Tips and Tricks for Getting Below Your MIT OneDrive Quota

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Overview

OneDrive is primarily intended to be a mechanism for sharing data amongst collaborators or across multiple devices rather than as a backup service or for storing/archiving large data sets. Graduate students that may have large amounts of data related to their academic or research pursuits can work with their advisor and/or department graduate administrator to review options for obtaining additional storage.

For backup services, IS&T offers unlimited storage with CrashPlan/Code42.

The default OneDrive quota for users is 5 TB. For teams it is 25TB. To see how much space you are using, see: Manage your OneDrive for Business storage (check your quota)

Tips & Tricks

- Don't use OneDrive as a backup service for your devices. There are many other backup options including MIT's Code42 service.
- Delete files, especially large ones, you no longer need. Some examples are:
    - Video/Movie files
    - Software installers
    - Virtual Machines
    - Duplicate files
- Move personal files to a personal cloud storage account. Note: you must open this account using an email address other than your MIT email address that's connected to your MIT accounts (such as a Gmail or home internet provider account) to avoid conflicts with the MIT services.
- Store collections of large files you don't need for collaboration, such as videos or photos, on an external hard drive that's backed up using your computer's Code42 account.
- Storage space to work on research data or classwork is often available through your lab or department. Talk to your lab or course instructors to find out what options they offer that won't use up your quota.
- Move some of your data that doesn't need to be on Dropbox to another file sharing/storage service. See: Data Storage and Collaboration Options

See Also

- MIT OneDrive Landing Page
- Manage your OneDrive for Business storage (check your quota)