

# Check Usage and Quota on Departmental Folders (V: Drive)



## Divisional Quota

Each division has a quota that is applied to its entire divisional space. All departmental folders in that space share that quota.

## Windows 7

In the **Start** menu, click on **Computer**. Right-click on your V: drive and select **Properties**. A window will pop up and report your used space, free space, and capacity (quota).

## Mac OS X

In **Finder**, right-click (or control-click) on your divisional space and select **Get Info**. A window will pop up and report your used space, available space, and capacity (quota).

Need more help? Submit an [ITS Service Desk Request](#).