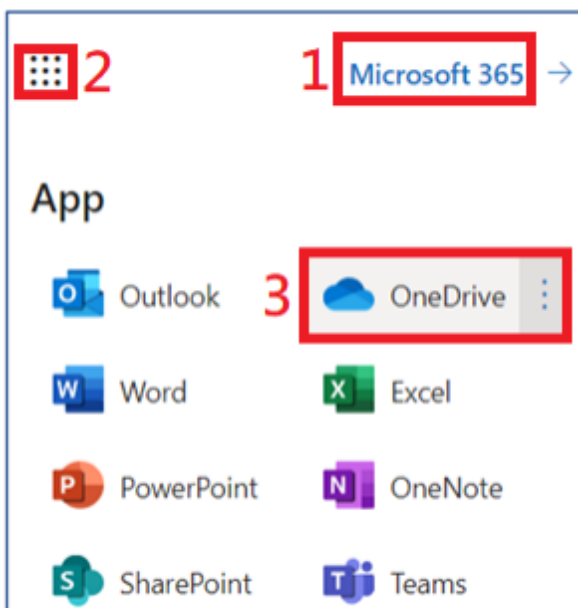
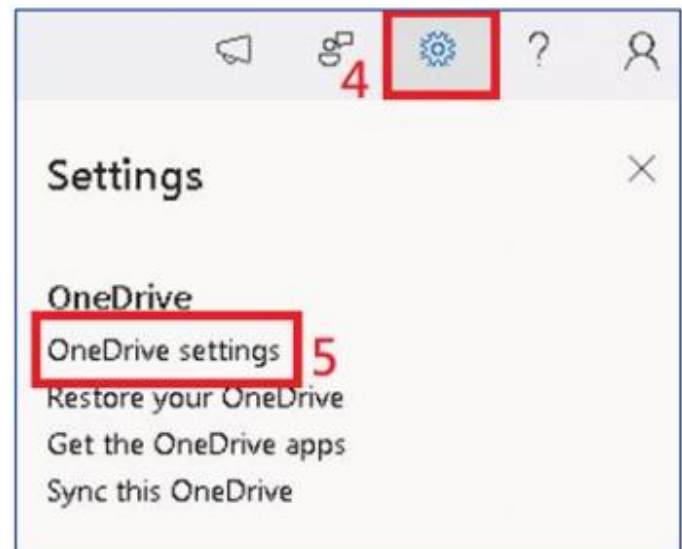


