

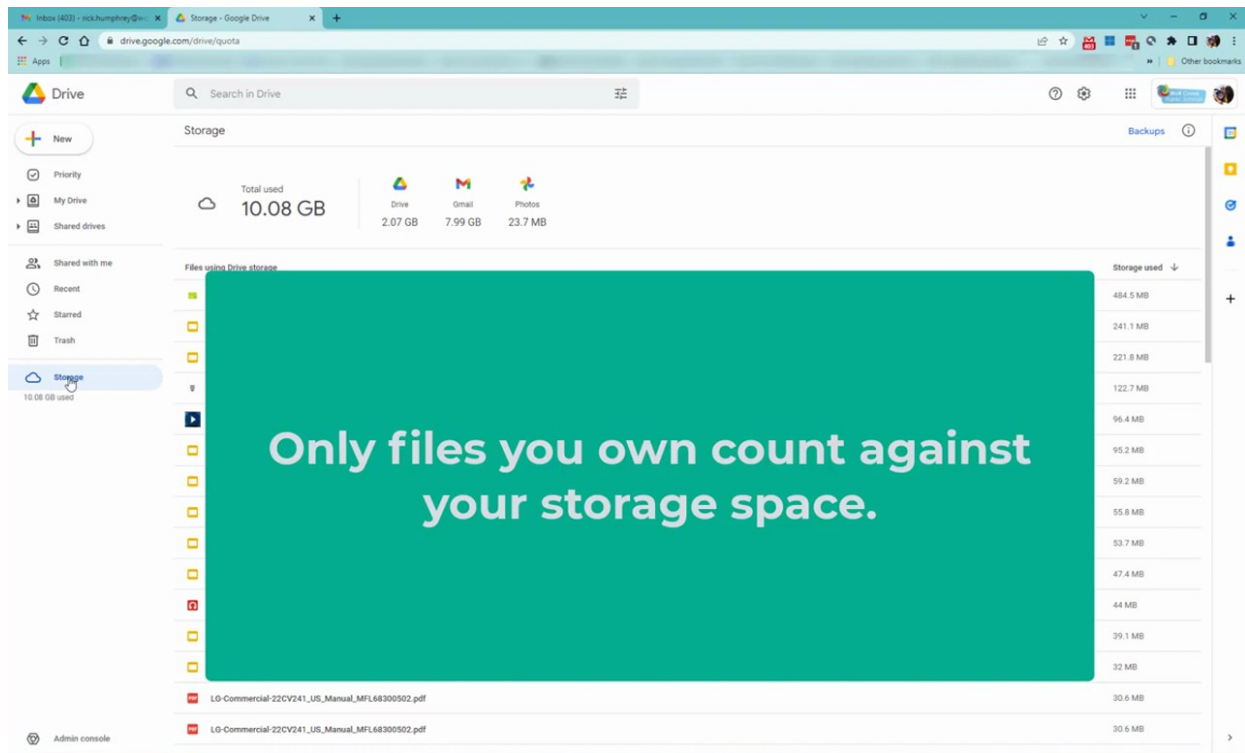
Reviewing My Google Drive and Storage Space

Step-by-step guide based on the Wolf Creek training video

Before you begin: Use your Wolf Creek Google account and confirm you are working in the correct class, drive, message, or channel.

