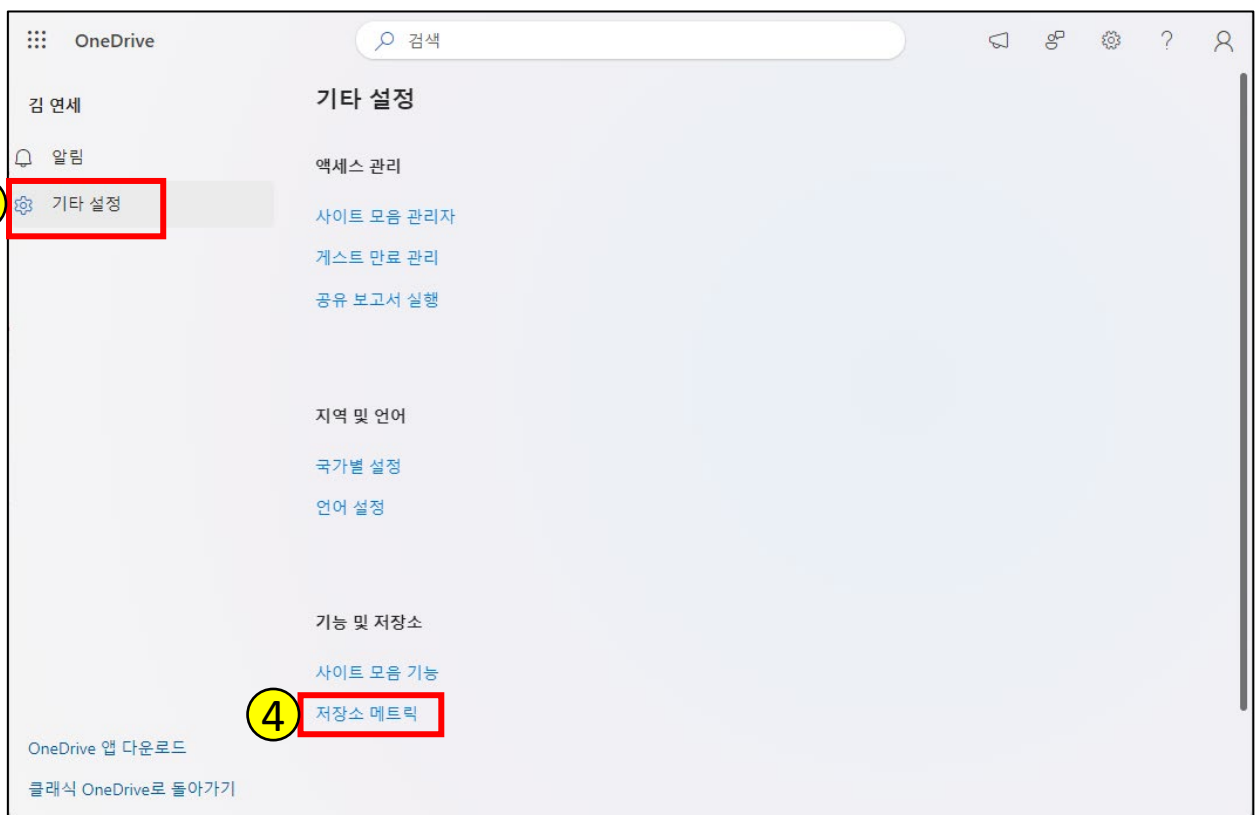
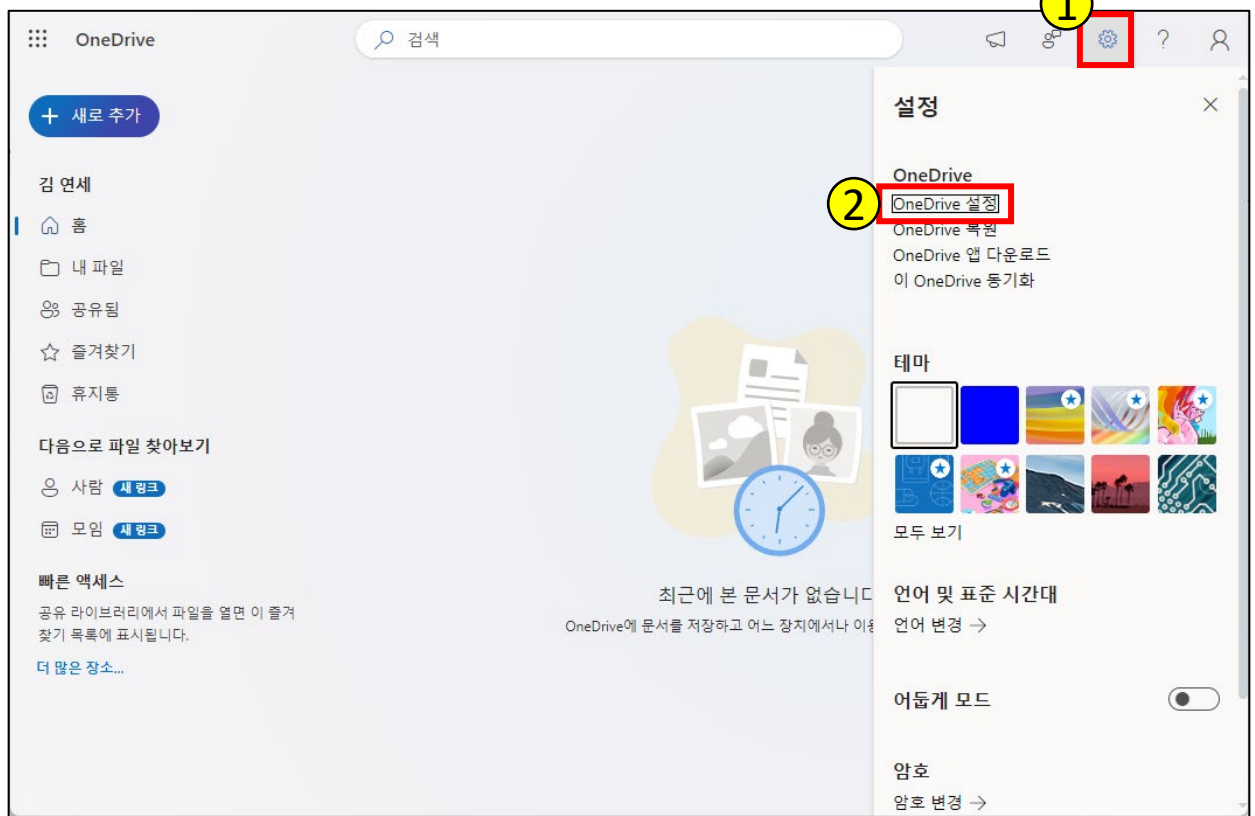


1. 먼저 저장 공간 사용량을 확인합니다.