Query OneDrive Storage Space



1. Please log in [Microsoft 365](#)
2. Click on the top left corner 
3. Select OneDrive in the application area



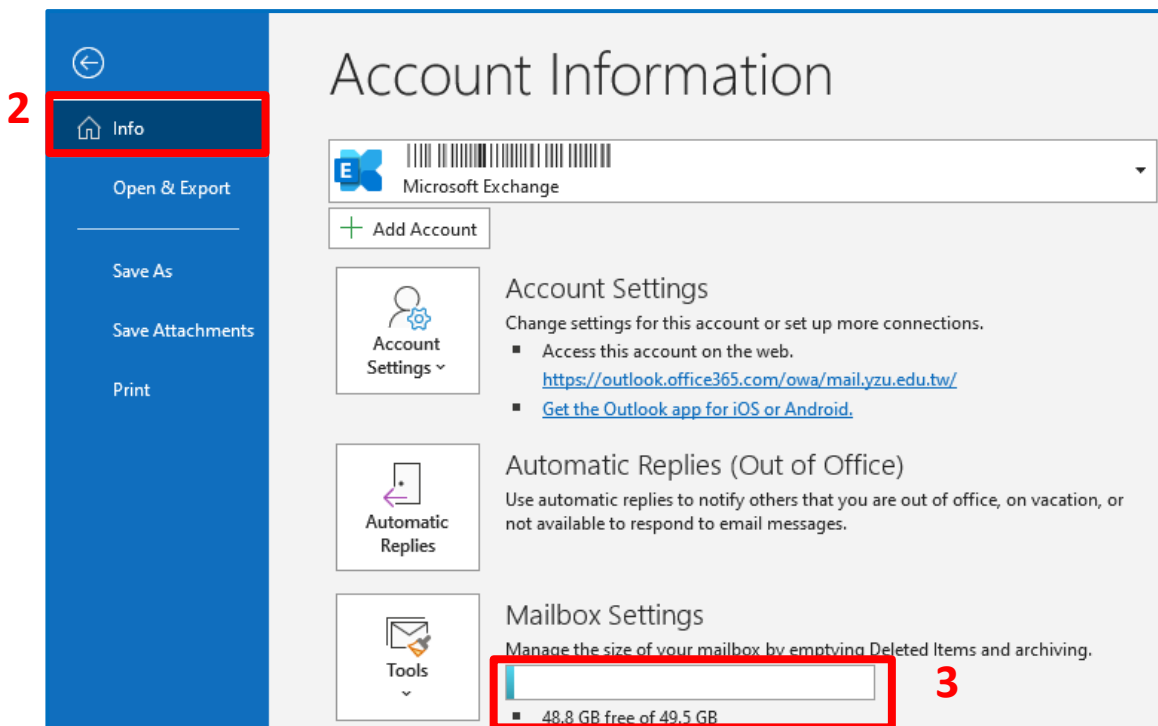
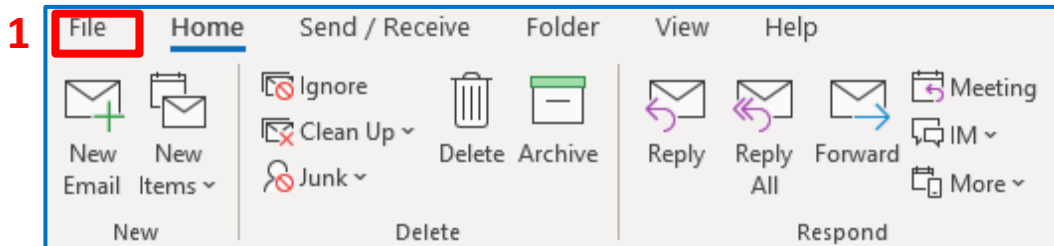
4. Click on the gear icon in the upperright corner
5. Select " OneDrive settings "



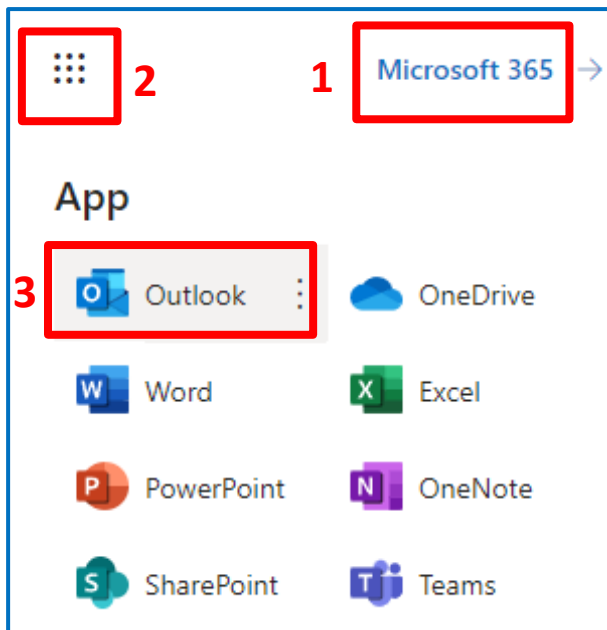
6. Click on "More settings"
7. Click on "Storage metrics"
8. Your usage space will be displayed in the upper right corner


