

# DIGITAL HYGIENE

*oit.uci.edu/dh*



Let's get organized! With Google ending unlimited storage for universities, it's time to roll up our sleeves and get those files in order.

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## Keep Your Digital Space Organized!



- Visit [google.com/settings/storage](https://www.google.com/settings/storage) to check how much space you are currently using and delete files by file size.
- **Delete emails** from your Spam folder on Gmail.
- **Delete old emails with large attachments**, such as PDFs and images.
- **Set up calendar reminders** to regularly check for and delete old files and emails.

- **Stay organized.** Create a logical folder structure and categorize files clearly. Try to avoid multiple versions of the same file stored in different locations.
- **Move all personal data** (e.g., videos, photos, music) to a personal Google account.
- Still out of space? **Consider pivoting to OneDrive.**



The Google storage limit is **20GB**. UCI will begin enforcing this limit on **November 1, 2023**.

- **With 20GB of Google Storage**, you can still store 13,560,000 pages of text! It's great for documents, spreadsheets, and powerpoints.
- **90% of students are under their storage limit. Kudos!**