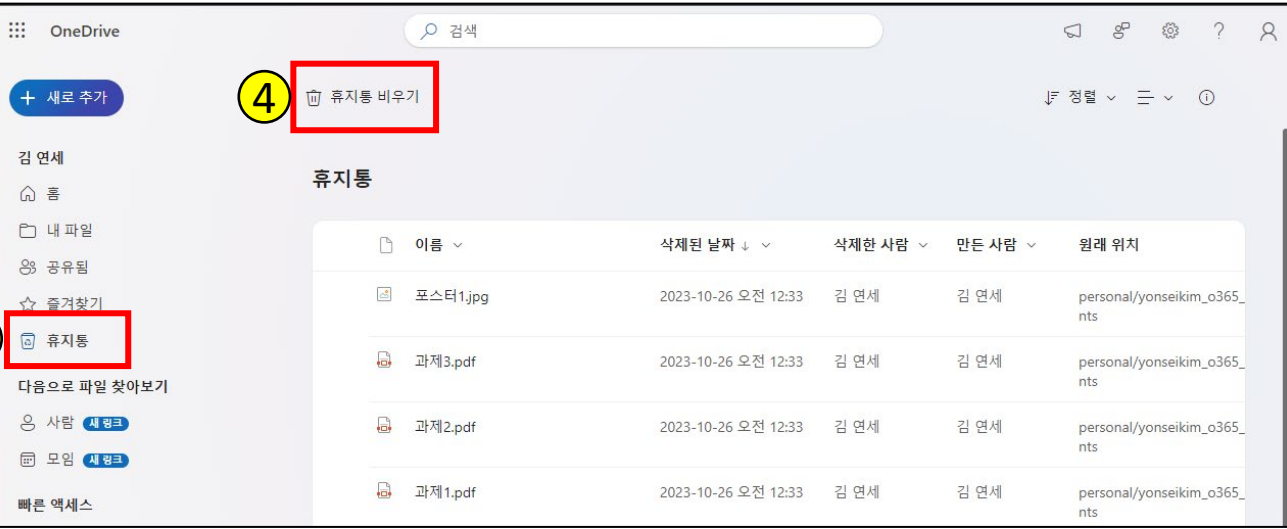
학교 계정 OneDrive에 로그인하고 다음을 선택하세요.

- [설정(톱니바퀴)] > [OneDrive 설정] > [기타 설정] > [저장소 메트릭] > 우측 상단 표시



2. 파일들을 백업 후 삭제합니다.

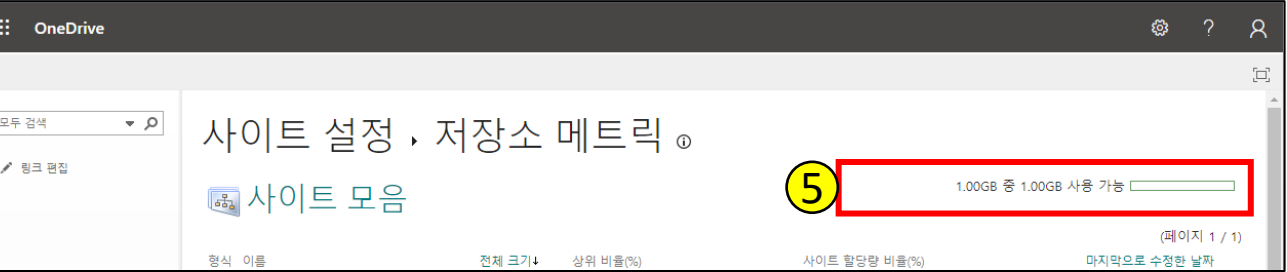
OneDrive 공간에서 파일들을 선택하여 개인 공간에 백업(다운로드) 후 삭제합니다.



3. 저장 공간을 확인합니다.

저장소 메트릭으로 이동하여 공간이 확보되었는지 확인합니다.