STEP 1 Open Google Drive

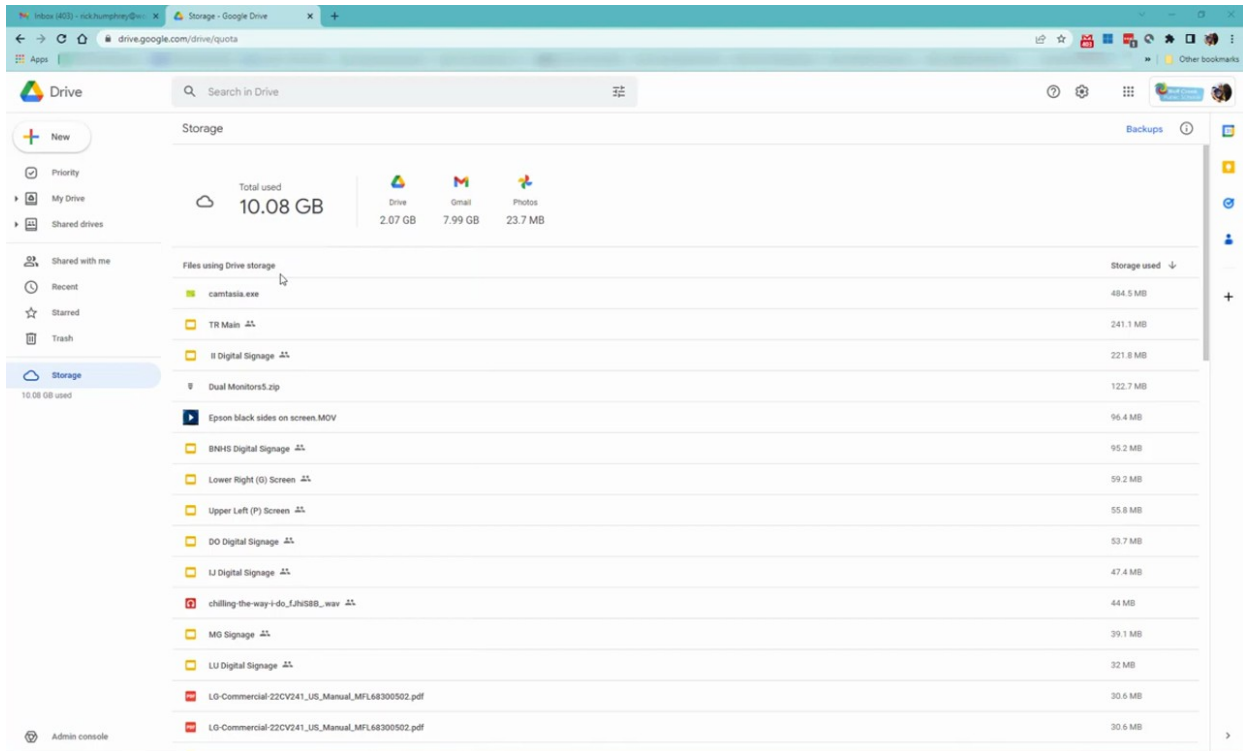
Go to drive.google.com and sign in with your Wolf Creek account.



Open Google Drive.

STEP 2 Open storage

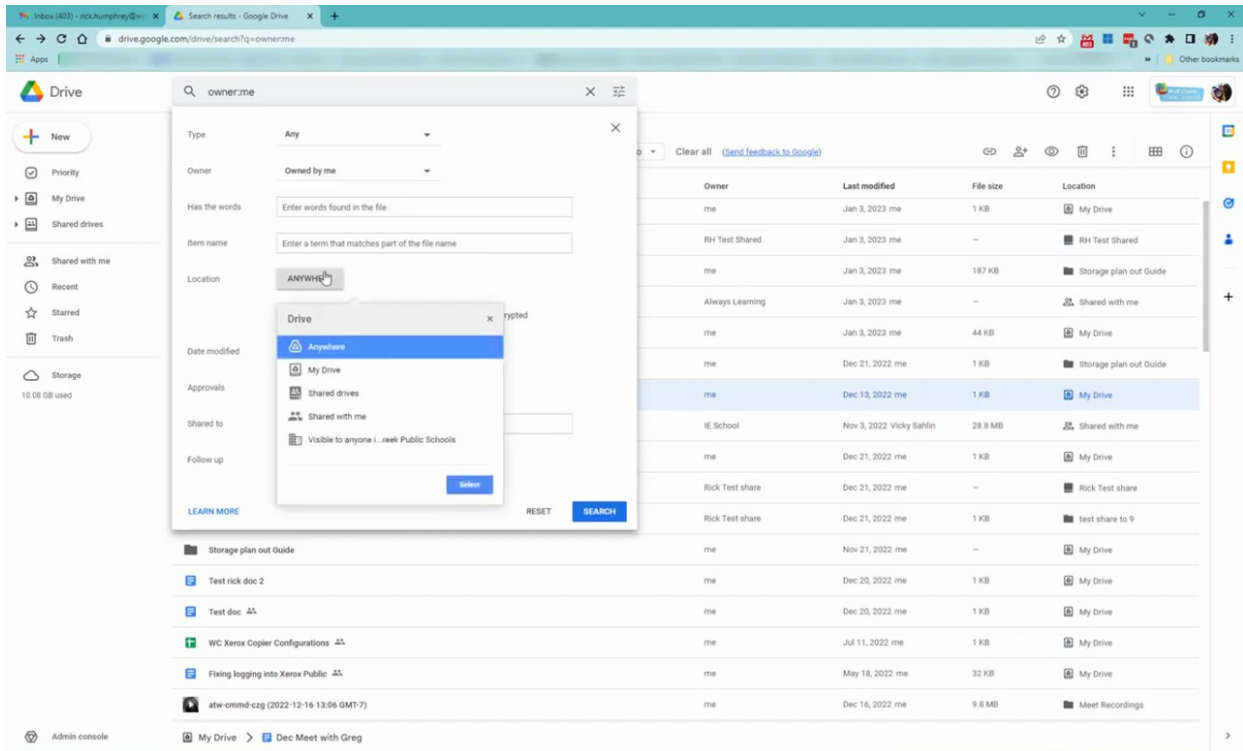
Select Storage in the left navigation to review how your space is being used.



