OneDrive for Business - Check Usage and Quota

Action

To view your current storage quota and space usage in OneDrive for Business, follow the instructions below.

Instructions

There are several avenues for getting connected to OneDrive for Business, depending on the computer or device you are using. This article assumes you are logged into OneDrive for Business in a web browser.

1. Click on the Settings icon at the top of your screen (looks like a gear) and choose OneDrive settings.

2. On the OneDrive Settings page, click on More Settings.
3. On the More Settings page, click on **Storage Metrics**.

4. Your OneDrive for Business usage and quota are displayed in GB in the upper-right corner.

   
   Need more help? Contact the [ITS Service Desk](#).