Query Outlook (Standalone Version) Storage Space

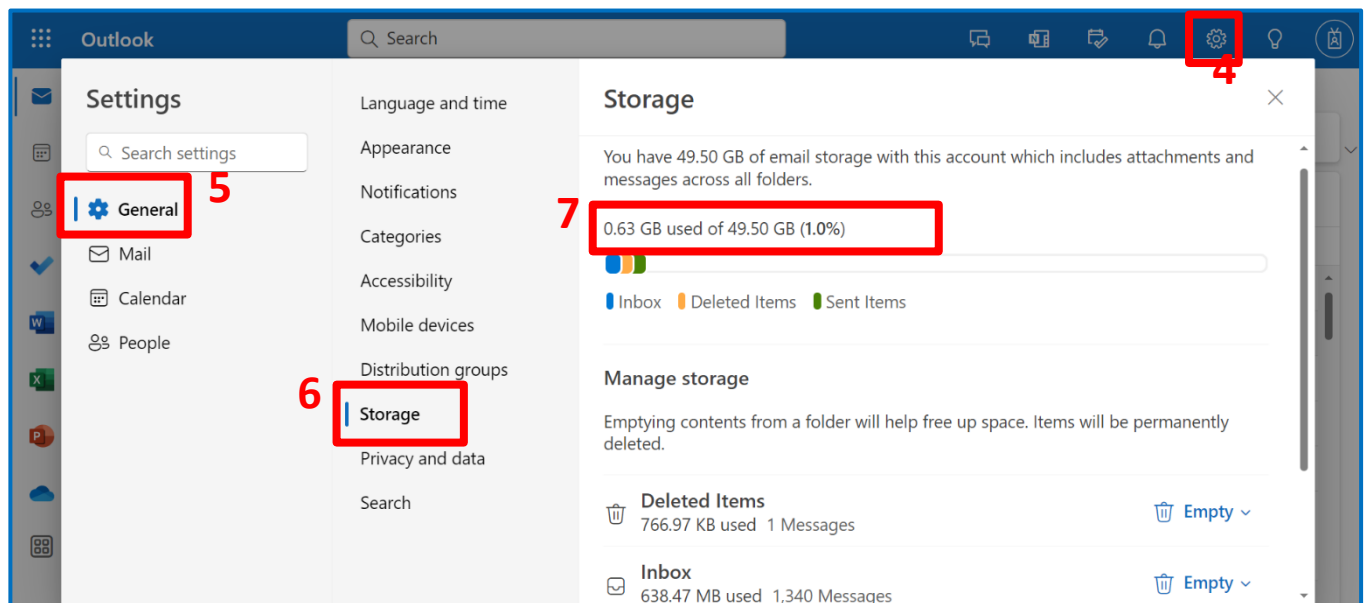
1. Enable Microsoft Outlook, Click **【File】**
2. Click **【Info】**
3. You can see the mailbox usage space



