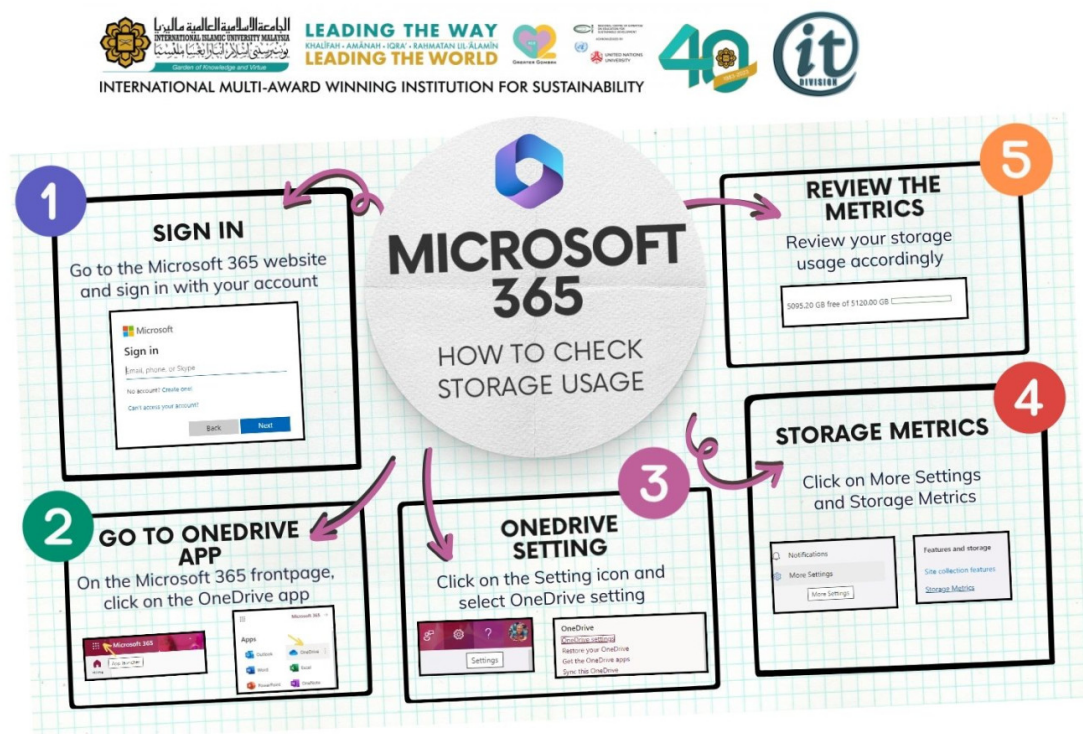


FAQ: How to Check M365 Storage Usage

In light of the recent communication regarding Microsoft M365 storage allocation at the University (15 GB for staff and 5 GB for students), we provide the following infographic to guide you through the process of checking your storage usage.



FOLLOW THESE STEPS:

1. SIGN IN

- Go to Microsoft 365 website and sign in with your account

2. GO TO ONEDRIVE APP

- On the Microsoft 365 frontpage, click on the OneDrive app

3. ONEDRIVE SETTING

- Click on the Setting icon and select OneDrive setting

4. STORAGE METRICS

- Click on More Settings and Storage Metrics

5. **REVIEW THE METRICS**

- Review your storage usage accordingly

ITD acknowledges the concerns of the IIUM community regarding the matter of M365 storage. In our unwavering commitment to ensuring quality service delivery, we remain dedicated to ongoing research efforts, striving to provide the best solutions for all. Rest assured, we shall provide updates from time to time.

Should you have any questions or require further assistance, please feel free to reach out to the ITD Service Desk at 6666 or servicedesk@iium.edu.my

Revision #2

Created Thu, Mar 21, 2024 9:57 AM by FAZILAH BT. BASARUDDIN

Updated Fri, Sep 25, 2026 10:44 AM by MOHD FARISALHARISI BIN MOHD YAZIZ