

GOOGLE STORAGE

Tips & Tricks to Reduce Storage

Start here: Focus on the items that are easiest to find, review, and delete. Always follow your department's retention requirements before deleting work-related content.

QUICK WINS

Gmail • Delete old/unneeded messages & attachments

Drive • Review your largest files first

GMAIL

1 • Start with your oldest email

Hover over "**1–100 of Total number of emails**" to reveal **Newest – Oldest**, then choose **Oldest**. Review and delete messages you no longer need.

2 • Clear calendar notifications

Search Gmail for:

`invite.ics has:attachment`

*Optional: add **Accepted** or **Declined** to the Subject. Deleting these emails does **not** delete the event from your calendar.*

3 • Find event & meeting reminders

From: `calendar-notification@google.com`

*Optional Subject terms: **Notification**, **Daily Agenda**, or **You have no events scheduled today**.*

4 • Remove recurring timesheet emails

Search for:

`Subject: "Timesheet Due Today"`

`Subject: "Timesheet Approvals Due Today"`

Keep the quotation marks shown above.

5 • Find old Workday task reminders

Search for:

`From: scu@myworkday.com AND Subject: "A Task Awaits you"`

Keep the quotation marks shown above.

6 • Review emails with attachments

Use Gmail's **Has attachment** option in Advanced Search. Review messages containing large or unnecessary attachments before deleting them.

7 • Find old email by date

SCU has been live on Gmail since **December 17, 2012**. Search by date to find older mail.

`before:2019/12/17`

Staff listserv:

`subject:([SCU-Staff]) before:2019/12/17`

Faculty listserv:

`subject:([SCU-Faculty]) before:2019/12/17`

8 • Use unread mail as a review signal

A useful starting point is mail you have not opened:

`is:unread`

Or combine unread + date:

`is:unread before:2019/12/17`

9 • Find your own out-of-office replies

Search for messages from your SCU address:

From: You (xxx@scu.edu)

Subject: "Out of the Office Re:"

10 • Empty Trash when you're done

After reviewing and deleting messages, **manually empty Trash** to finish the cleanup.

POWER TIP

Use Gmail Search Operators to refine searches and find exactly what you want to review. The original guide links to Google's Gmail search-operator documentation.

GOOGLE DRIVE

1 • Find your largest files first

Google Drive can show your files from **largest to smallest**. Review the biggest items first and delete files you no longer need, including duplicates.

Open: drive.google.com/drive/quota

2 • Discuss retention with your department

Before deleting work-related files, have a **departmental discussion about the retention policy** for your group.

3 • Check for personal files in your SCU account

If you have personal files stored in your SCU Google Drive, the original guide points to instructions for moving them from **@scu.edu** to **@gmail.com**.

4 • Use the SCU move-to-personal resources

Detailed instructions: How to move personal files from @scu.edu to @gmail.com

Video: How to move personal files from @scu.edu to @gmail.com

The source notes that access to these resources is limited to SCU.

10-MINUTE CLEANUP

1. Search Gmail for one category above. 2. Review before deleting. 3. Empty Trash when finished. 4. Check Drive's largest files next.

Source: "Tips and Tricks to Reduce Google Storage" • Condensed and redesigned as an SCU user handout.