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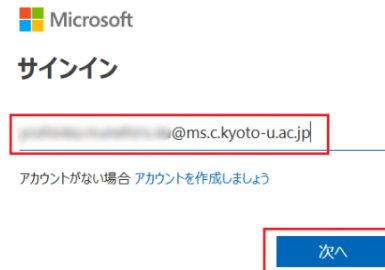
# 1. How to check total OneDrive storage usage

1.1

Go to OneDrive on the web and sign in with your university Microsoft 365 account  
(Faculty/staff: \*@ms.c.kyoto-u.ac.jp / Students: \*@st.kyoto-u.ac.jp)

1.2

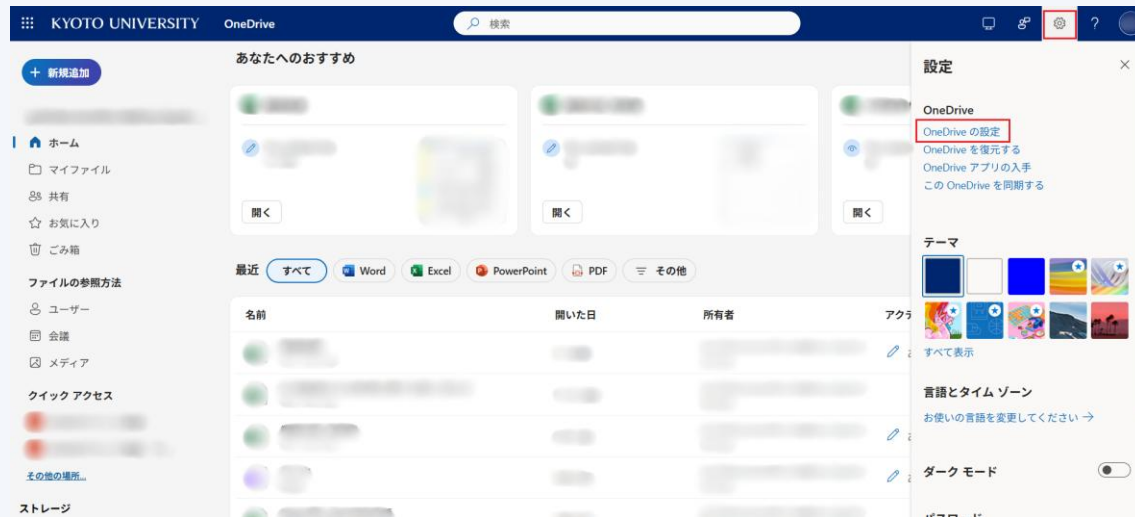
The "Storage" indicator at the lower left shows your total storage used.



## 2. How to check detailed file storage usage(1/2)

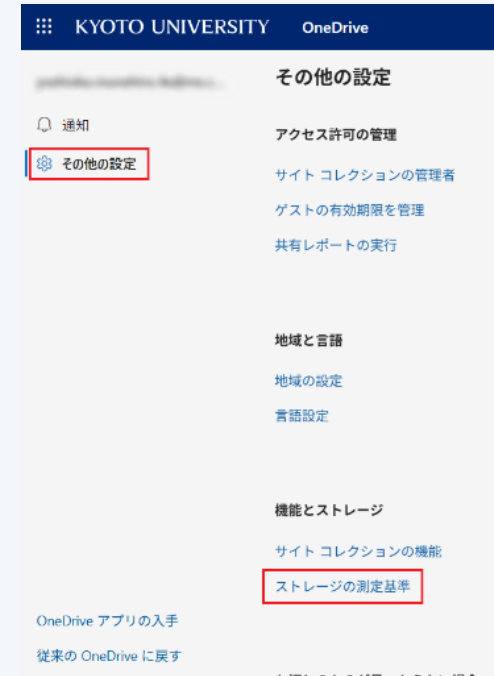
2.1

After signing in, click the gear icon at the top right →  
"OneDrive settings"