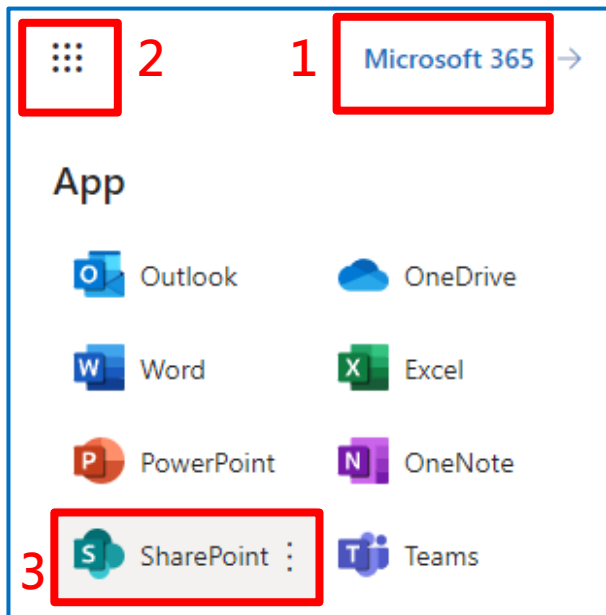
Query Outlook (Webmail) Storage Space




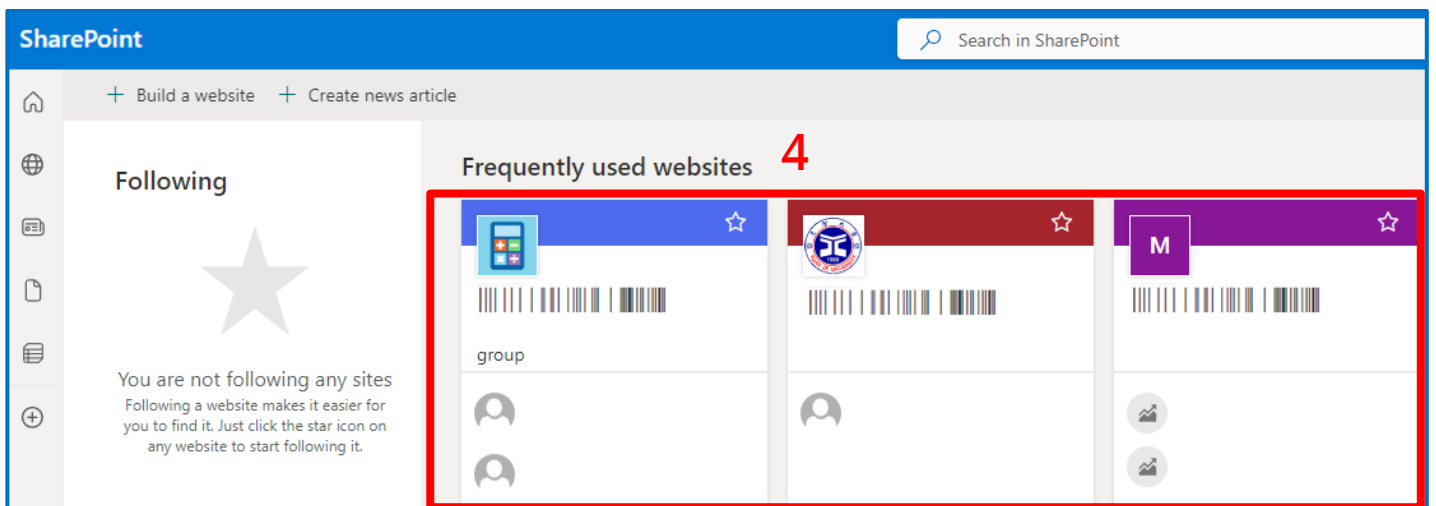
1. Please log in [Microsoft 365](#)
2. Click on the top left corner 
3. Select Outlook in the application area
4. Click on the gear icon in the upper right corner
5. Click **【General】**
6. Click **【Storage】**
7. You can see the mailbox usage space

