'s OneDrive - Documents
schedule.docx	Bruno (IT)	Less than a minute ...	9.14 KB	Bruno (IT)'s OneDrive - Documents
section.csv	Bruno (IT)	5/15/2023	3.62 KB	Bruno (IT)'s OneDrive - Documents
student.csv	Bruno (IT)	5/15/2023	3.37 KB	Bruno (IT)'s OneDrive - Documents
studentenrollment.csv	Bruno (IT)	5/15/2023	1.91 KB	Bruno (IT)'s OneDrive - Documents
Teacher.csv	Bruno (IT)	5/15/2023	1.08 KB	Bruno (IT)'s OneDrive - Documents
school.csv	Bruno (IT)	5/15/2023	931 bytes	Bruno (IT)'s OneDrive - Documents
teacherroster.csv	Bruno (IT)	5/15/2023	283 bytes	Bruno (IT)'s OneDrive - Documents