2.2

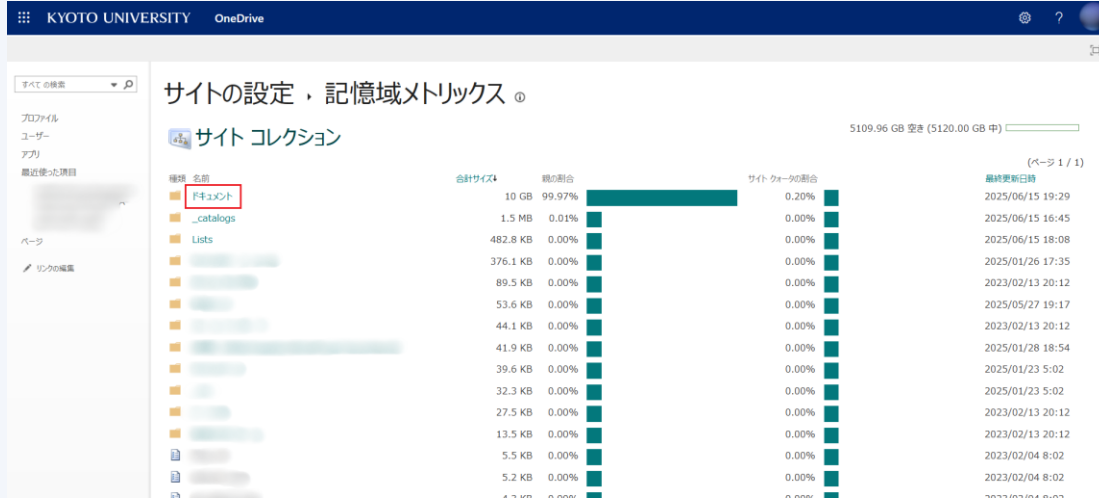
Click "More settings" → "Storage Metrics"



## 2. How to check detailed file storage usage(2/2)

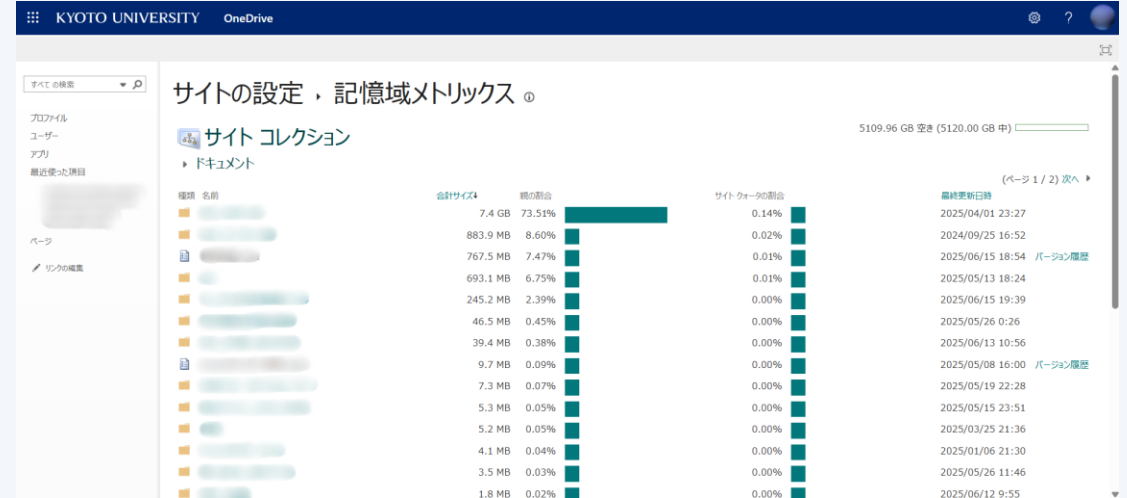
2.3

Click "Documents"



2.4

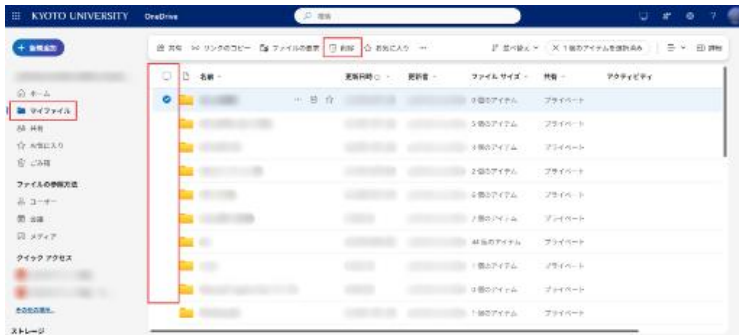
Details of your uploaded files are displayed (Files cannot be deleted from this screen)



