

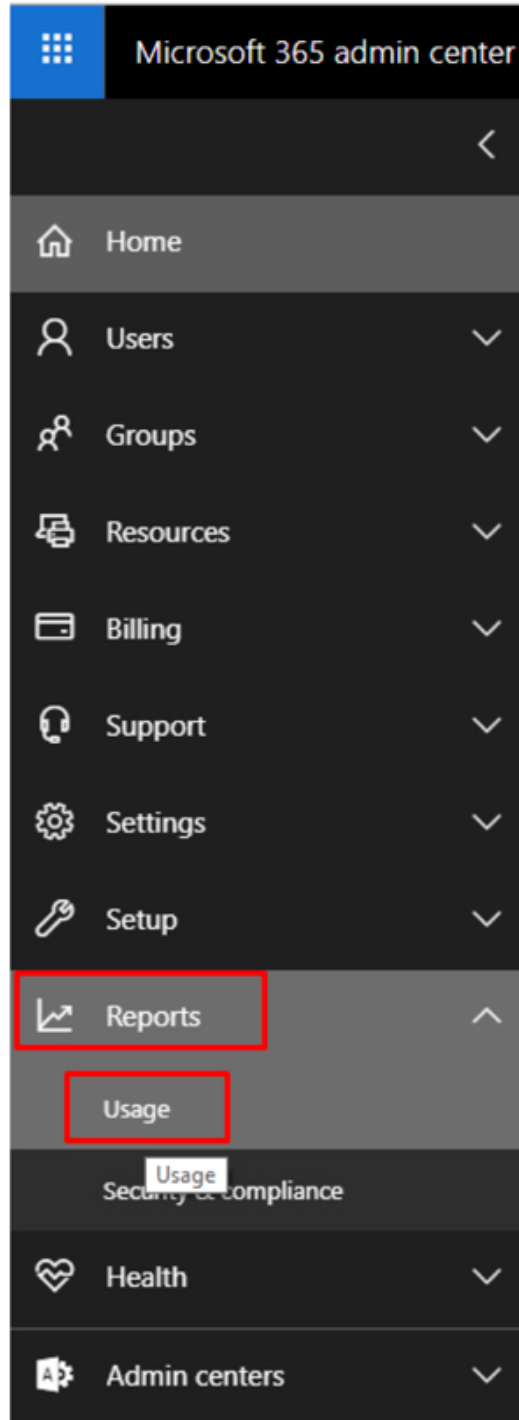
User Guide

# How to find your storage size in Microsoft Office 365

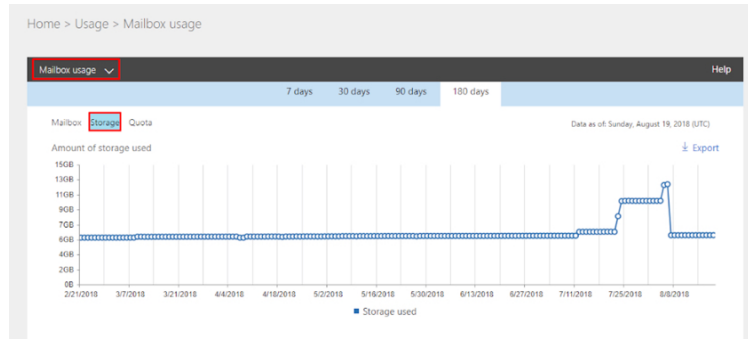


## You can see your total Exchange storage size following these steps

1. Log in to your Office 365 environment as administrator, and select Admin > Reports > Usage



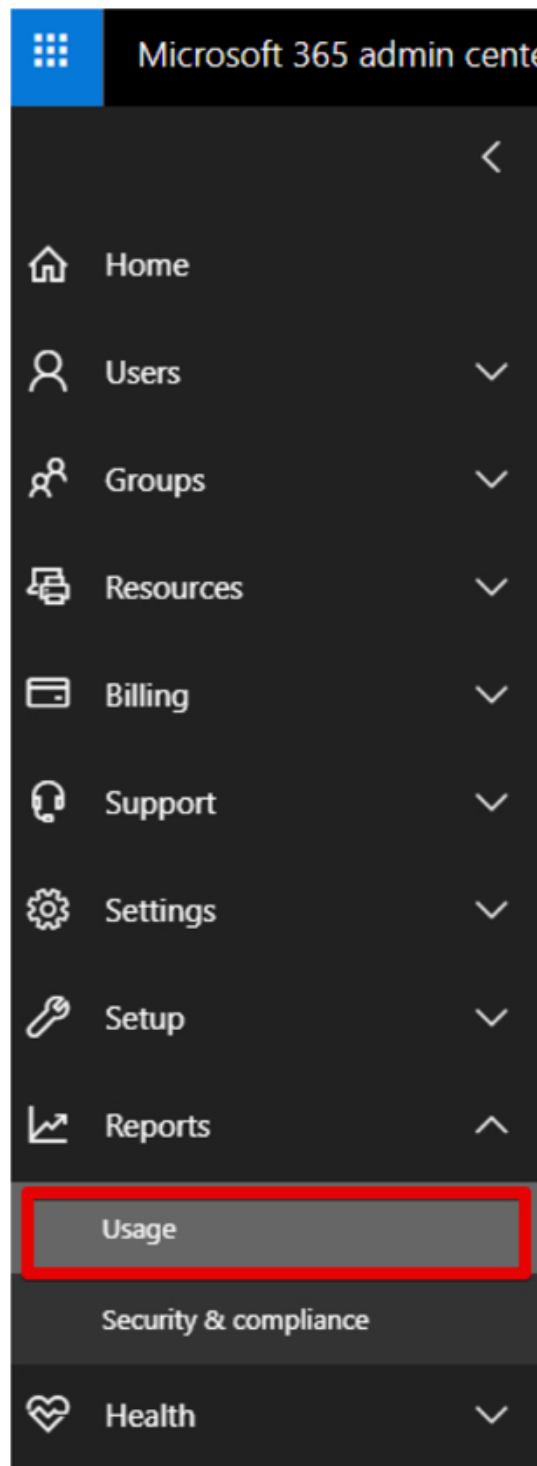
2. From the drop-down "Select a report" menu choose Exchange > Mailbox Usage and click on Storage