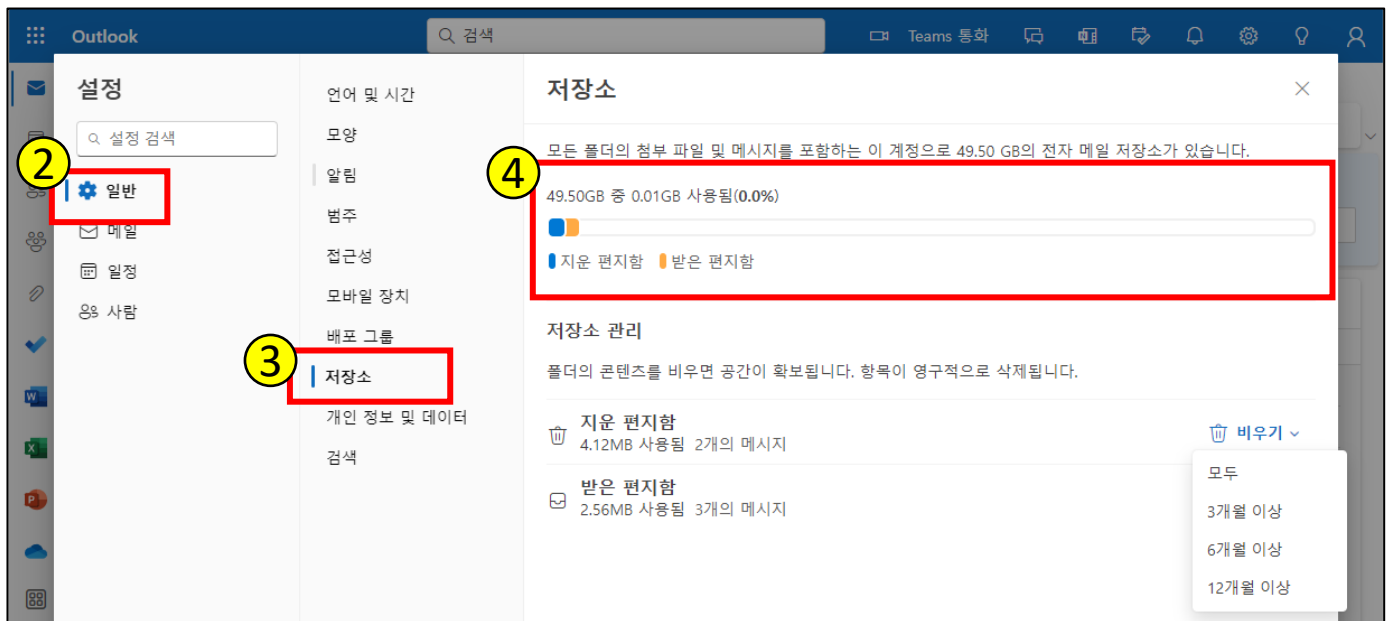
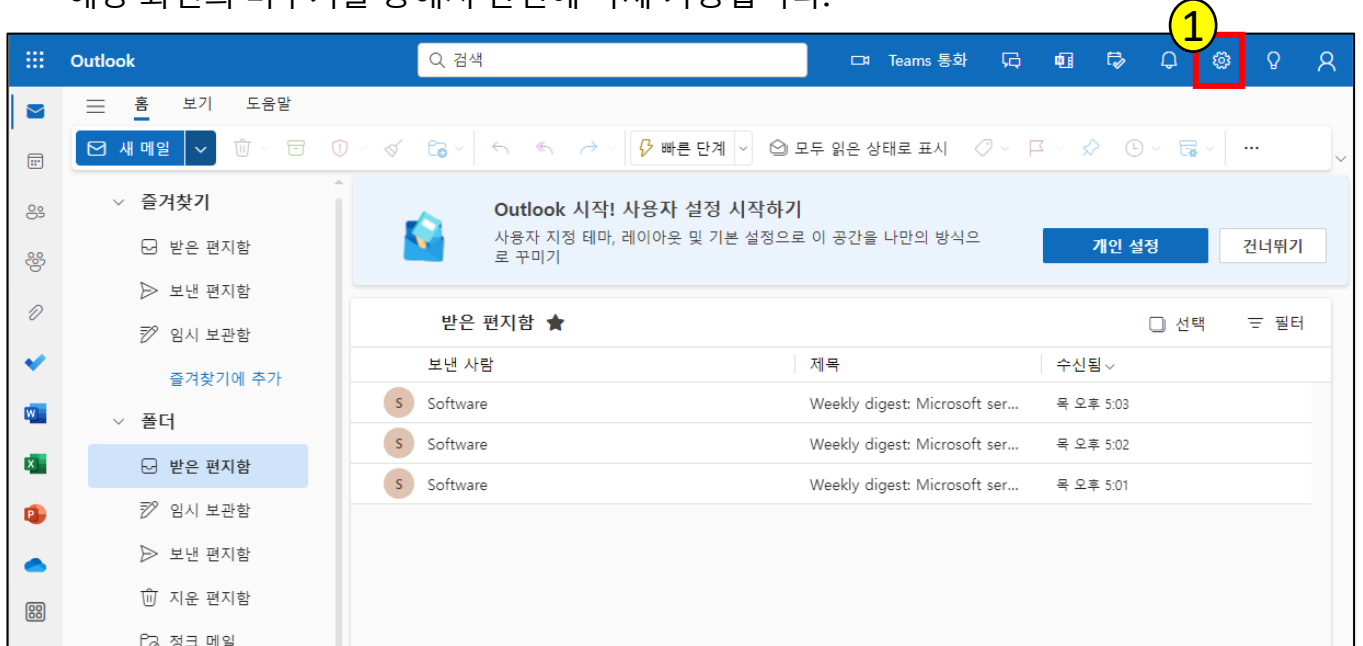
휴지통을 비워야 용량이 제대로 반영됩니다.



1. 사용중인 메일 용량을 확인합니다.