# 3. How to delete files in OneDrive

## Step 3.1

In "My files," select the files to delete → click "Delete."  
Click "Delete" in the confirmation dialog to move them to the Recycle bin



*\* Storage will not be freed until the Recycle bin is emptied*

## Step 3.2

"Recycle bin" → "Empty recycle bin" → "Yes" moves items to the Second-stage recycle bin (storage usage decreases at this point)



*RestoreSelect the checkbox to the left of the file name, then click "Restore"*

## Step 3.3

"Second-stage recycle bin" → "Empty recycle bin" → "Yes" to permanently delete



*\* Items are auto-deleted after a set period*

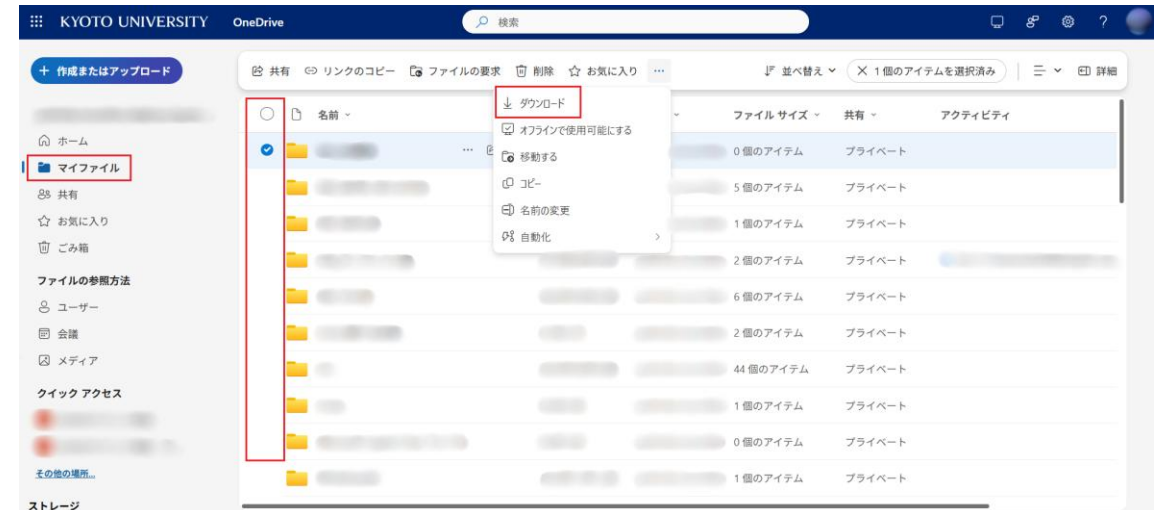
## 4. How to download files in OneDrive on the web

4.1 Sign in to OneDrive on the web with your university Microsoft 365 account  
(Faculty/staff: \*@ms.c.kyoto-u.ac.jp / Students: \*@st.kyoto-u.ac.jp)

4.2 Click "My files," select the files to download → click "Download"

### ⚠ Note

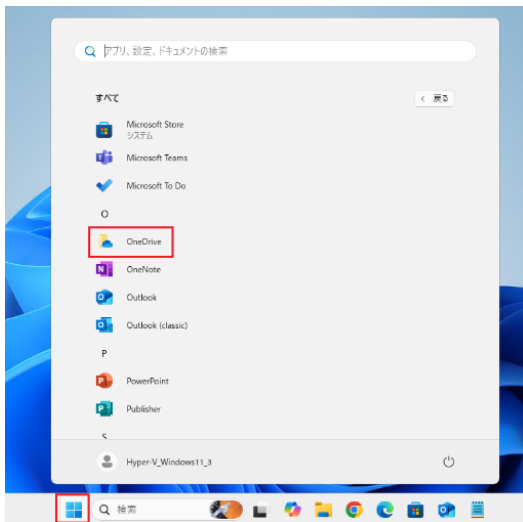
Selecting multiple files or downloading a whole folder produces a ZIP file, which may fail if the data is too large (extraction errors can also occur). For migrating large amounts of data, we recommend using the OneDrive sync app.



