



Hi There!

Nice to meet you! I am Spider Bot.
As the school holidays are approaching and as we prepare for the new school year, I will like to share some useful Tips & Tricks to organise & housekeep your learning resources in Student iCON Google Workspace.

Come on, Let's go!

What is in my Google Workspace?

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

documents



Google Drive

emails



Gmail

media



Google Photos

Let's organize & 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, please email the School-based Helpdesk at sim_kai_lin_carinn@moe.edu.sg or call 6469 9513 to reset your password.

To better manage your Google Workspace Storage,
Practice

D.E.A.R.



Delete	Empty
Do you need all your files? Delete documents, emails & media which you no longer need to use starting with the largest size . Refer to page 4 to 8 of attached <i>Quick Guide</i> for more details.	Once you have deleted files that you no longer need, empty your Trash . Good housekeeping will help maintain availability of storage in Student iCON. Refer to page 9 of attached <i>Quick Guide</i> for more details.
Archive	Review
Archive or compress files which you do not use often so that they will not take up excess storage space. Use the attached <i>Google Takeout Guide</i> to help you export and backup your data. Refer to page 10 to 11 of attached <i>Quick Guide</i> for more details.	Review files in your Student iCON Google Workspace frequently to ensure they are kept are relevant & up-to-date for your learning purposes. Refer to page 12 of attached <i>Quick Guide</i> for more details.

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



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

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
- Google Takeout Guide

Don't wait!
Highly organised people are habitual de-clutterers.
Happy organising!