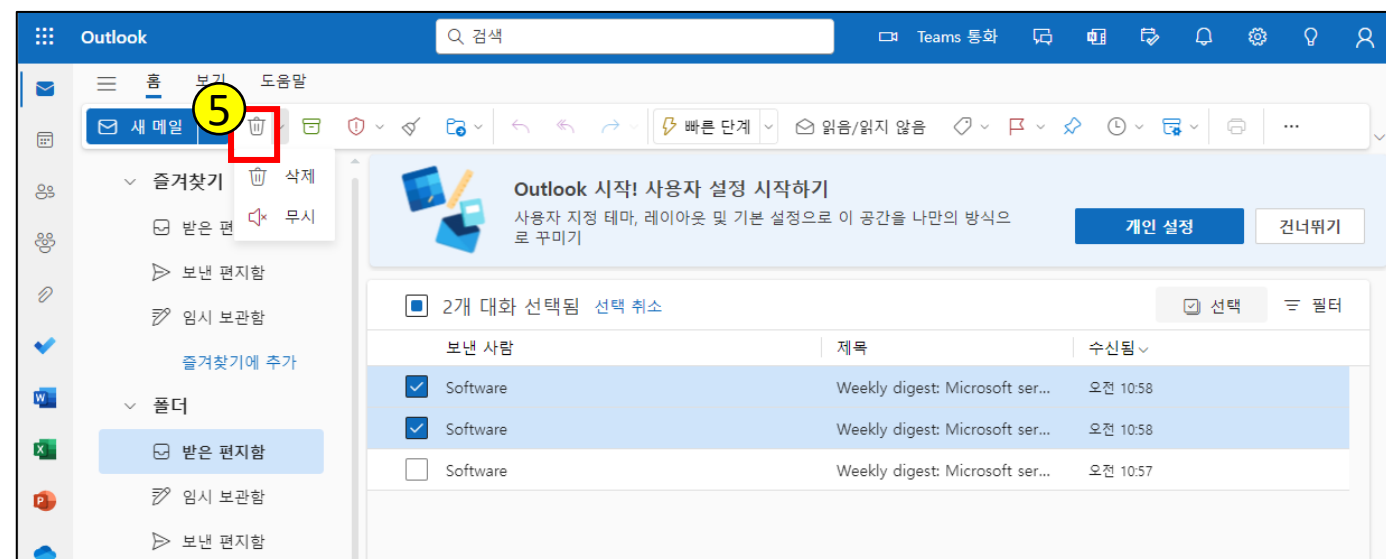
[설정(톱니바퀴)] > [일반] > [저장소] > 용량 확인

- 해당 화면의 비우기를 통해서 한번에 삭제 가능합니다.



2. 사용하는 폴더에서 메일을 선택하여 삭제합니다.

- 메일을 선택하여 삭제 버튼을 클릭합니다.
- 삭제된 메일은 [지운편지함] > 휴지통 버튼을 통해 폴더 비우기를 하셔야 용량이 확보됩니다.



1. 개설한 사이트의 사용 용량을 확인합니다.

사이트 선택 > 사이트 콘텐츠 > 사이트 설정 > 저장소 메트릭 > 사용 용량 확인

The screenshot shows the SharePoint interface for the '연세대학교 O365' site. The left sidebar contains a navigation menu with items like '홈', '대화', '문서', '전자 필기장', '페이지', '사이트 콘텐츠' (highlighted with a red box and number 1), '휴지통', and '편집'. The main content area shows a table of site content with columns '이름', '유형', '항목', and '수정함'. The bottom section shows '사이트 설정' (highlighted with a red box and number 2) and '저장소 메트릭' (highlighted with a red box and number 3). The '저장소 메트릭' section shows a progress bar for storage usage: '1.00GB 중 0.99GB 사용 가능' (highlighted with a red box and number 4).

2. 파일을 백업 후 삭제하여 용량을 확보합니다.

사이트 문서에서 파일을 선택 후 우클릭하여 백업(다운로드) 후 삭제합니다.

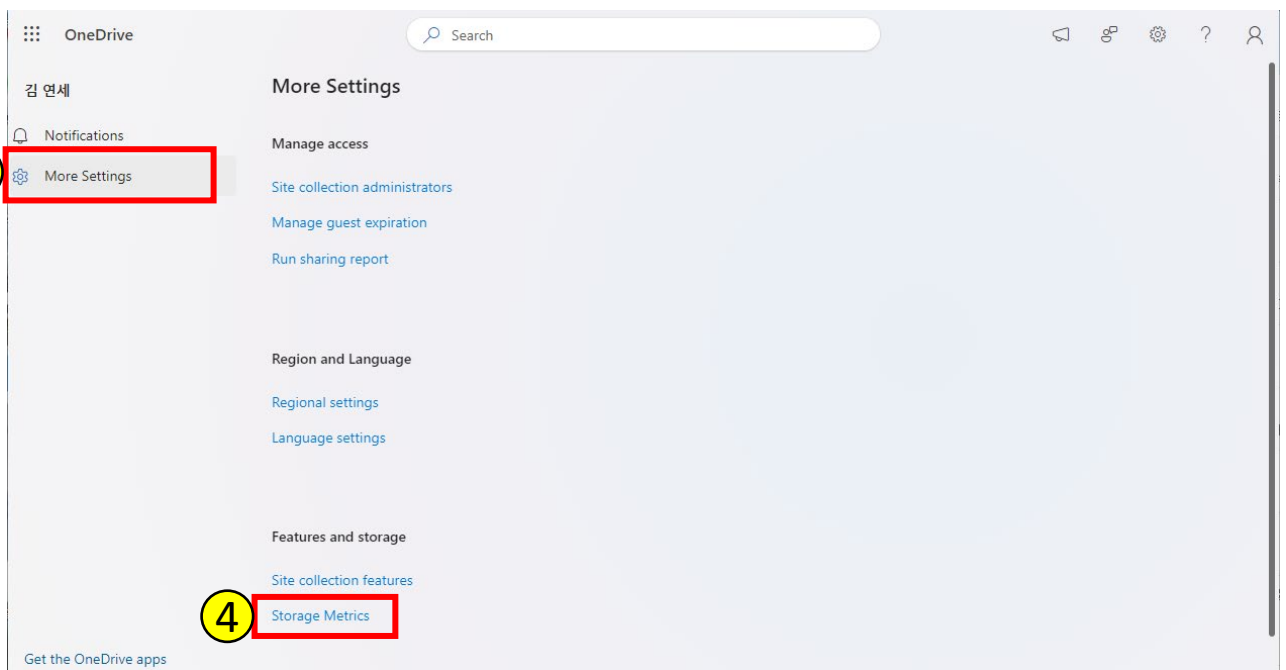
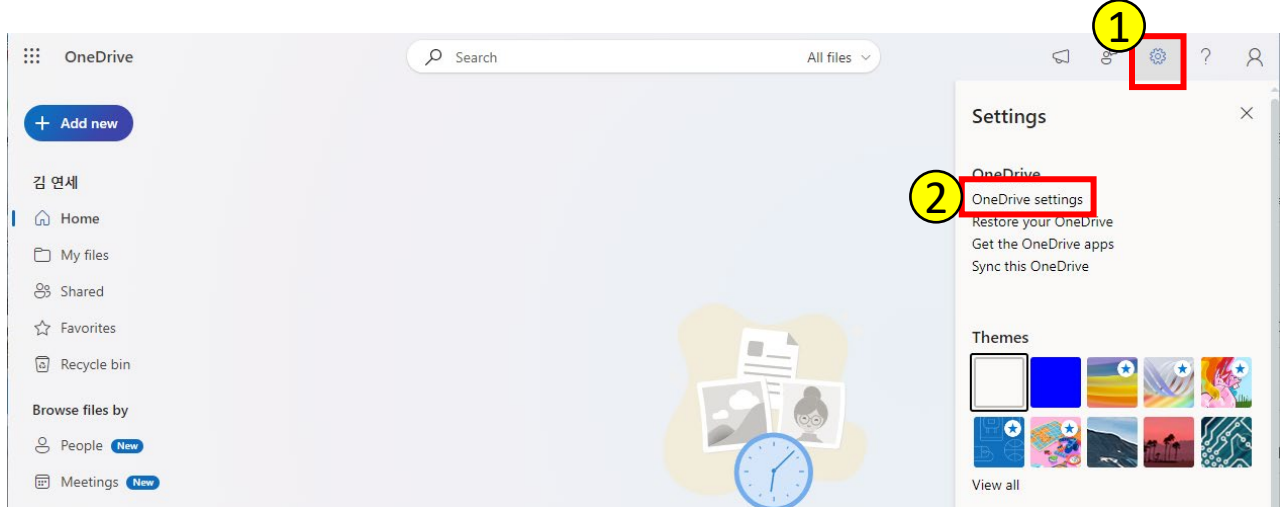
삭제 후 휴지통에서 휴지통 비우기를 완료해야 삭제된 용량이 반영됩니다.

