How to verify your OneDrive Storage

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LMETB

To verify the storage in your OneDrive - LMETB, sign in to Office 365, using your staff email account and then check the Storage Metrics page, where a bar in the upper-right corner shows how much space is in use and how much is available. There are 2 methods, depending on which way you are set up. The first is if you have a local OneDrive folder downloaded, the second is how to do it through Office 365

If you have a local OneDrive folder installed on your device

If you have the OneDrive for Business sync client installed on your PC, right-click the program's icon in the notifications area at the right side of the taskbar and click Manage Storage on the shortcut menu.
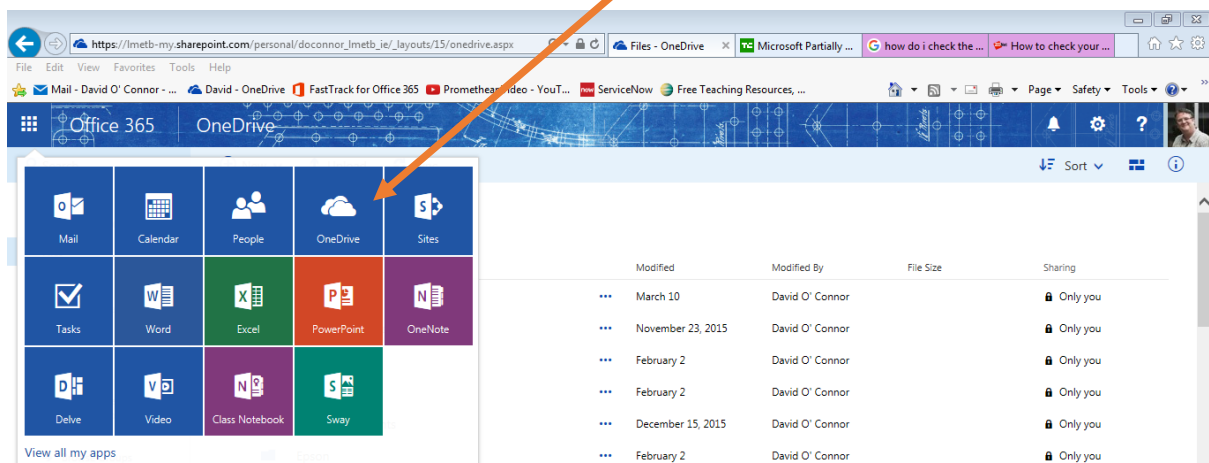

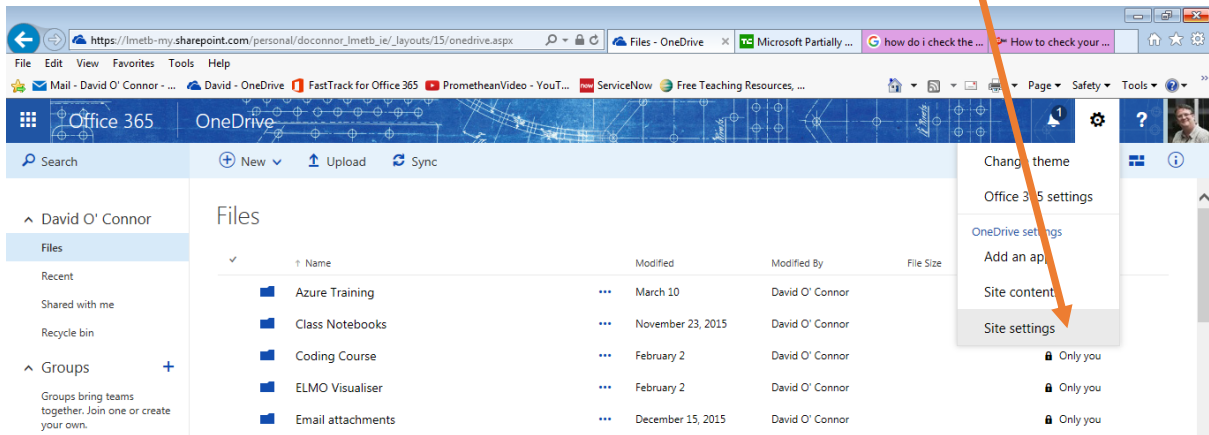IT Helpdesk

That opens the dialog box shown here:

Click View OneDrive for Business Storage to go directly to the Storage Metrics page.

