

Managing OneDrive for Business Storage



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Overview



Storage limits in OneDrive for Business

Configuring default storage space

Configuring a specific user's OneDrive storage space



Storage Limits in OneDrive for Business



Storage Space Per User



Storage space per user depends on what license they are assigned

Three different possibilities

- 2 GB
- 1 TB
- Unlimited

Office 365 Enterprise F1

2 GB



1 TB

Office 365 Business Essentials

Office 365 Business

Office 365 Business Premium

Office 365 ProPlus

Office 365 Enterprise E1

Office 365 Government G1

Office 365 Nonprofit Business Essentials

Office 365 Nonprofit Business Premium

Office 365 Nonprofit E1

OneDrive for Business Plan 1

SharePoint Online Plan 1

Microsoft 365 Business



Office 365 Enterprise E3
Office 365 Enterprise E5
Office 365 A1
Office 365 A3
Office 365 A5
Office 365 US Government G3
Office 365 US Government G5
Office 365 Nonprofit E3
Office 365 Nonprofit E5
OneDrive for Business Plan 2
SharePoint Online Plan 2
Microsoft 365 Enterprise E3
Microsoft 365 Enterprise E5
Microsoft 365 A3
Microsoft 365 A5
Microsoft 365 US Government G3
Microsoft 365 US Government G5
Microsoft 365 E3 for nonprofit
Microsoft 365 E5 for nonprofit

Unlimited



Visit the OneDrive for
Business Service
Description for the latest
licensing details

<https://spvlad.com/OD4BServiceDescription>



How Does Unlimited Work?



The OneDrive administrator can set the limit to maximum 5 TB

Over initial 5 TB, you need to open a case with Microsoft Support

- If user's storage is used over 90%
Microsoft will increase limit to 25 TB
- Over 25 TB , additional storage will be provided as 25 TB SharePoint team sites



Supported Uses

OneDrive storage is designed to serve the needs of the individual user

Storage of data other than an individual's work files is not supported

- System backups
- Departmental / org data

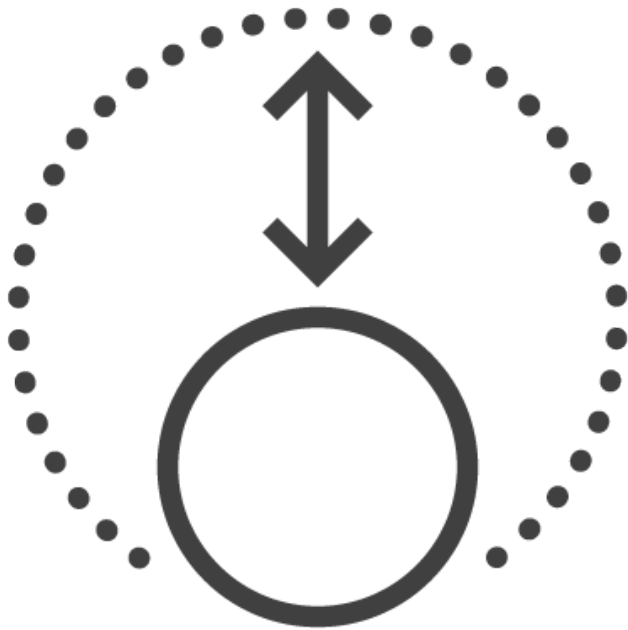
SharePoint is the best solution for content management / collaboration across a team or org



Configuring Default Storage Space



Configuring Default Storage Space



Most subscriptions come with a default 1 TB storage limit

You can change default storage space via

- The OneDrive admin center
- PowerShell

Minimum: 1 GB


Maximum: 5 TB

Changing default storage will affect new and existing OneDrive for Business users



OneDrive Admin Center

Storage

 OneDrive

Home

Sharing

Sync

Storage

Device access

Compliance

Notifications

Data migration

Storage

Use these settings to specify storage limits for all users

Default storage in GB

[What's the maximum for my Office 365 plan?](#)



Set the Default OneDrive Storage Space using PowerShell

```
Set-SPOTenant -OneDriveStorageQuota <Value in megabytes>
```

#1TB would be

```
Set-SPOTenant -OneDriveStorageQuota 1048576
```

#5TB would be

```
Set-SPOTenant -OneDriveStorageQuota 5242880
```



1 GB = **1024 MB** and not 1000 MB

OneDrive will automatically **round down** to nearest GB. So 5000 MB would be rounded down to 4 GB



If you decrease the storage limit and a user is over the new limit, their OneDrive will become read-only



Find Out Current Usage Per User

```
Get-SP0Site
```

```
-IncludePersonalSite $true
```

```
-Limit all
```

```
-Filter "Url -like '-my.sharepoint.com/personal/' "
```

```
| Select Url, StorageUsageCurrent
```

```
| Sort-Object StorageUsageCurrent -Descending
```



Demo



Configuring default storage space



Configuring a Specific User's OneDrive Storage Space



Change the Storage Space for a Specific User's OneDrive



You can change the max storage space for specific users

Change can only be done via PowerShell

Value can be higher or lower than tenant default

Change the Storage for a Specific User with PowerShell

Set-SP0Site

-Identity <url of the user's 0D4B>

-StorageQuota <value in MB>



Viewing Storage / Quota Per User

```
Get-SP0Site
```

```
-IncludePersonalSite $true
```

```
-Limit all
```

```
-Filter "Url -like '-my.sharepoint.com/personal/' "
```

```
| Select Url, StorageUsageCurrent, StorageQuota
```

```
| Sort-Object StorageUsageCurrent -Descending
```



Reset Specific User's Quota to Tenant Default

Set-SP0Site

- Identity <url of the user's OD4B>
- StorageQuotaReset



Demo



Configuring a specific user's OneDrive storage space



Conclusion



Storage limits in OneDrive for Business

Max storage depends on license

Between 2 GB and unlimited

Configuring default storage space

Via Admin Center or PowerShell

Configuring a specific user's OneDrive storage space

PowerShell only