The screenshot shows the '문서' (Documents) library in the '연세대학교 O365' site. The left sidebar shows the '사이트 콘텐츠' (Site Content) section with '휴지통' (Recycle Bin) highlighted (red box and number 6). The main content area shows a table of documents. The first document '과제1.pdf' is selected, and a context menu is open with options like '삭제' (Delete), '다운로드' (Download), '다음으로 이동' (Move to next), '복사' (Copy), '속성' (Properties), and '더 보기' (More) (highlighted with a red box and number 5).

1. Please check your storage.

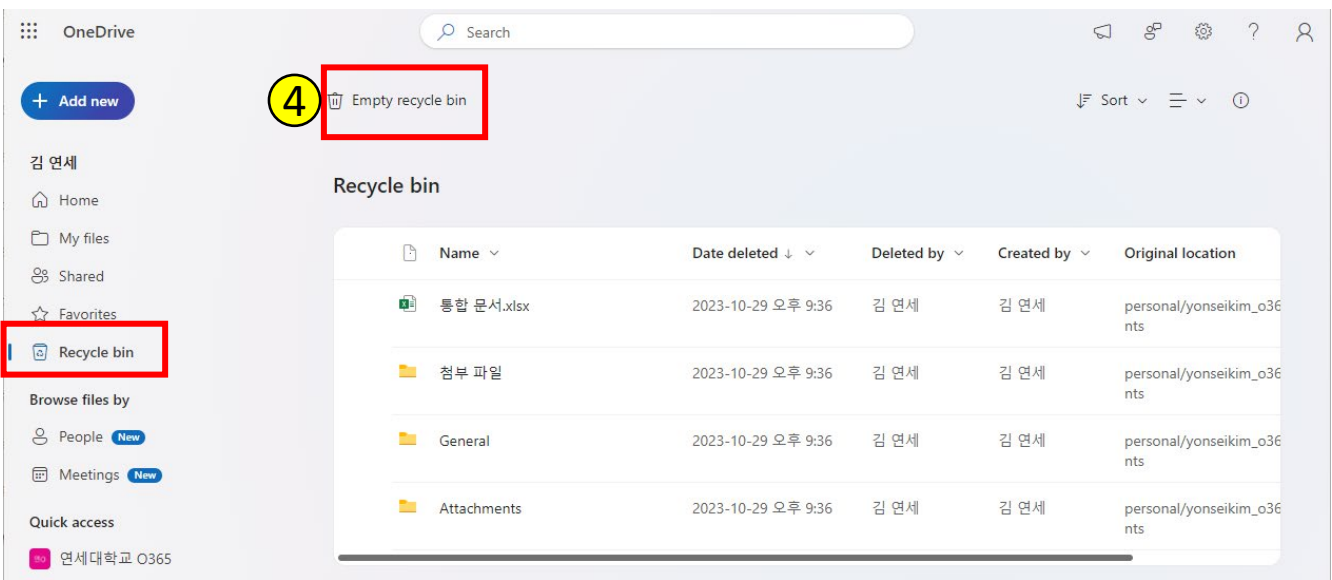
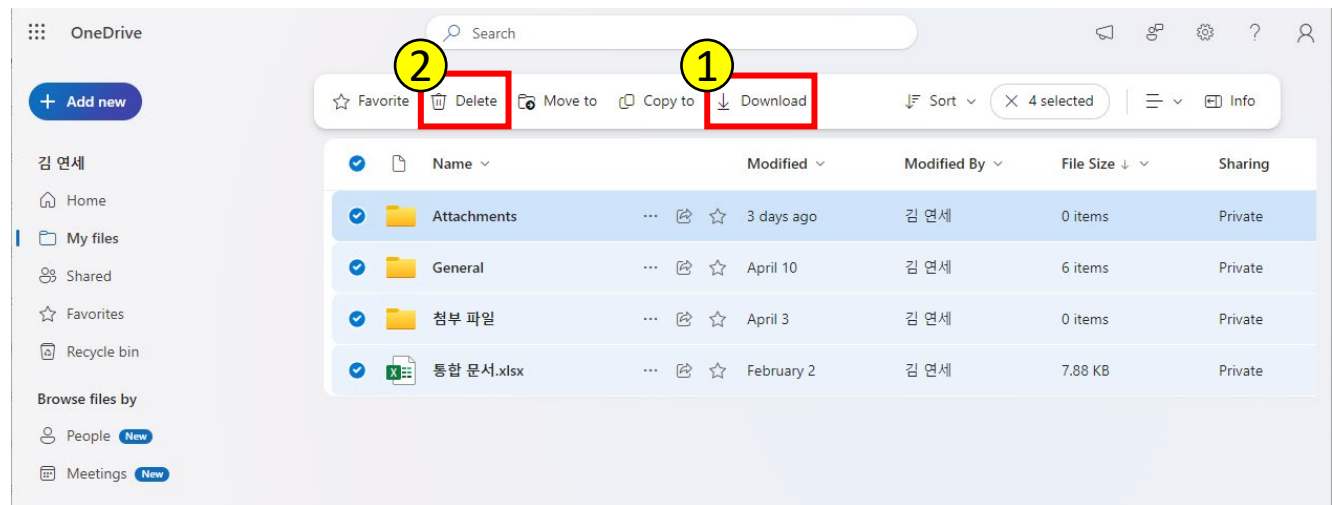
Sign in to your school OneDrive account and select menu below.

