

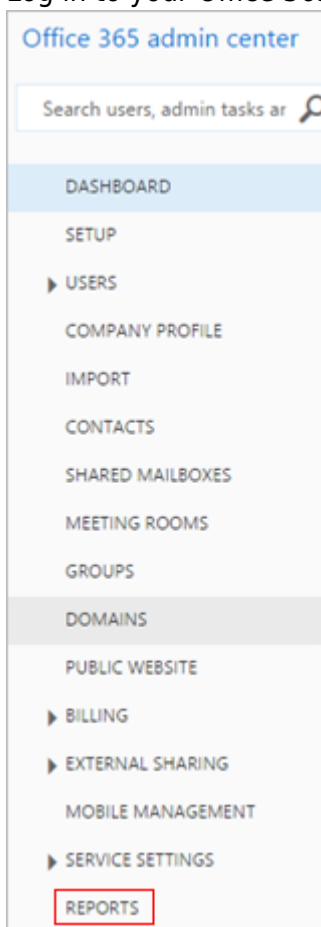
How to Determine Amount of Storage Used in Office 365

<https://campus.barracuda.com/doc/75169995/>

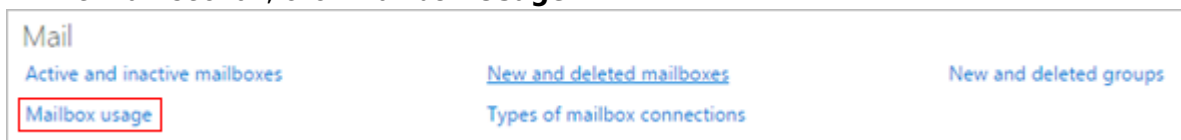
Office 365 Exchange Online

Use the following steps to determine the amount of storage used in Office 365 Exchange Online:

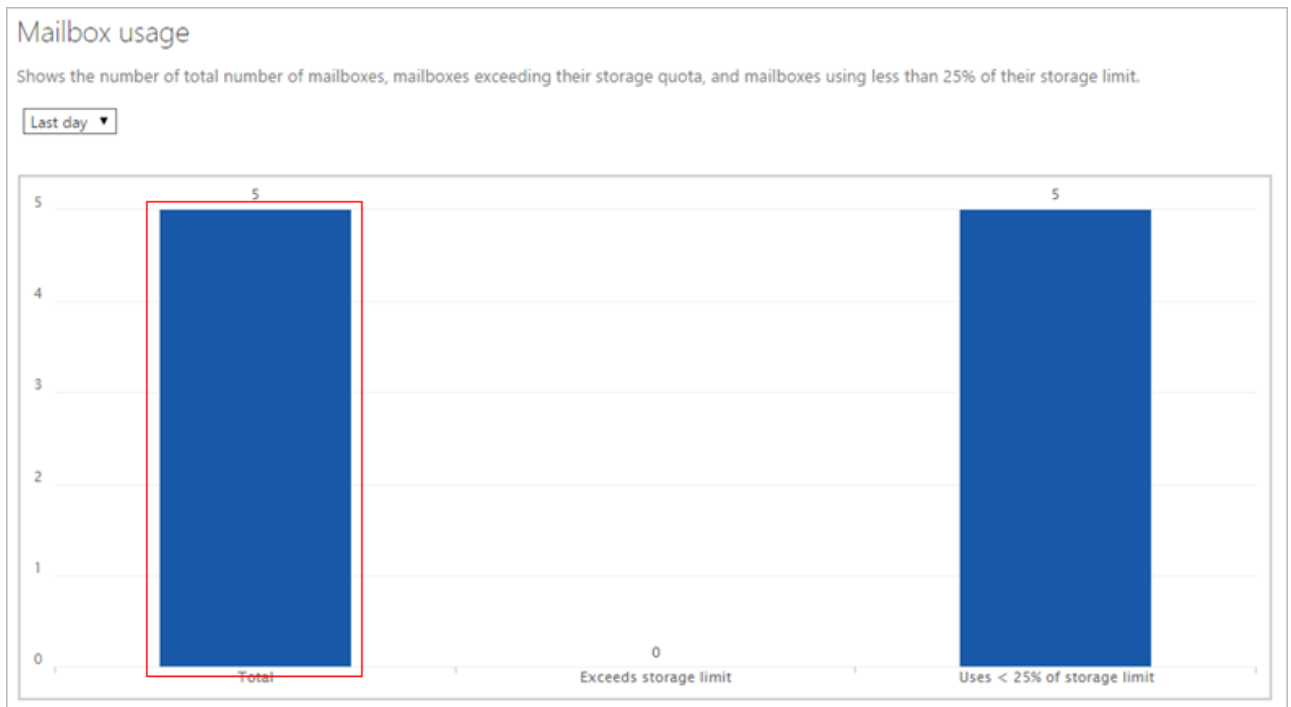
1. Log in to your Office 365 environment as administrator, and select **Admin > Reports**:



2. In the **Mail** section, click **Mailbox Usage**:



3. In the **Mailbox usage** graph, click the **Total** number of users column:



- The list of users displays; click **download csv file** to download the list to your local system as a **.csv** file:

You can download this list as a comma-separated values file: [download csv file](#). If you have more than 2,000 records and want to download the entire list, follow the instructions found at [Use Windows PowerShell to create reports in Office 365](#).

Date	User name	Capacity (KB)	Space used (KB)	Percentage used (%)	Issue warning quota (KB)
1/6/2016 12:00 AM	slubahn	52428800	371234	0	51380224
1/6/2016 12:00 AM	chayes	52428800	219870	0	51380224
1/6/2016 12:00 AM	rwagner	52428800	222222	0	51380224
1/6/2016 12:00 AM	sbanks	52428800	385883	0	51380224
1/6/2016 12:00 AM	thale	52428800	339668	0	51380224

- Navigate to and open the downloaded **.csv** file in Microsoft Excel.
- create a formula in Excel to calculate the sum of the **Space used (KB)** column:

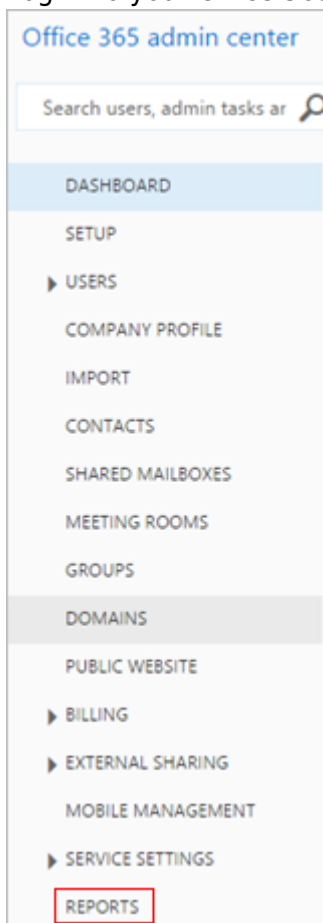
	A	B	C	D	E	F
1	Date	User name	Capacity (KB)	Space used (KB)	Percentage used (%)	Issue warning quota (KB)
2	1/6/2016 0:00	slubahn	52428800	371234	0	51380224
3	1/6/2016 0:00	chayes	52428800	219870	0	51380224
4	1/6/2016 0:00	rwagner	52428800	222222	0	51380224
5	1/6/2016 0:00	sbanks	52428800	385883	0	51380224
6	1/6/2016 0:00	thale	52428800	339668	0	51380224
7				1538877		

- Convert the sum from KB to either GB or TB depending on your preference. This amount is the total storage used by each end-user mailbox.

Office 365 OneDrive for Business

Use the following steps to determine the amount of storage used in Office 365 OneDrive for Business:

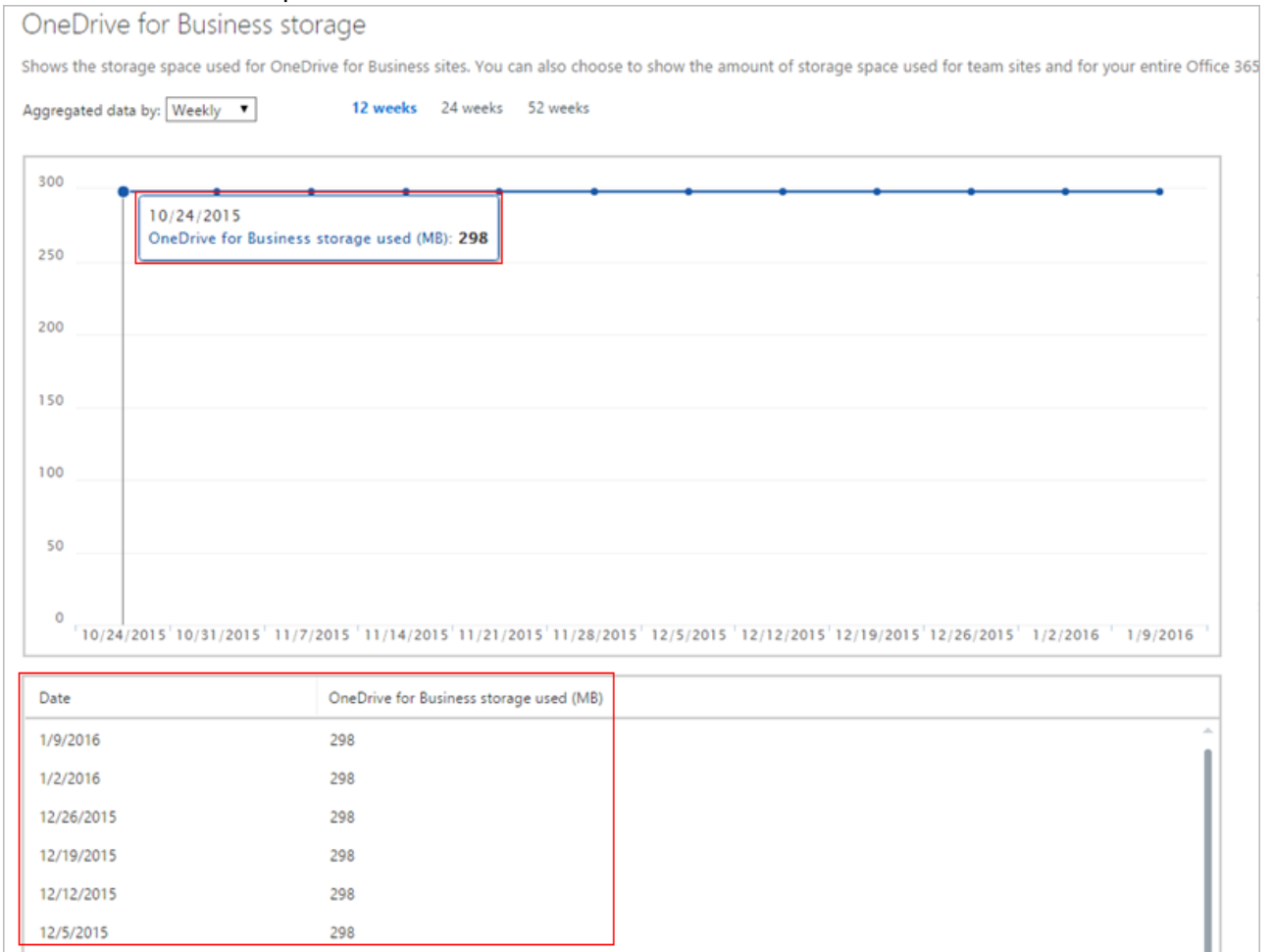
- Log in to your Office 365 environment as administrator, and select **Admin > Reports:**



- In the **OneDrive for Business** section, click **OneDrive for Business storage:**

OneDrive for Business
 OneDrive for Business sites deployed OneDrive for Business storage

- The **OneDrive for Business storage** graphs display the amount of storage used in MB for a 12-, 24-, or 52-week, period:



SharePoint Online

- Log in to your Office 365 environment as administrator, and go to the SharePoint admin center.
- In the left pane click **site collections**.
- In the **Site Collections** table, review **Percent Used**:

STORAGE USED (GB)	STORAGE LIMIT (GB)	PERCENT USED	SERVER RESOURCE QUOTA	VERSION
0.37	0.98	37.60 %	300	2013
0.00	1024.00	0.00 %	0	2013
0.00	0.00	0.00 %	0	2013
0.03	0.98	2.70 %	0	2013
0.00	1.00	0.20 %	0	2013
0.00	1.00	0.29 %	300	2013
0.00	0.98	0.20 %	0	2013

Figures

1. adminreports.png
2. mailboxusage.png
3. clickcolumn.png
4. downloadcsv.png
5. excelformula.png
6. adminreports.png
7. onestorager.png
8. onedriveused.png
9. SharePointPercentUsed.png

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