

Backup Solution Office 365 Type User Guide

**User Guide** 

# How to find your storage size in Microsoft Office 365

## **O**ffice 365



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

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



 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

..... Microsoft 365 admin cente 1. Log in to your Office 365 environment as administrator, and select Admin > Reports > Usage < Home ጩ Q Users ጵ Groups 區 Resources Billing ົ Support  $\sim$ ស៊្ន Settings Setup  $\sim$ Reports Usage Security & compliance ~ Health





 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

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





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



