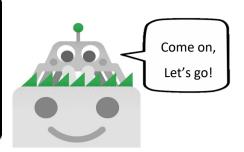






to organise & housekeep your learning resources in Student iCON Google Workspace.



What is in my Google Workspace?

Your Student iCON Google Workspace is where you can locate your:

documents

media







Google Drive

Gmail

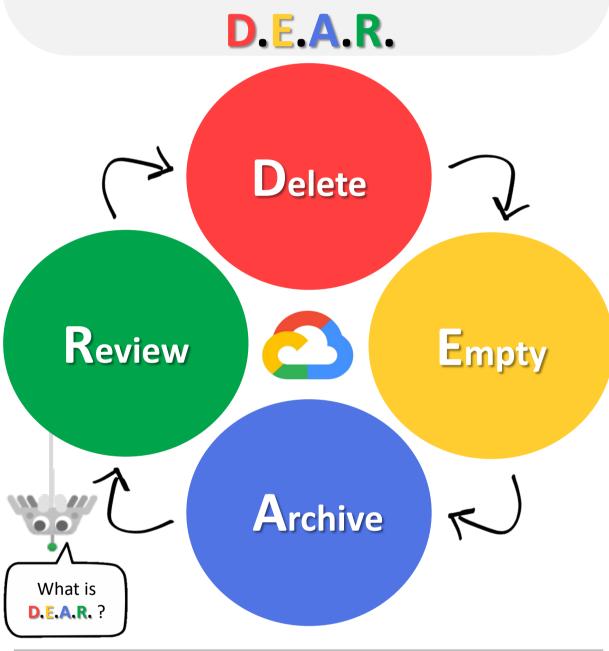
Let's organise & housekeep our files to prepare for the new school year!

First, ensure that you are able to login to your Student iCON account: https://workspace.google.com/dashboard

If you have forgotten your MIMS password and have set up your MIMS Challenge questions, self-reset by clicking "Forgot Password?" at https://mims.moe.gov.sg/sspr. Alternatively, you may approach the ICT Managers at ICT Office to reset your password.

To better manage your Google Workspace Storage,

Practice



Do you need all your files? Delete documents, emails & media which you no longer need to

Delete

use starting with the largest size. Refer to page 4 to 8 of attached Quick Guide for more details.

Once you have deleted files that you no longer need, empty your Trash.

Empty

Good housekeeping will help maintain availability of storage in Student iCON.

Refer to page 9 of attached Quick Guide for more details.

Archive or **compress** files which you do not use

Archive

often so that they will not take up excess storage space. Use the attached Google Takeout Guide to help you export and backup your data. Refer to page 10 to 11 of attached Quick Guide for more details.

Review files in your Student iCON Google Workspace frequently to ensure they are kept

Review

are relevant & up-to-date for your learning purposes. Refer to page 12 of attached Quick Guide for

Why is D.E.A.R. and being organised important to me?



more efficiently.

Being organised can benefit your learning since it will enable you to store and retrieve your learning resources

more details.

To encourage the good practice of regular data housekeeping in Student iCON,

- you may refer to the following attached resources: **Quick Guide on Student iCON Data Management**
- Don't wait!

Google Takeout Guide

Highly organised people are habitual de-clutterers. **Happy organising!**



If you encounter any issues, kindly approach your teachers for help. They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.