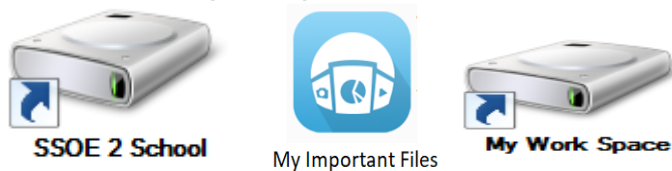iSHOP drives &
My Important Files

Quick Guide to Managing Storage Usage on iSHOP & iCON
v1.0 | 7 November 2022

Overview

iSHOP drives &
My Important Files

Projects

Teachers Sharing

Media

SSOE 2 School

My Important Files

My Work Space

1. Managing Storage Usage on iSHOP Shared Drives & My Important Files

iSHOP drives & My Important Files

Login to your SSOE device.

Ensure you are connected to the "**admin@SSOE**" network (in school) or VPN (at home) to access i**SHOP** shared drives or **My Important Files**.
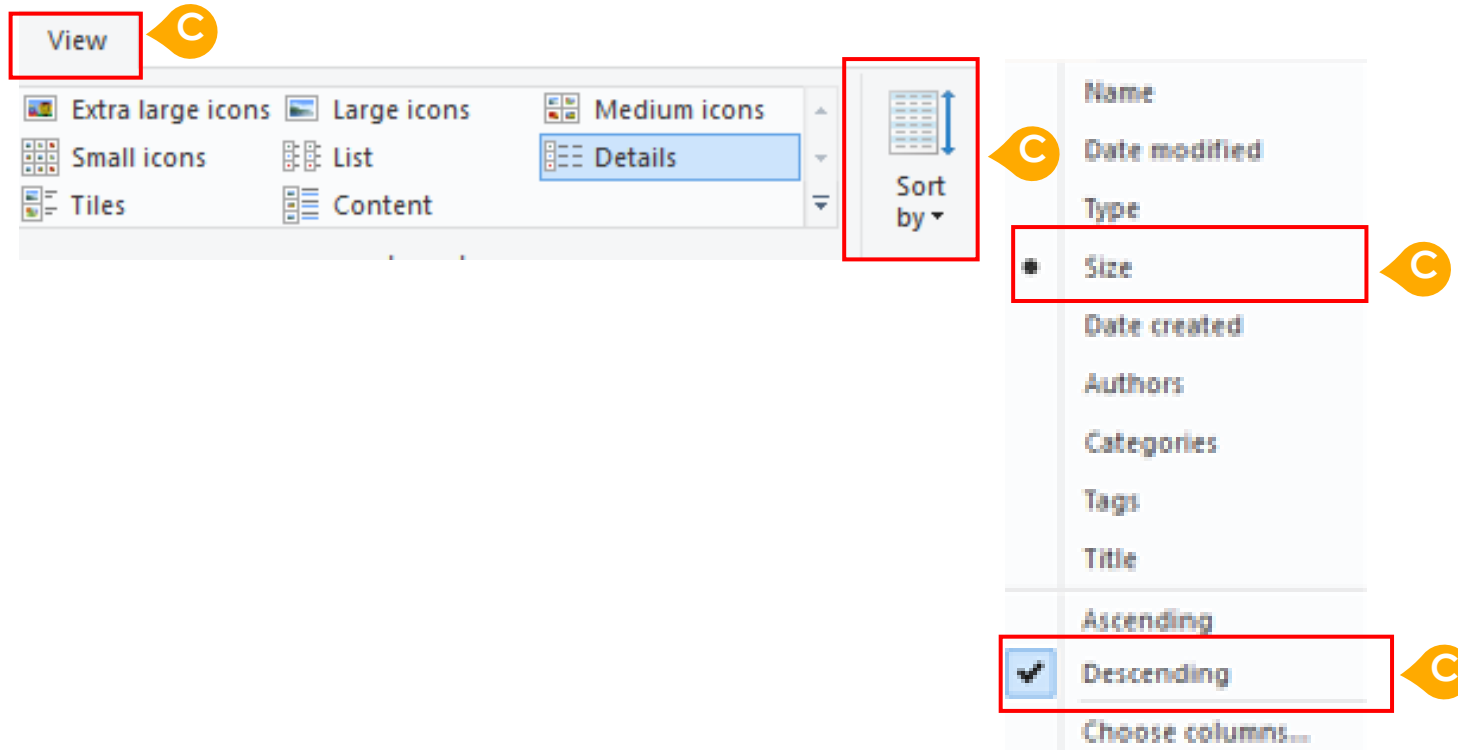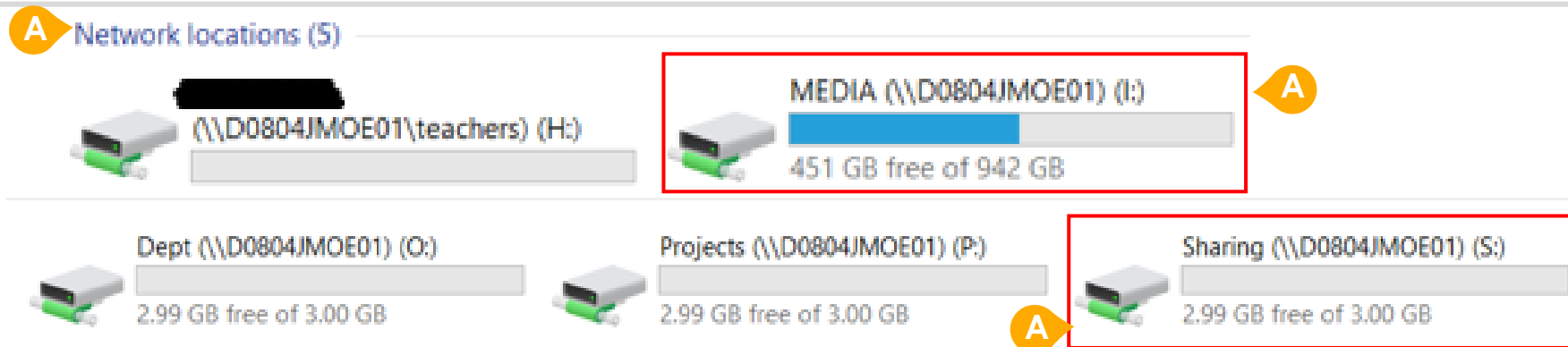
For **My Important Files**, proceed to **Step B**.