# 5. Migration steps with the OneDrive sync app (1/4)

## Step 5.1

If you have not used the OneDrive sync app before, launch OneDrive from the Start menu (existing users may skip this step)



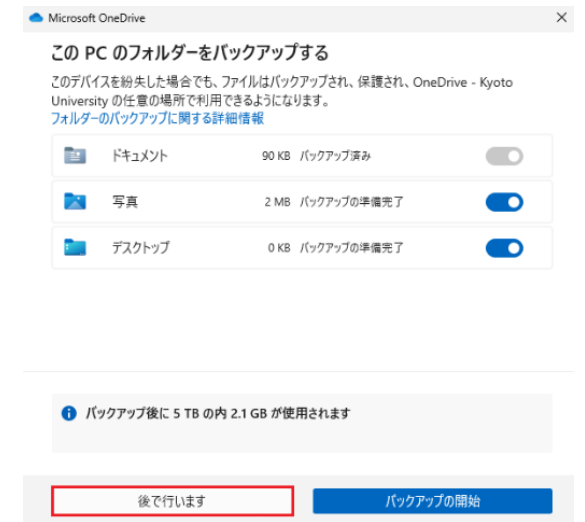
## Step 5.2

Enter your university Microsoft 365 account in the "Email address" field and sign in. When the Kyoto University integrated authentication screen appears, sign in with your SPS-ID / ECS-ID



## Step 5.3

On the "Back up folders on this PC" screen, be sure to select "Maybe later"





## 5. Migration steps with the OneDrive sync app (3/4)

### Step 5.6

“Step 5.4” Once you reach this point, click the blue cloud icon at the lower right of the screen → gear icon → “Settings”



### Step 5.7

Click “Sync and backup” → “Advanced settings”



### Step 5.8

Click “Download all files” → “Continue” to download all files locally (C:¥Users¥<username>¥OneDrive - Kyoto University)





## 6. About “Version history” for Office files

### What is version history?

For Office files (Word, Excel, etc.) saved in OneDrive, a “Version history” entry is created automatically each time you save changes.

Example: a 100 MB file saved 10 times

≈ 1 GB

10 versions of history are retained

Default retention

**500 versions**

Up to 500 versions of history are kept by default

Mitigation

**Delete & change settings**

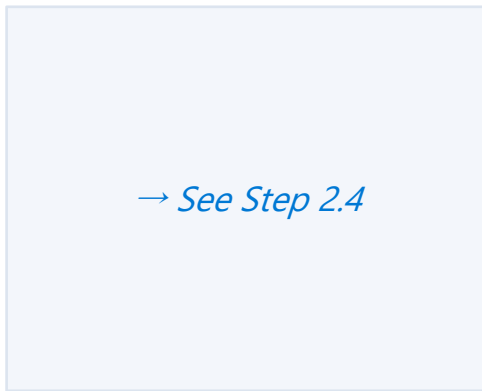
Optimize storage by deleting history and changing the retention setting

👉 *On the next pages we explain how to delete version history (6.1) and how to change the number of versions kept (6.2).*

# 6.1 How to delete version history

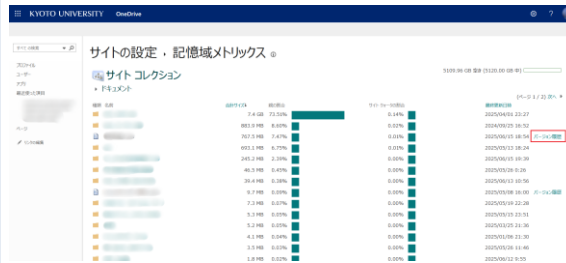
## Step 6.1.1

Navigate to "Documents" under "Storage Metrics" (see Step 2.4)