- [Setting] > [OneDrive settings] > [More Settings] > [Storage Metrics] > Check storage



2. Please backup your data and delete on Onedrive.

Choose your files on Onedrive, download for backup and delete on Onedrive.



3. Check your storage.

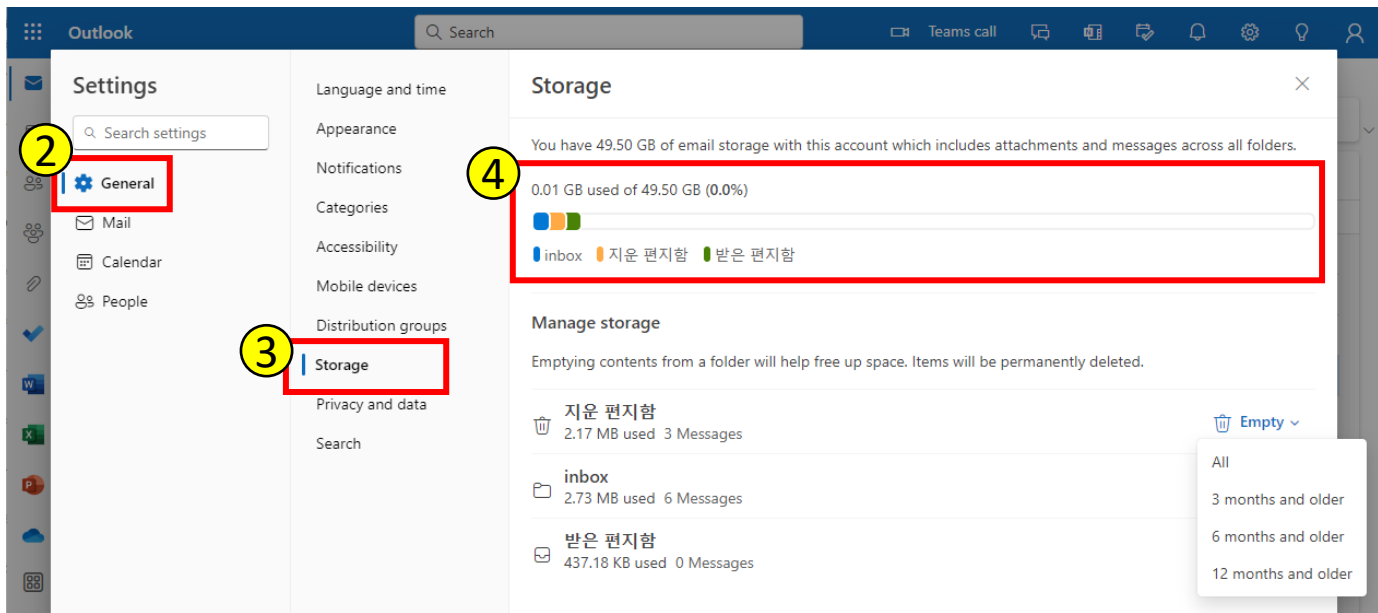
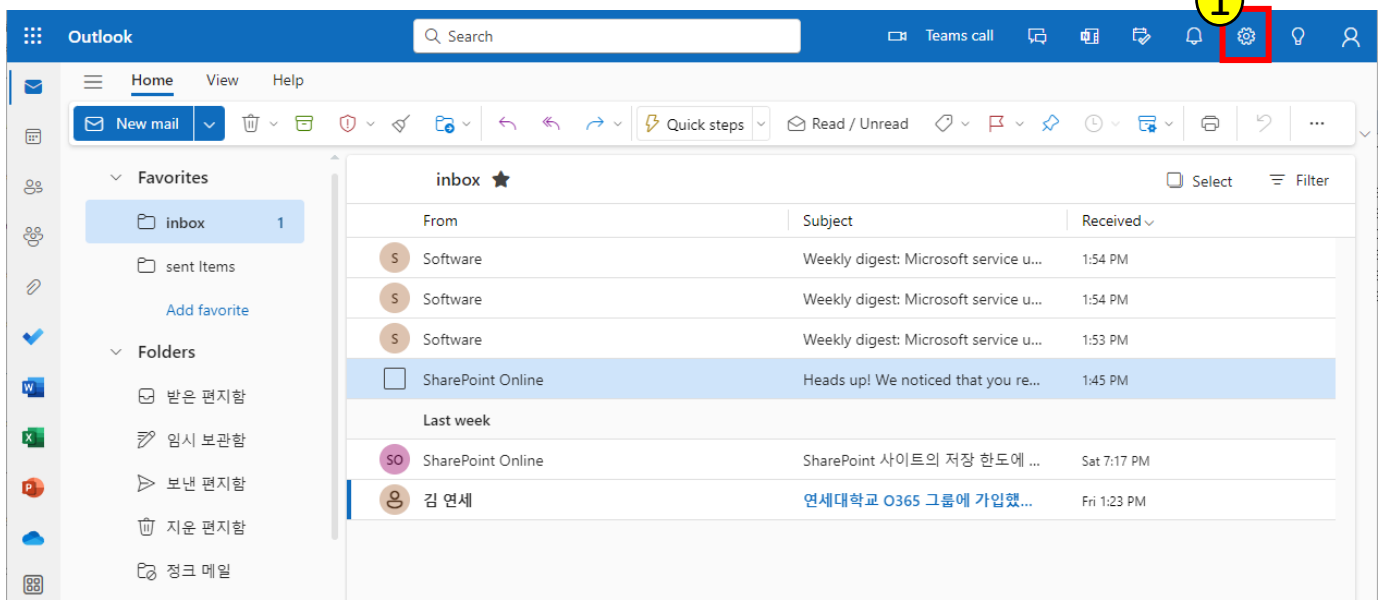
Go to storage metrics to check if the storage is freed.
You must empty the Recycle bin to get storage space.



