

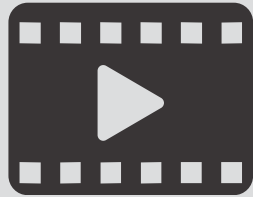


# Google Drive and Gmail: End Of Year CLEANUP

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Starting next school year, Google Drive will be limiting how much storage we can have in our Google Drives and Gmail. Here are a few things that you can do to help us meet our quota: (Click on each link to see an article with more information.)

## Google Drive



[Use Loom links instead of uploading to Google Drive](#)



[See how much space you are actually using](#)



[Sort by size and remove files you don't need](#)

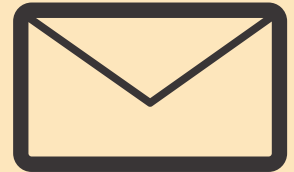
## Gmail



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