

# Guide to Google Storage Cleanup, Backup and Storage Alternatives

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The IMS understands the common complaint by UPM @up.edu.ph account holders that their unlimited Google storage has drastically changed to measly 5GB. Note that the new limit covers all Google apps that store data on Google's cloud. Unfortunately, the IMS cannot do anything about this except to echo the UP System ITDC's advice for the users to manage their Google storage to work within the 5GB cap.

We also understand that there are efforts to address this very limited cap. However, while these are ongoing, our users really need to work within the deadline, to avoid potential loss of their files.

Using the ITDC's May 18, 2022 advisory as our reference, we recommend the following:

# Cleanup

## Google Drive

1. Remove unnecessary large files
  - a. Go to your Google Drive Storage (<https://drive.google.com/drive/quota>). You'll see your files listed according to file size in descending order. This is Google Drive's way for you to track large files. Review these files. To delete a file, right click on it and select "Remove". Note that the file will just be transferred to the Trash folder, thus your storage size will not be affected.
  - b. To remove multiple files, control-click on each of the files, right click on any of the selected files, and then click "Remove".
  - c. You may wish to review the file first before you decide to remove it. Right click on it, then select "View details".
  - d. Continue doing this process until you're done reviewing your large files.
  - e. Review your Trash folder on <https://drive.google.com/drive/trash>. The files inside the folder will remain there within 30 days from the day they were moved in it. They will automatically be deleted from your storage after 30 days. You may wish to delete all the files or just some files immediately. To delete all folders and files (in the Trash folder), click "Empty trash" in the upper right area. To delete a folder or file, right-click on it and select "Delete forever".
2. Remove unnecessary folders and files on "My Drive"
  - a. Go to My Drive (<https://drive.google.com/drive/my-drive>). Make sure that the folders and files are arranged by name.
  - b. Create two temporary folders where you'll move folders and files you wish to retain. Name those folders "\_University" and "\_Personal". The "underscore" character will bring the folders on top of the folders list.
  - c. Review each folder below these folders. Open it. Screen all the files. Remove the unneeded ones. Then go back to the folder being screened. If the folder is already empty, remove it (right click on it, then select "Remove"). Otherwise, move it to the appropriate temporary folder. If the folder is both University-related and personal or it's more University-related, move it to \_University. To move a folder or file, drag the object with the mouse to the appropriate folder.
  - d. If you are undecided on a particular file or folder, don't remove it yet. Come back to it later for the next round of cleanup.

3. Re-organize "My Drive" from the temporary folders to which you dumped your important files.
4. Review folders and files on Shared Drives
  - a. If a shared drive involves a team, discuss with the team on how to clean up the drive.
  - b. Delete unnecessary shared drives. Note: You cannot delete shared drives that you do not own and those with contents.
5. When you are done cleaning up and reorganizing your Google Drive, you should start planning its backup. This is more necessary when thus far your storage is still not reduced to the 5GB cap. To backup your Drive, follow the steps in the Backup section below.

## Gmail

1. Before you do the cleanup, it is recommended that you backup your Gmail first. Follow the steps in the "Backup" section below.
2. Use the search-and-filter feature of Gmail to delete unnecessary mails. For example, if you received emails from LinkedIn with email address [notifications-noreply@linkedin.com](mailto:notifications-noreply@linkedin.com), create a delete filter for those emails.
3. Unsubscribe from the mailing lists that are no longer relevant. Mails from these lists usually have "Unsubscribe" link.
4. Mark emails for retention.
  - a. Create a label named **\_for\_retention**.
  - b. In the Main Menu, click "All Mail".
  - c. Go to the oldest mails. This is by clicking on the link "1-50 of.." at the upper right area. Then click on it again and click "Oldest".
  - d. Note the year of your oldest mail.
  - e. Suppose your oldest mail was in the year 2013. In the Search bar, enter this: **after:2012/12/31 before:2014/1/1**. Alternatively, you may use a quarter or month as a scope of search, instead of a year.
  - f. In each page or set of mails, select and label the mails you want to label under **\_for\_retention**. To speed up the process of labeling for the succeeding pages or sets, if you think that conversations or emails involve participants that are important to you, create a filter that automatically labels these emails as **\_for\_retention**.
5. Delete emails NOT labeled **\_for\_retention** for the oldest year.
  - a. Suppose the year you worked on in the previous step is 2013. In the Search bar, if you used the year as the search scope, enter this: **after:2012/12/31 before:2014/1/1 -label:\_for\_retention**. Otherwise, change the scope to the period you previously used.
  - b. Click the checkbox above the list of mails, to select all mails in the page or set.
  - c. Then click the link "Select all conversations that match this search".
  - d. Click the Trash Bin icon to delete all the selected mails.