1. Please check your storage.

[Settings] > [General] > [Storage] > Check your email storage

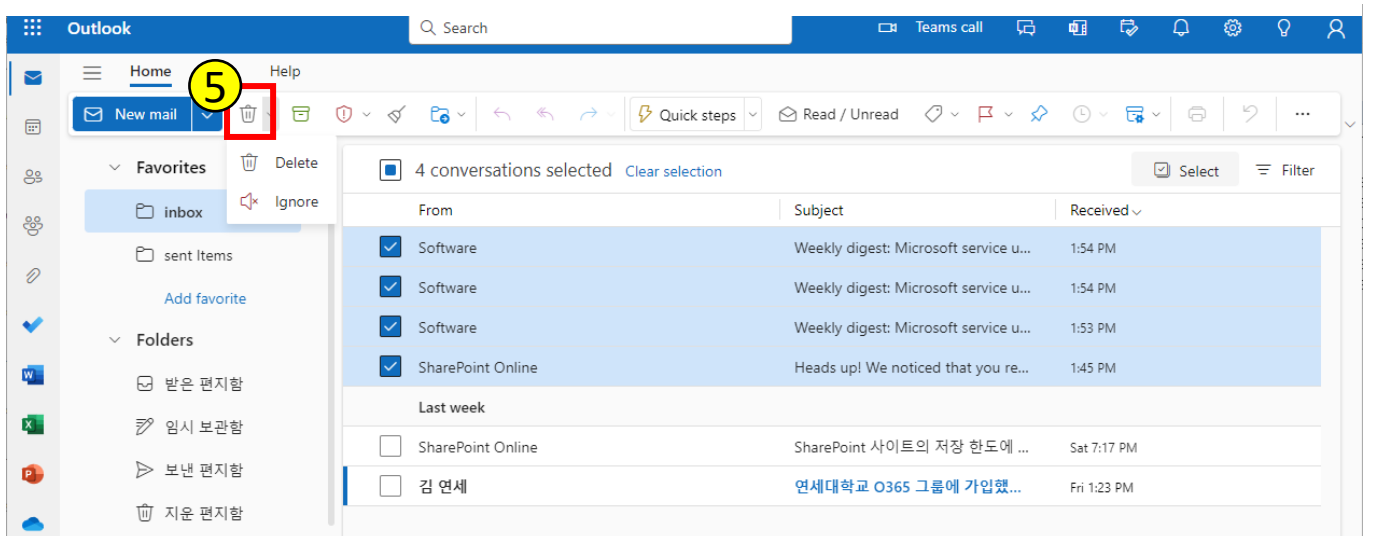
- You can delete all items at once if you click the 'Empty' button.



2. Choose mails and delete them.

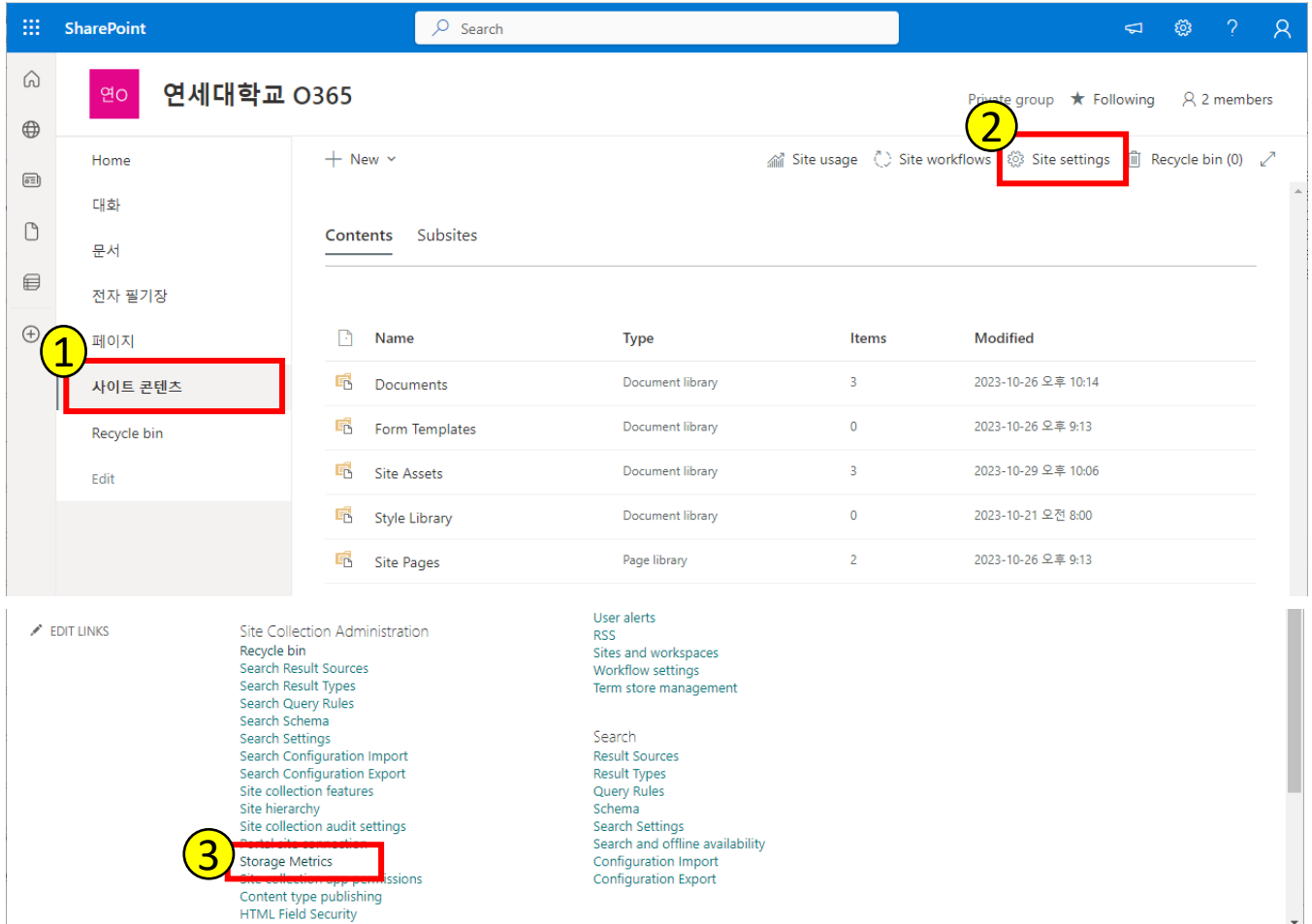
- Choose mails in your folder and delete them.