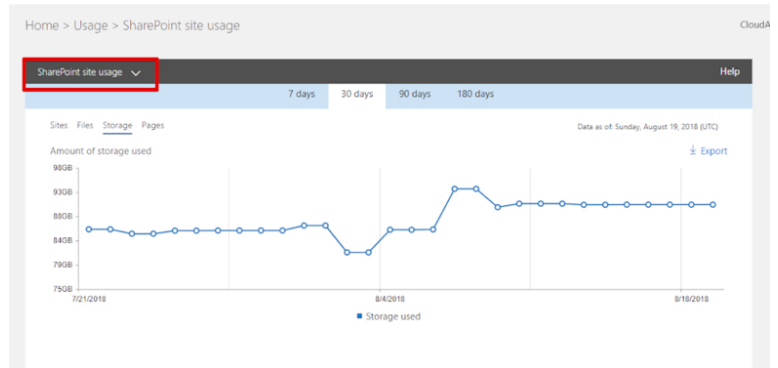
3. Mouse over the rightmost point on the graph to see actual utilized storage size.

## You can see your total SharePoint storage size following these steps

1. Log in to your Office 365 environment as administrator, and select Admin > Reports > Usage



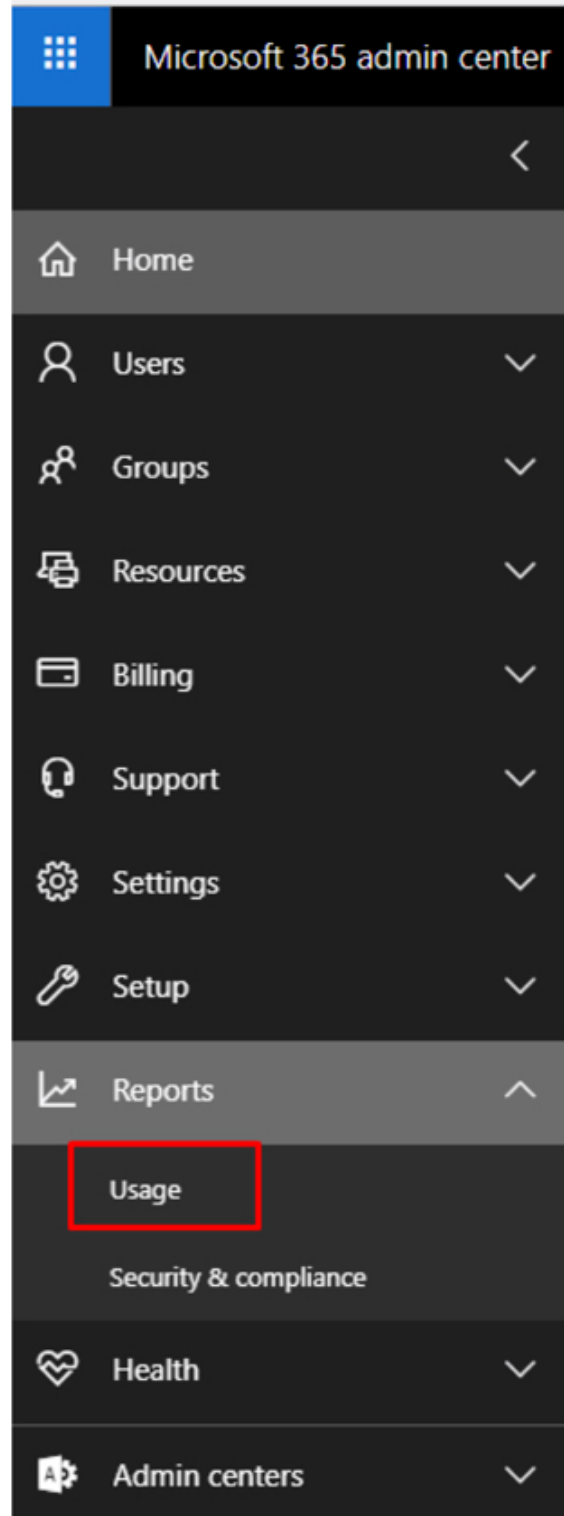
2. From the drop-down "Select a report" menu choose SharePoint > Site Usage and click on Storage



3. Mouse over the rightmost point on the graph to see actual utilized storage size.Y

## You can see your total OneDrive storage following these steps

1. Log in to your Office 365 environment as administrator, and select Admin > Reports > Usage



- From the drop-down "Select a report" menu choose OneDrive usage and click on Storage