Open storage.

STEP 3 Find large files

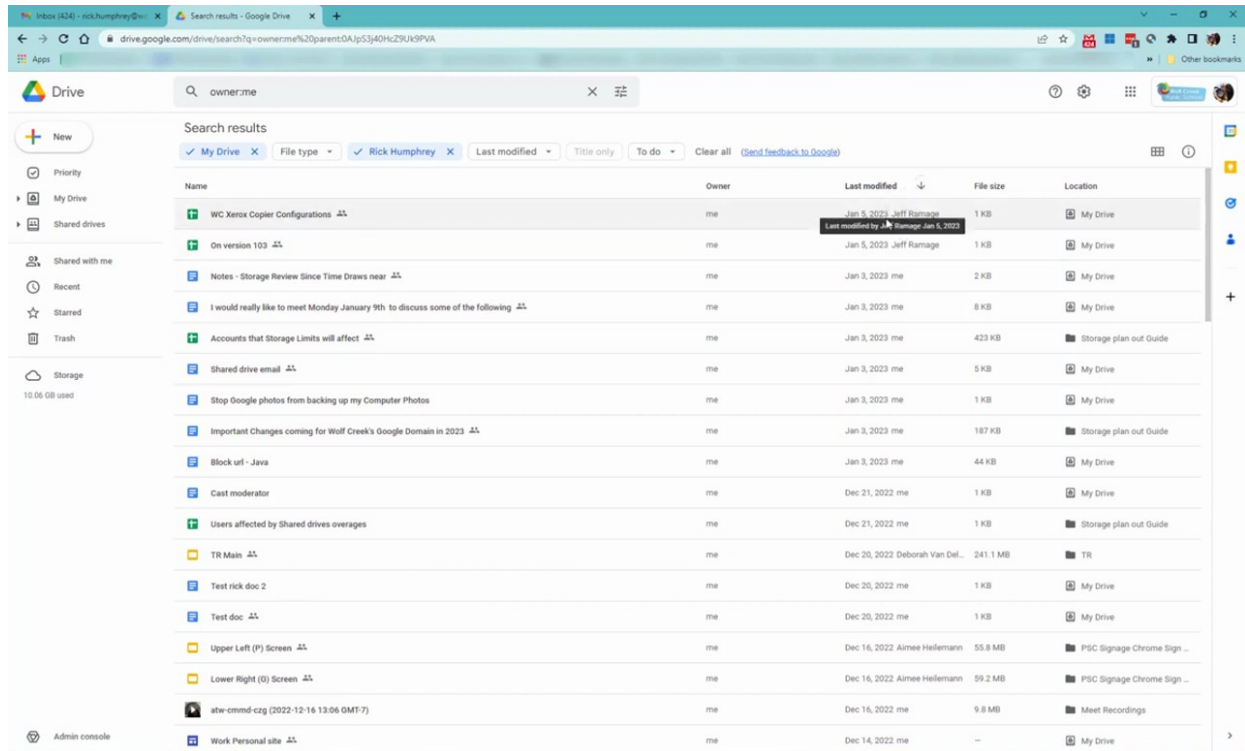
Sort or review the largest files and identify items you no longer need.



Find large files.

STEP 4 Clean up safely

Delete only unneeded files, then review the Trash when ready to permanently free space.



Clean up safely.

Finished

Review the final screen to confirm the task completed as expected.