## Step 6.1.2

Click "Version history" on the Office file you want to inspect



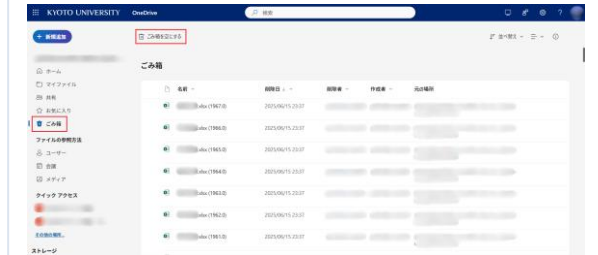
## Step 6.1.3

Click "Delete all versions" → "OK" in the confirmation dialog. All but the latest version are moved to the Recycle bin



## Step 6.1.4

Return to OneDrive and click "Recycle bin" → "Empty recycle bin" to finish



## 6.2 How to change the number of versions kept (1/2)

### Step 6.2.1

Sign in to OneDrive on the web, then click the "gear icon" at the top right → "OneDrive settings"



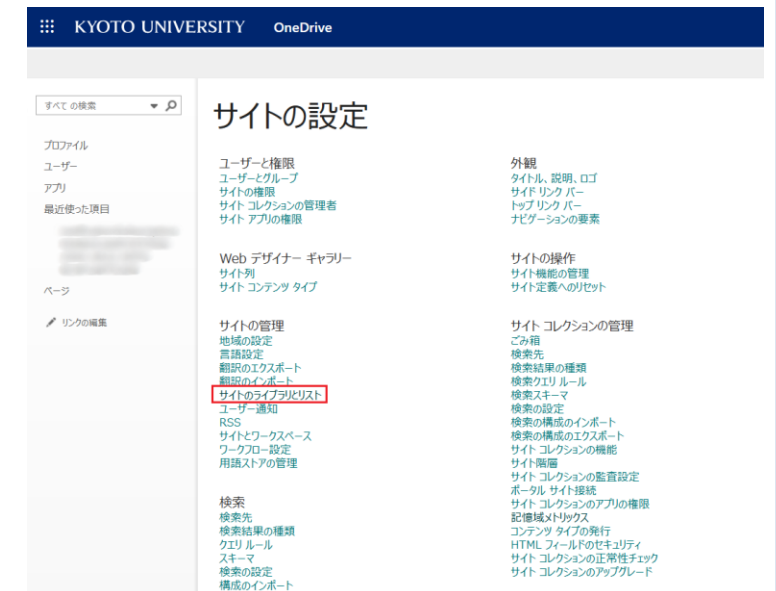
### Step 6.2.2

Click "More settings" on the left → "Return to the old site settings page" on the right



### Step 6.2.3

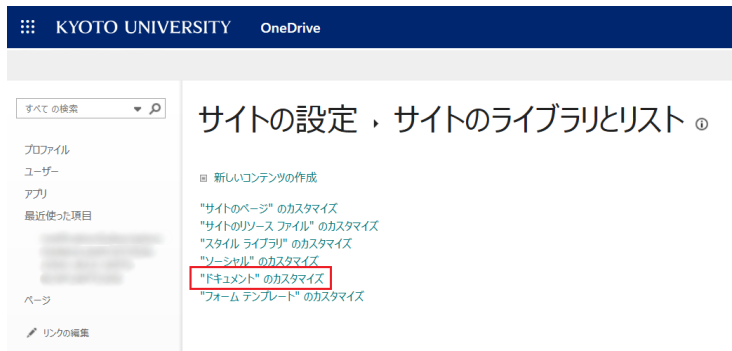
Click "Site libraries and lists"



## 6.2 How to change the number of versions kept (2/2)

### Step 6.2.4

Click "Customize "Documents""



### Step 6.2.5

Click "Versioning settings"



### Step 6.2.6

Set "Keep the following number of major versions" to a desired value → click "OK" to finish (minimum 100)



## 7. Why usage differs between the sync app and the web

**Q.** Why does storage usage differ between OneDrive sync app and OneDrive on the web?

**A.**

*Per Microsoft's reply to our inquiry:*

When image files such as JPG or PNG are uploaded, the system automatically generates thumbnails internally. "Storage Metrics" includes those thumbnail sizes, so the reported usage is larger than the actual file size.

**⚠ There is currently no workaround. Please understand that uploading image files will consume more storage than the actual file size.**