A Click on the search button 🔍 and type "**This PC**".

Under **Network locations**, you can view your data utilisation for your respective iSHOP shared drives.

B Double-click on any 1 of your i.S.H.O.P drives or **My Important Files** on your desktop.

C Select your preferred **View** mode of the files listed within each i.S.H.O.P drive / My Important Files and **Sort by Size** in **Descending** order to view the largest to the smallest files for quick identification.

- **Check** your i.S.H.O.P or My Important Files storage usage

- **Sort** file size from largest to smallest

A Network locations (5)

MEDIA (\\D0804JMOE01) (I:) **A**
451 GB free of 942 GB

(\\D0804JMOE01\teachers) (H:)

Dept (\\D0804JMOE01) (O:)
2.99 GB free of 3.00 GB

Projects (\\D0804JMOE01) (P:)
2.99 GB free of 3.00 GB

Sharing (\\D0804JMOE01) (S:)
2.99 GB free of 3.00 GB **A**

View **C**

- Extra large icons
- Large icons
- Medium icons
- Small icons
- List
- Details
- Tiles
- Content

Sort by ▾ **C**

- Name
- Date modified
- Type
- Size **C**
- Date created
- Authors
- Categories
- Tags
- Title
- Ascending
- ✔ Descending **C**
- Choose columns...

4

iSHOP drives &
My Important Files

D A general rule in recovering data storage space, begin deleting unused files that are of largest size first as they have the most impact to your storage space.

Right click on the file you would like to remove and select "**Delete**"

- **Review & Delete** unused documents, emails & media starting with the **largest sized** one.