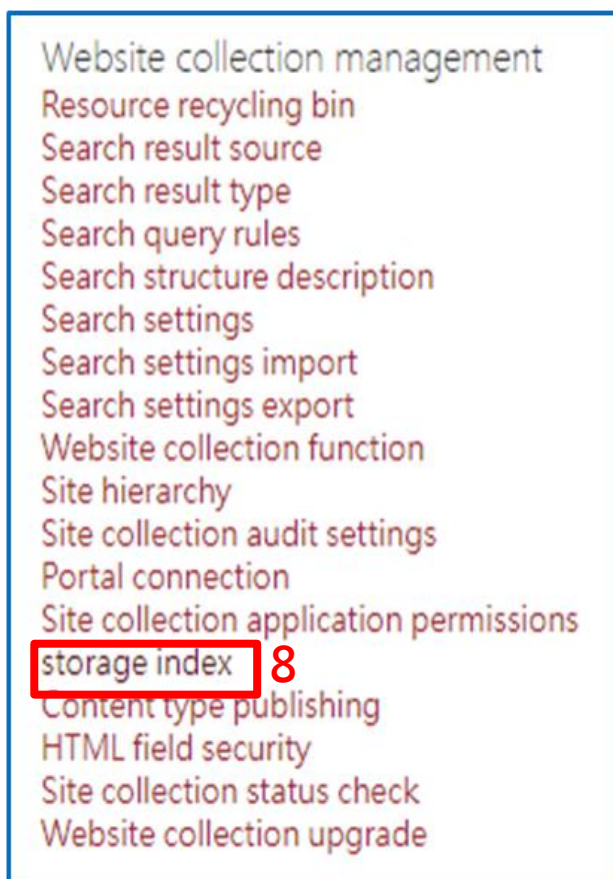
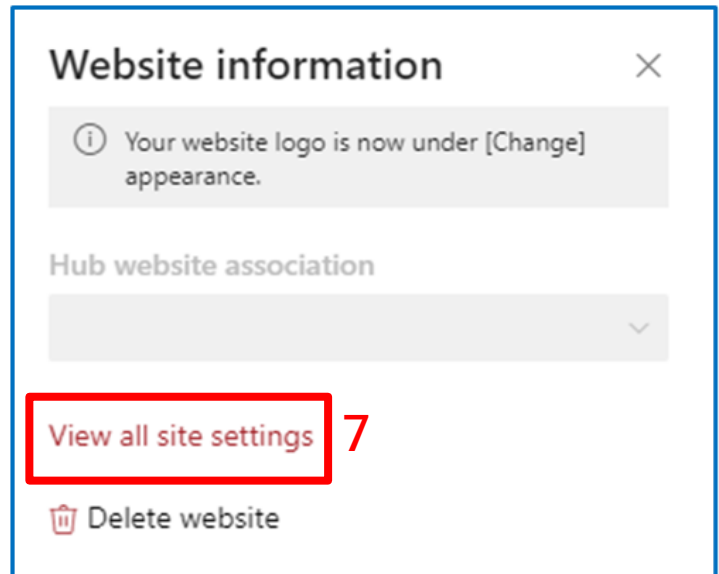
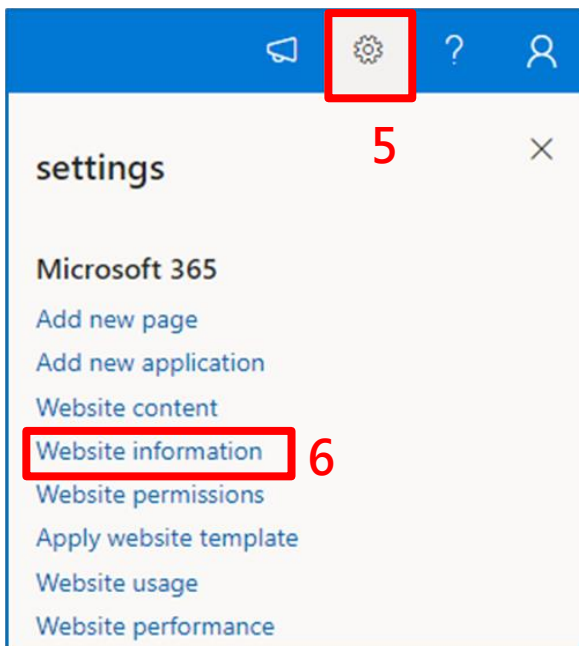


Query SharePoint Storage Space



1. Please log in [Microsoft 365](#)
2. Click on the top left corner 
3. Select SharePoint in the application area
4. Select the Teams team or SharePoint site you want to inquire about





5. lick on the gear icon in the top right corner.
6. Select 【Website information】
7. Select 【View all site settings】
8. Select 【storage index】
9. Your usage space will be displayed in the top right corner.