



# Understanding Storage in Google Workspace for Education

[Admin guide for tools and reporting to identify impact to your domain](#)

**Storage in Google Workspace for Education is changing, but you have plenty of time to understand the changes and take action as needed**

The new storage model will provide Google Workspace for Education domains with a baseline of 100TB of “pooled” cloud storage: storage shared across all of your users. This is more than enough storage for over 100 million docs, 8 million presentations, or 400,000 hours of video. This policy will go into effect across all Google Workspace for Education editions for existing customers in July 2022 and will be effective for new customers signing up in early 2022.

This guide provides Google Workspace for Education administrators with options and actionable steps towards planning a successful rollout of pooled storage.

## What you can do today

01

### Check available storage

First, determine how much storage will be available to your institution given your Google Workspace for Education edition using the below table.

02

### Understand current utilization

Then, understand how your institution currently uses the storage it has, and also consider how your needs might grow or evolve over time.

03

### Plan for changes

If you’re using more storage than available on your Google Workspace for Education edition, you can plan and take action before the storage policy is implemented in 2022.

## 01 Check available storage based on your existing Workspace for Education edition(s)

The first step is to determine the amount of storage that will be available to your domain. The amount varies based on your current Workspace for Education licensing and the size of your institution<sup>1</sup>. If you are

---

<sup>1</sup> Larger institutions with greater than 20,000 students, faculty, and staff or greater than 20,000 monthly active users that follow our Terms of Service and Acceptable Use Policy will be provided with additional storage. This process will roll out by the end of 2021.



not sure what licenses your institution has, see this [help article](#). Once you have an understanding of your current licenses, you can calculate the storage available:

- **Google Workspace for Education Fundamentals** (formerly G Suite for Education) – All qualifying institutions will have a minimum of 100 TB of pooled cloud storage shared by their organization
- **Google Workspace for Education Plus** (formerly G Suite Enterprise for Education) – For every license of Google Workspace for Education Plus an additional 20GB is added to the shared pool. Customers continuing on legacy G Suite Enterprise for Education licenses will also have 100GB added to their shared pool per paid employee license.
- **Google Workspace for Education Standard** - Same storage as Google Workspace for Education Fundamentals
- **Google Workspace for Education Teaching and Learning Upgrade** - For each purchased license, an additional 100GB is added to the shared pool

As an example, if your institution has purchased 5,000 G Suite Enterprise for Education employee licenses, your domain will have 600TB of available storage space:

$$100\text{TB (base storage)} + (5,000 \text{ licenses} * 100\text{GB} = 500\text{TB}) = 600\text{TB available storage}$$

## 02 Understand current utilization

To determine the impact once the pooled storage policies are enforced, review the amount of storage currently being used by your institution and compare it to the storage that will be available to you. The easiest way to do this is within the Google Admin console [Highlights Report](#). Whether you're over the available storage or not, consider storage trends over time to understand if additional storage will be needed in the future. To analyze the impact to your institution:

- [Identify overall storage usage within your domain](#) – Quickly view the total amount of storage being used across your institution
- [Create Account reports](#) – Determine current storage usage by user, helping you identify outliers - these reports can be exported to Google Sheets for ease of data manipulation
- [Manage shared drives](#) – Recognize the use and implementation of Shared Drives within your environment, and determine the scope of storage within these Shared Drives
- [Use BigQuery logs](#) – Export report data to BigQuery so you can query and visualize your storage usage (available to current users of G Suite Enterprise for Education)

To identify the users within your institution using the most storage:

1. Run the [User Reports > Accounts](#) report within the Admin console.
2. Export the report to Google Sheets for ease of use.
3. Once the report is complete, open the report within Google Sheets.
4. To make things easier, enable filters on your top row.



5. In the column titled *Total storage used (MB)*, sort from Z - A to move your highest storage users to the top.

If you wish to tailor reports to fit the needs of your organization, additional resources are available through the use of the [Google Admin SDK](#) and other third-party tools such as [GAM](#).

### 03 Plan for change

As you start to plan for the changes needed to adhere to storage requirements you may also consider:

- **Upgrading your Google Workspace for Education edition** – You can purchase paid licenses to get additional storage added to your shared pool:
  - **Currently available:** Existing G Suite Enterprise for Education customers will receive an additional 100GB of pooled storage per G Suite Enterprise for Education employee license. If your institution still requires additional storage, you may consider purchasing additional licenses of G Suite Enterprise for Education.
  - **Coming soon:** You will also have the option to purchase the new [Google Workspace for Education Editions](#), including [Education Plus](#) or the [Teaching and Learning Upgrade](#) which both include increased storage.
- **[Google Cloud Storage](#)** – Evaluate your institution's practices and policies around using Google Drive as long-term object storage and consider using Google Cloud Storage instead. For more information on Google Cloud Storage and migration tools from Google Drive to Google Cloud Storage, contact your account representative
- **Reviewing retention policies** – Partner with policy makers within your institution to identify any necessary considerations around your record retention policies
- **Controlling Shared Drives** – Audit which users are able to create Shared Drives to limit unnecessary usage
- **Deleting old accounts and Shared Drives** – Purging any unnecessary user accounts or Shared Drives can help free up storage
- **Deleting duplicate content** – Removing any old and unnecessary content such as remnant files that have been left over after being copied to Shared Drives or Google Cloud Storage
- **Evaluate alumni account practices** – By removing inactive alumni accounts, you may free up a significant portion of your shared storage pool

#### Additional admin tooling coming later this year

Far in advance of the policy going into effect, we will provide you with additional administrator tools that make it simple to manage storage across your domain and identify and mitigate unwanted scenarios.



## Frequently asked questions

**Q: Where can I go to find out more about the Google Workspace for Education Storage changes?**

A: Additional resources and best practices can be found in this [help center article](#).

**Q: What does “pooled storage” mean?**

A: Pooled storage is shared storage across all of your users for everything in their accounts, including but not limited to files from Google Drive, Gmail, and Google Photos.

**Q: How do I see how much total data all of my users have collectively used in my domain?**

A: Within the Google Admin console, you can find the total storage being used by your domain under the Highlights dashboard. For more information, see this [help center article](#).

**Q: How do I see storage usage trends over time?**

A: A table can be located under Reports > Apps Reports > Accounts > Storage use by apps. This report is exportable to .csv or Google Sheets. For more information, see this [help center article](#).

**Q: How do I see how much data each user has used and in which app?**

A: Within the Google Admin console, use the table under Reports > User Reports > Accounts. This report is exportable to .csv or Google Sheets. This report contains storage used by each app as well as a total storage used column. For more information, see this [help center article](#).

**Q: How do I see how much data each user has used sorted by organizational unit (OU)?**

A: This report can be accessed by clicking *Download users* in *Users*. This report contains Drive and Gmail usage. Other storage metrics can be added in using lookups from other reports such as the Storage report. For more information, see this [help center article](#).

**Q: How can users see how much storage they are using?**

A: Users can see how much storage they are using by going to [drive.google.com/settings/storage](https://drive.google.com/settings/storage).

**Q: How can users see their largest files?**

A: Users can view their files sorted descending by size by going to [drive.google.com/drive/quota](https://drive.google.com/drive/quota).

**Q: Do you have any email templates for domain admins to inform our users about the storage changes?**

A: Email templates for communicating these changes can be found in this [help center article](#).

*This document was last updated on **February 23, 2021**. For the most recent version, see <https://support.google.com/a/answer/10431555>.*