2. Managing Storage Usage on iCON

- **Check** your Google Apps storage usage

- **Sort** file size from largest to smallest

Access the Google Storage tool here:
https://drive.google.com/drive/quota

Login using your iCON 2.0 account.
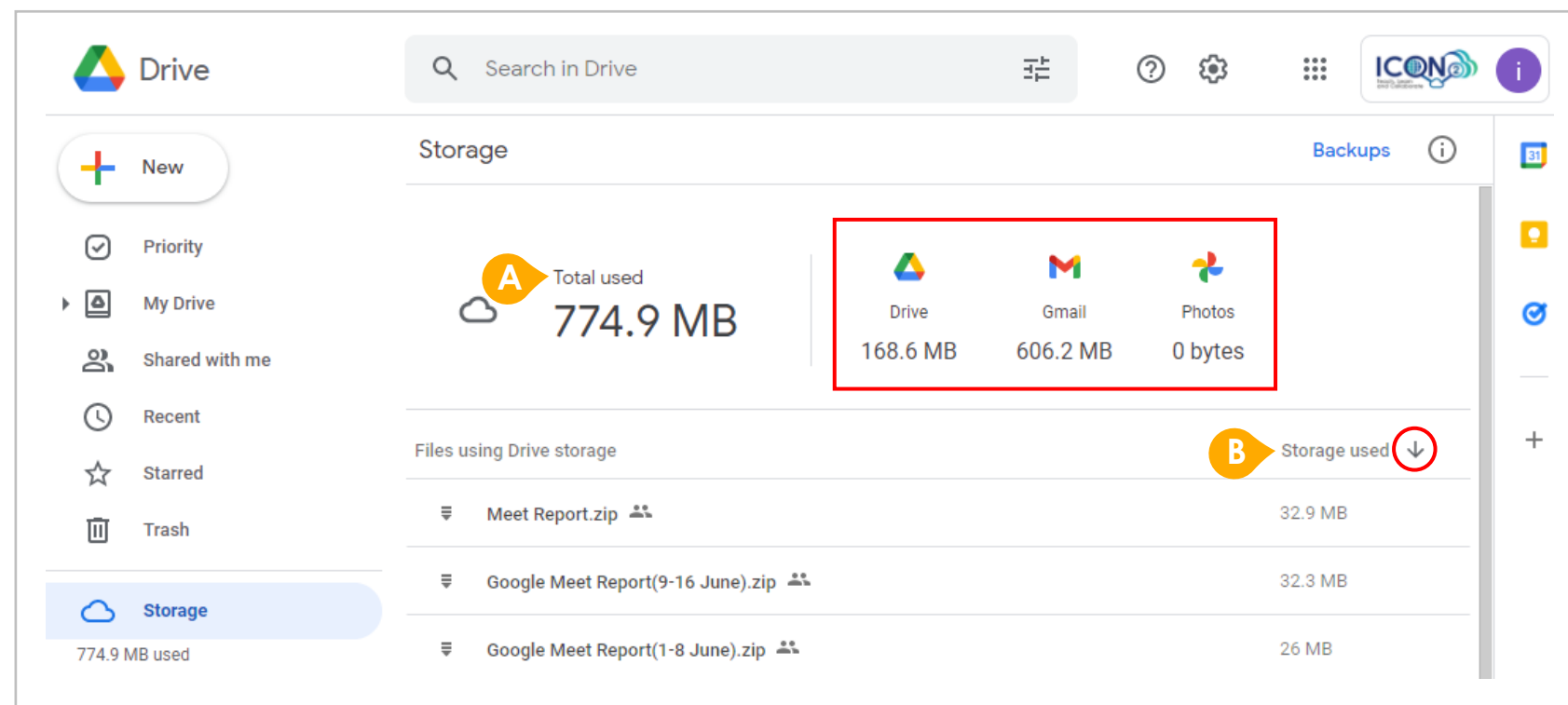
A Check your overall data utilisation by reading the "**Total used**".

Look at the storage distribution among the 3 areas – Drive, Gmail and Photos to identify which of the has the highest data.

B Look at the files listed under the "**Files using Drive storage**" and sort the file size in descending order to view the largest to the smallest files for quick identification.

- **Review & Delete** unused documents, emails & media starting with the **largest sized** one.

C A general rule in recovering data storage space, begin deleting unused files that are of largest size first as they have the most impact to your storage space.

Right click on the file you would like to delete and select "**Remove**"