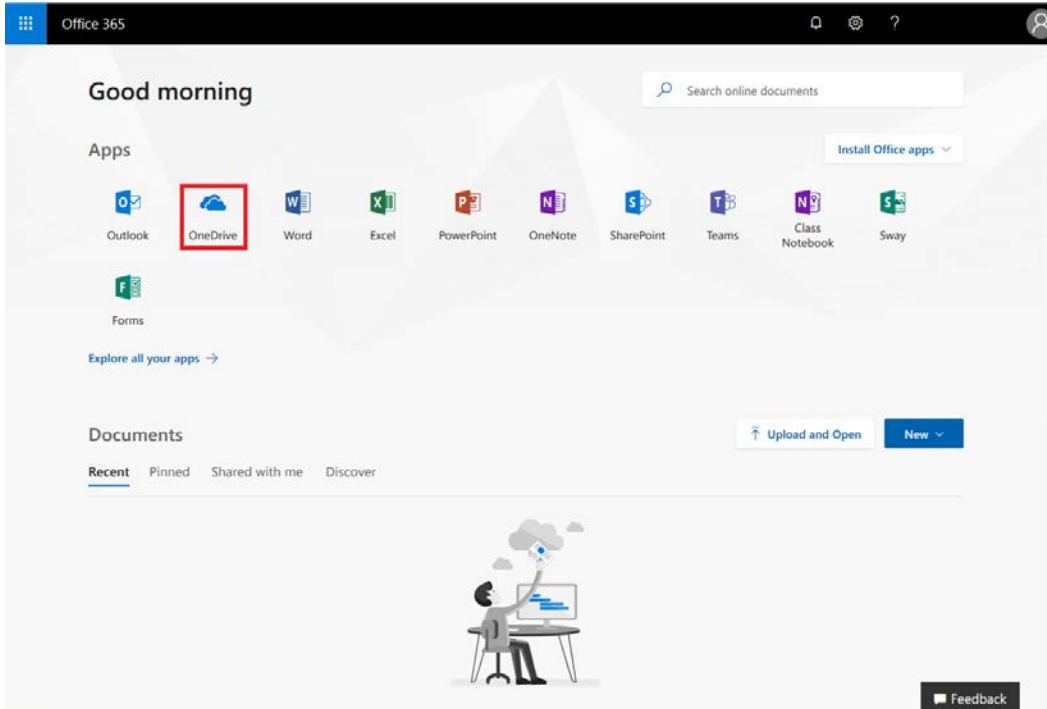


## Verify Your OneDrive Account Usage:

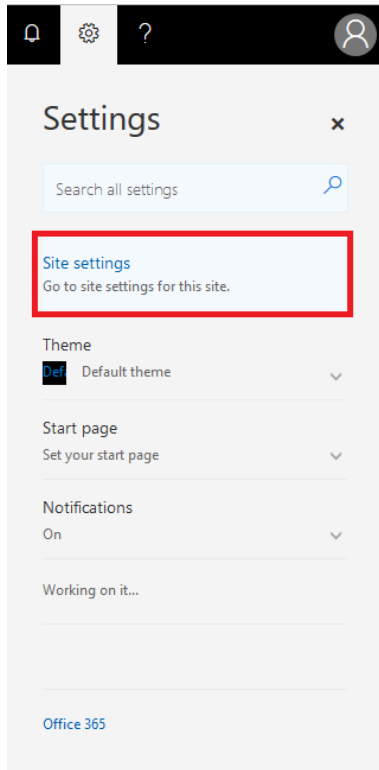
1. Log into your email online at [mail.apsu.edu](mailto:mail.apsu.edu).
2. Click **Office 365** in the top bar.



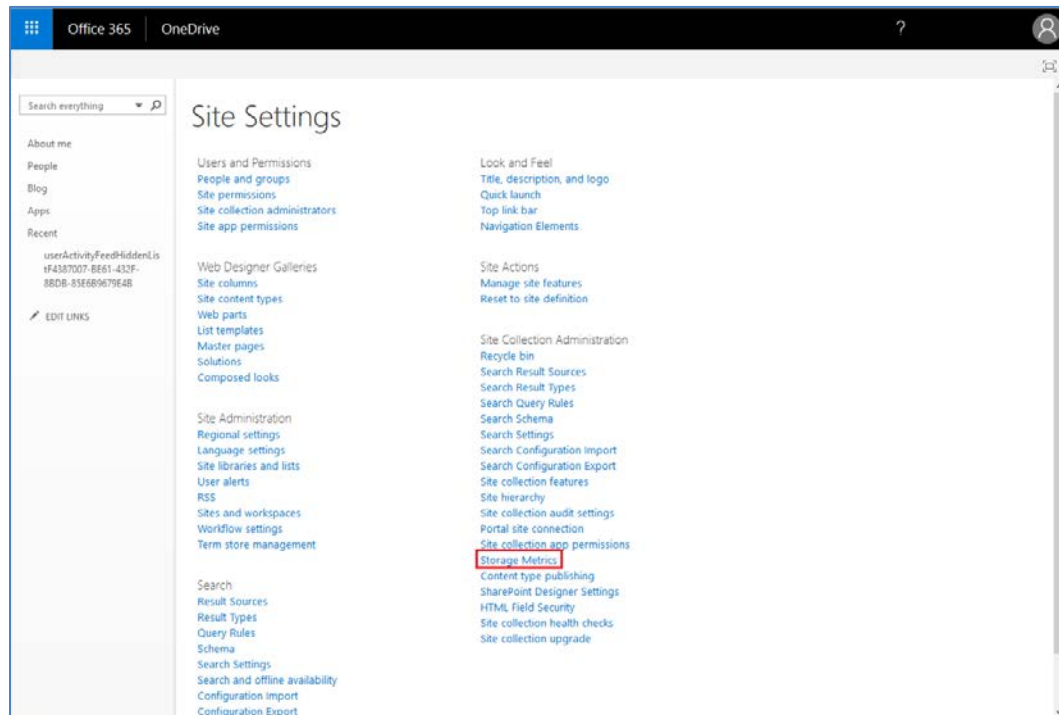
3. Choose **OneDrive** from the list of apps.



4. Click the **gear symbol** in the upper right-hand corner and choose **Site settings**.



5. Click **Storage Metrics** under the **Site Collection Administration** section.



6. You will see a bar on the right hand side of the page that shows your usage and your quota. 1024 GB is equivalent to 1 TB.