6. Repeat steps 3.e to 4.d for the succeeding years, making sure that you are keeping 3 years of mail.

## Backup

### Google Drive

To backup your Gmail, visit <https://takeout.google.com>. Click "Deselect all" on top of the page. Scroll down the page until you see Drive. Then click "Next step" below.

For the "Delivery method", choose "Send download link via email". Select Create export. You may see a message like the following: "Google is creating a copy of files from Drive. This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done."

Check your inbox for an email from Google Takeout with the subject: "Your Google data is ready to download". To download your Google data, click on the "Download" button show in the message. If the current storage of your device is insufficient, use an external storage device.

### Gmail

To backup your Gmail, visit <https://takeout.google.com>. Click "Deselect all" on top of the page. Scroll down the page until you see Mail. Then click "Next step" below.

For the "Delivery method", choose "Send download link via email". Select Create export. You may see a message like the following: "Google is creating a copy of files from Mail. This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done."

Check your inbox for an email from Google Takeout with the subject: "Your Google data is ready to download". To download your Google data, click on the "Download" button show in the message. If the current storage of your device is insufficient, use an external storage device.

## Cloud Storage Alternatives

### Microsoft OneDrive

Microsoft OneDrive functions like Google Drive. Though they differ in that:

1. OneDrive has a 1TB cap per user. (Note: Based on our lesson from Google, users should not use OneDrive as a dumping area for all files; keep the files storage as small as possible).
2. There is no institutional or office account, only individual accounts.
3. The interface for file management and sharing is different from Google Drive.

Offices are advised to plan out use of OneDrive, on how ownership of files may be assigned among the staff members.

Part of Office 365 provided for free to UP stakeholders, OneDrive requires use of the @outlook.up.edu.ph accounts.

The UP-ITDC is the one administering the service.

To have your own Office 365, visit this site for the application: <https://bit.ly/office365request>.

## Google Drive via @post.upm.edu.ph

Offices (College departments and offices and non-degree granting units) may avail of the @post.upm.edu.ph accounts with storage of up to 700GB, depending on the volume of files they keep.

Contact the IMS, should you wish to avail of this service.

## ITDC Advisory (May 18, 2022)

Dear UP Users:

Google has announced that starting July 1, 2022, the terms of its services will change based on Google's new policies. UP mail (which uses Gmail), Google Drive, Google Docs, Google Sheets, Google Slides, Google Forms, and other Google apps will be affected as the unlimited storage will no longer be available to the academic community, worldwide.

By July 1, 2022, to remain in the free plan, each UP Mail user will be allocated with no more than 5 gigabytes (GB) of storage. In view of this change, users are strongly advised to download and back up the data and files stored in their accounts before said date, to avoid any data loss.

Users are also requested to remove personal files/data, as the UP Mail is only for the University's academic, research, and administrative purposes only.

Users can download their UP Google Account data for backup purposes. To learn more about how to transition for this change in storage size, kindly see more information in our FAQ page:

<https://itdc.up.edu.ph/faqs/new-up-mail-google-storage-size>

Moreover, as an alternative, users can use the OneDrive feature of their UP MS Office 365 accounts as storage of files for **academic/administrative/research** purposes. For more information about Office 365 and how to request for an account, kindly see this link:

<https://itdc.up.edu.ph/services/software-services/microsoft-office-365-for-up>

For inquiries and concerns related to this matter, please do not hesitate to contact your Constituent University's IT Office/Unit: <https://itdc.up.edu.ph/contact-us#cu-it-support>

For your information and guidance.

Thank you.

Information Technology Development Center (ITDC)  
Office of the Vice President for Development (OVPD)

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