- Please move to 'Deleted Items' and empty the folder to get storage space.



1. Please check your storage.

Click your site > Site contents > Site settings > Storage Metrics > Check your storage.



The screenshot shows the SharePoint site '연세대학교 O365'. The left sidebar has a red box around '사이트 콘텐츠' (Site contents) with a yellow circle '1' next to it. The top navigation bar has a red box around 'Site settings' with a yellow circle '2' next to it. The 'Site settings' menu is open, and 'Storage Metrics' is highlighted with a red box and a yellow circle '3'.

Name	Type	Items	Modified
Documents	Document library	3	2023-10-26 오후 10:14
Form Templates	Document library	0	2023-10-26 오후 9:13
Site Assets	Document library	3	2023-10-29 오후 10:06
Style Library	Document library	0	2023-10-21 오전 8:00
Site Pages	Page library	2	2023-10-26 오후 9:13

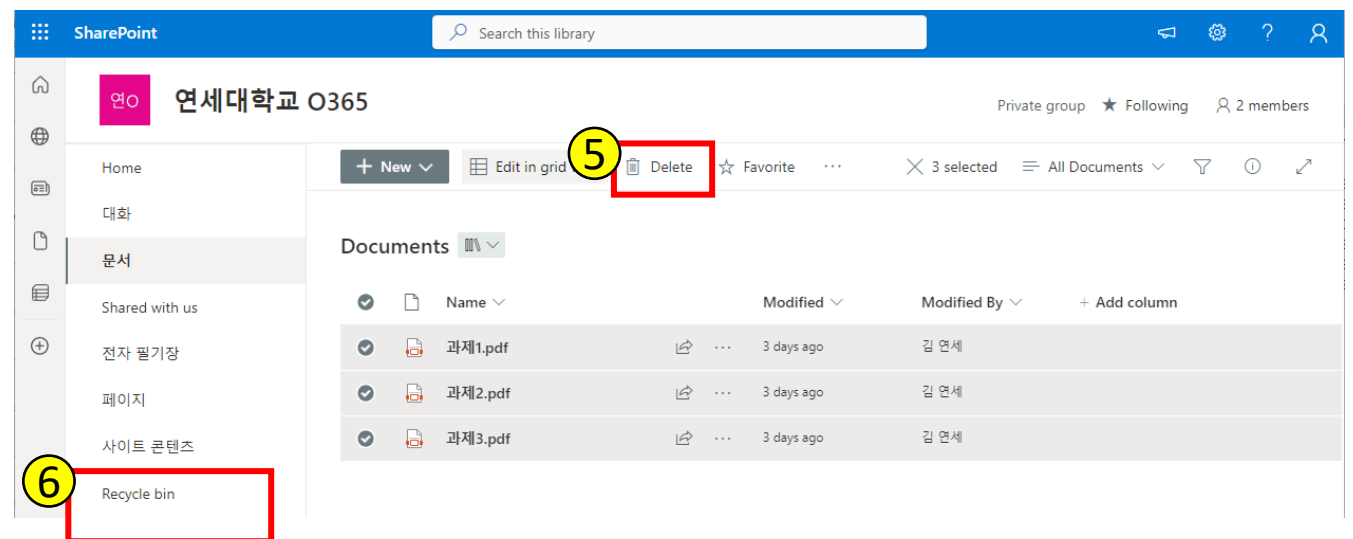


The screenshot shows the 'Site Settings > Storage Metrics' page. A red box highlights the storage status '0.99 GB free of 1.00 GB' with a yellow circle '4' next to it.

2. Backup your data and delete them on Sharepoint.

Choose your files and Click the button "Delete".

Please move to the Recycle Bin and empty the folder to get storage space.



The screenshot shows the SharePoint library page. The top navigation bar has a red box around the 'Delete' button with a yellow circle '5' next to it. The left sidebar has a red box around 'Recycle bin' with a yellow circle '6' next to it.

Name	Modified	Modified By
과제1.pdf	3 days ago	김 연세
과제2.pdf	3 days ago	김 연세
과제3.pdf	3 days ago	김 연세