If you access your OneDrive through the lmetb.ie website, follow these steps:
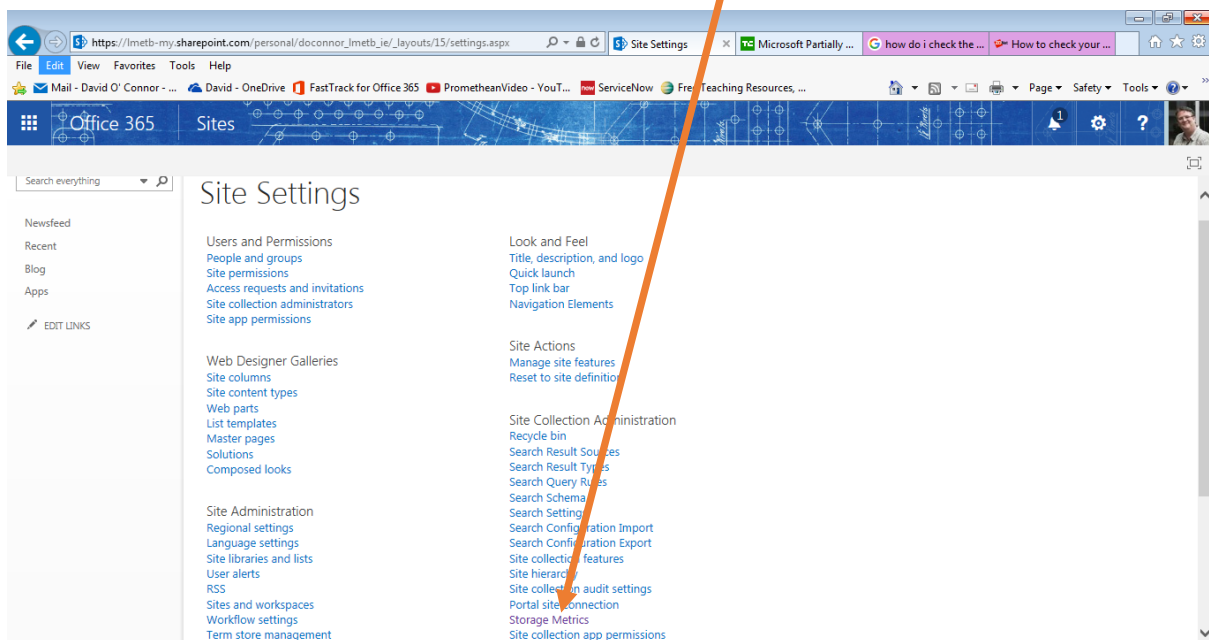
1. Sign in to Office365 using your lmetb.ie credentials.

2. Click OneDrive in the blue navigation bar at the top of the page. That takes you to your OneDrive for Business page, OneDrive - LMETB.
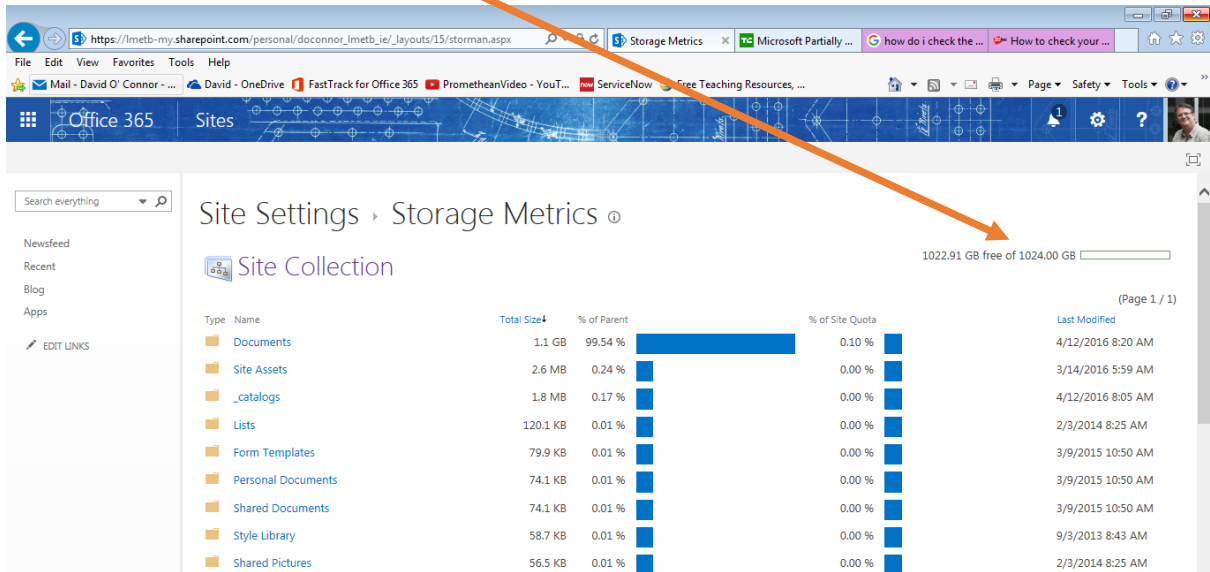
3. Click the gear icon in the upper-right corner and choose Site Settings.

4. On the Site Settings page, under the Site Collection Administration heading (near the bottom of the second column), click Storage Metrics.

4. On the Storage Metrics page, the amount of allocated storage and the amount of storage available to use is displayed.

Contact David O' Connor

If you have any queries please contact me

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