

Preparing for Google Drive Migration

Overview

As we prepare to transition from PNCA's Google Suite to Willamette's, all members of the PNCA Community are being asked to clean up their Google Drive storage space to align with new Google policy changes.

Each community member who is issued a new email address ending with “@willamette.edu” will be able to migrate only 15 GB of existing content. Each user will be able to manage their own migration, and will have the option of migrating your Google Drive, Gmail and Google Photos content. Your PNCA account will only be available until 9/30 so please aim to have your storage reduced by **September 22nd**.

Policy Considerations and Storage Limits

These changes are being driven by new policies introduced by Google that will result in storage limits for the whole organization. Your Google storage at Willamette will be limited to 20GB.

In addition you will also be provisioned 20GB of network file storage once your Willamette account has been created.

For questions or support please contact helpticket@pnca.edu.

About this Guide

This short guide details ways to check your usage and start removing files to free up storage.

View your total Google Drive usage:

When looking at Google Drive, you can see the total storage amount as well as a breakdown of that amount shared between Google Drive, Gmail, and Google Photos, via this link:

<https://drive.google.com/settings/storage>. You can navigate to this by going to drive.google.com or gmail.com - click on your Google user icon (top right, next to PNCA) > click Manage your Google Account > scroll to Account Storage > click Manage storage.

For this migration, we will not be counting Gmail storage to the 15GB storage limit, though we are asking that you take steps to clean out your inbox. Focus on reducing your storage for Google Drive and Google Photos.

You're using 73.28 GB



Google Drive - 62.5 GB

All files, photos, and media stored in your Google Drive. Store files up to 5 TB each.



Gmail - 10.77 GB

Attachments sent and received in Gmail as well as your email messages use your storage.



Google Photos - 0 GB

Starting June 1, 2021, any new photos and videos backed up to Google Photos will use your storage. Until then, photos and videos backed up in High Quality will not use your storage. [Learn more](#)

What counts as Google Drive storage?

- Google Photos
- Most files in your "My Drive," including PDFs, images, and videos.
- Items in your Trash. [Learn how to empty your trash.](#)
- Currently the following do NOT count towards storage: Google Docs, Sheets, Slides, Drawings, Forms, or Jamboard files do not count.

What about Gmail?

- Gmail counts towards your total Google storage. While we are not counting your inbox storage in the 15GB limit, we are asking that you take steps to get rid of past emails (especially calendar invites and emails with large attachments). When working on inbox clean up, you may want to refer to this guide listing common Gmail filters, which can be used to bulk delete emails: <https://support.google.com/a/users/answer/9300019?hl=en>

Shared documents that you own:

Files contained in your Drive that are shared with other PNCA members and external people will not have their permissions copied to your new willamette.edu email. Therefore, it is important to take note of your sharing permissions on important Drive files. After migration, you will need to re-send invitations to all necessary participants at their new addresses.

Shared with me:

Files in your “Shared with me” folder do not currently count to your storage capacity, but when we migrate, these files will be copied into your account, and will indeed count to your 15 GB Google Drive storage capacity. Additionally, all permissions on that file will be lost (i.e. you will receive a copy of the file, as will everyone else with whom it is shared, but no one will be able to collaborate on the file.)

What to do?

If you have documents that others have shared with you, delete them, and ask those owners to reshare with you after migration, so that you can collaborate again on them.

**This should be the last step before migration in order to preserve collaboration on active documents.*

To see files and documents that have been shared with you, click this link:

<https://drive.google.com/drive/u/0/shared-with-me>



Note: If you are trying to bulk remove all files from the “Shared with me” folder, make sure to deselect any file with the above Shared Drive icon. You will not be able to remove anything if a file with a Shared Drive icon is selected. These files will not be copied to your new account / drive.

Shared Drives:

If you are a content manager of a Shared Drive, you will need to move Shared Drive content to your own Google Drive.









Looking at Files by size (Storage used):

If you are not sure how to start cleaning up your Google Drive storage consider looking at your files by size. To do so, go to drive.google.com and click “Storage” on the bottom of the left column. Or, follow this link: <https://drive.google.com/drive/u/0/quota>

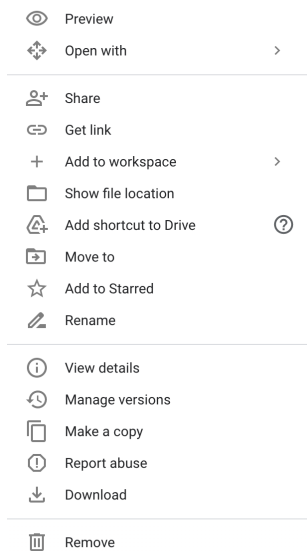
 Storage

73.3 GB used

You will be able to view your files and shared files by Name / Storage used.

Name	Storage used ↓
 VistaPoint01.psb	3 GB
 Poster.psd	2 GB
 VistaPoint01-Recovered.tif	900 MB
 VistaPoint01.tif	831 MB
 Poster.psd	770 MB
 khall2.tif	753 MB
 zoom_0.mp4	741 MB
 zoom_0.mp4	715 MB

To view more information about your documents, you can right click on a file name and click “Remove” to delete it, or you can select “Show File Location”



Once viewing the file in the folder, you can decide if it should be removed, kept, or downloaded to your computer.

Empty the Trash folder:

Either at the end or periodically while you are cleaning your Drive, make sure to empty your Trash folder. To empty your Trash folder, click on “Trash” from the left column.



Click “Empty Trash”

Empty trash

Items placed in the Trash will be permanently deleted 30 days after being placed in the Trash, automatically. Such items will no longer be recoverable after that time.

Downloading Data / Google Takeout:

As you sort through your Google Drive, download files that you do not need to migrate which you will instead store on your computer. You may download files one by one or in small batches. If you have a large amount of files to download, move them to a Google Drive folder, where you can then use Google Takeout (see below) to bulk download. Once downloaded, don't forget to remove these files to free up space on your Google Drive.

For any data that you wish to bulk download to save to your computer we suggest using **Google Takeout**. [A full guide on Google Takeout is published here](#)