Query OneDrive Storage Space



- 1. Please log in Microsoft 365
- 2. Click on the top left corne
- 3. Select OneDrive in the application area

	More Settings
) Notifications	Manage access
3 More Settings 6	Access requests and invitations
	Site collection administrators
	Manage guest expiration
	Run sharing report
	Region and Language
	Regional settings
	Language settings
	Features and storage
	Site collection features
	7 Storage Matrice



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

8 1023.60 GB free of 1024.00 GB

- 6. Click on "More settings"
- 7. Click on "Storage metrics"
- 8. Your usage space will be displayedin 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

1	File Home	Send / Receive	Folder	View	Help	
	New New Email Items ~	ि Ignore ☐ Clean Up × Delete	Archive	Reply	Reply Forward All	턴 Meeting 다 IM ~ 다 More ~
	New	Delete			Respond	



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

SharePoint				𝒫 Search in SharePoint			
â	+ Build a website + Create news ar	ticle					
	Following	Frequently used websites	4				
(III)		☆	E	☆	м	☆	
C							
₽	You are not following any sites	group					
÷	Following a website makes it easier for you to find it. Just click the star icon on any website to start following it.	A	ρ		**		





Website collection management Resource recycling bin Search result source Search result type Search query rules Search structure description Search settings Search settings import Search settings export Website collection function Site hierarchy Site collection audit settings Portal connection Site collection application permissions storage index 8 Content type publishing HTML field security Site collection status check Website collection upgrade

9 958.80 GB 可用,共 1000.00 GB ■_____

- 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.

