

HOW TO LOCATE STORAGE AMOUNTS IN G SUITE

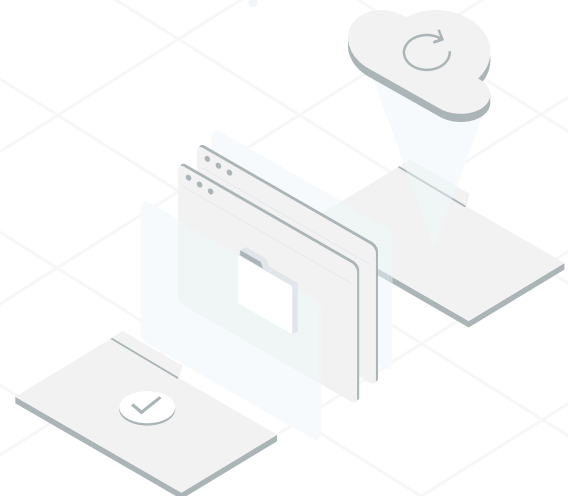
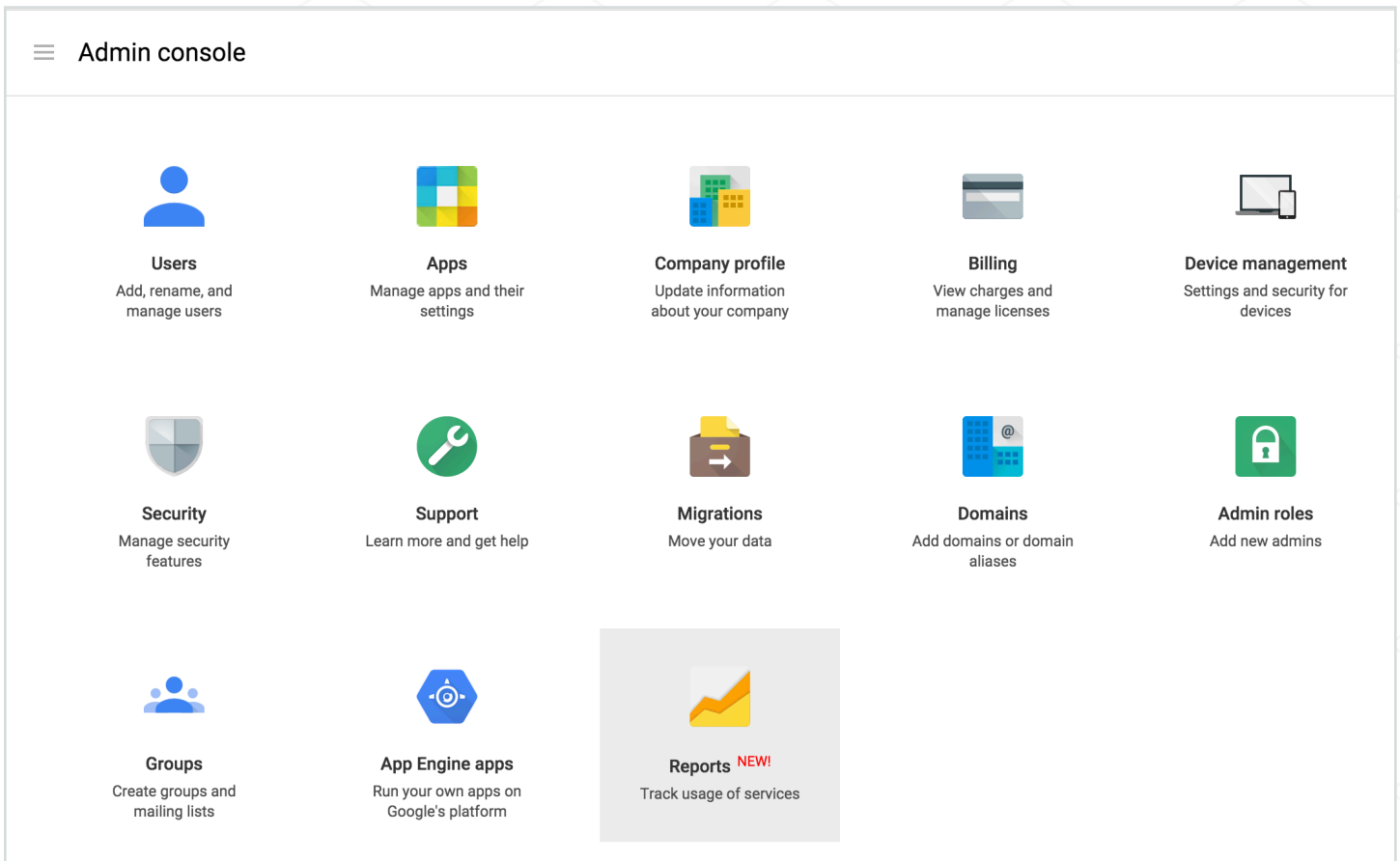
Backupify for G Suite



HOW TO LOCATE TOTAL GOOGLE APPS DOMAIN STORAGE USAGE

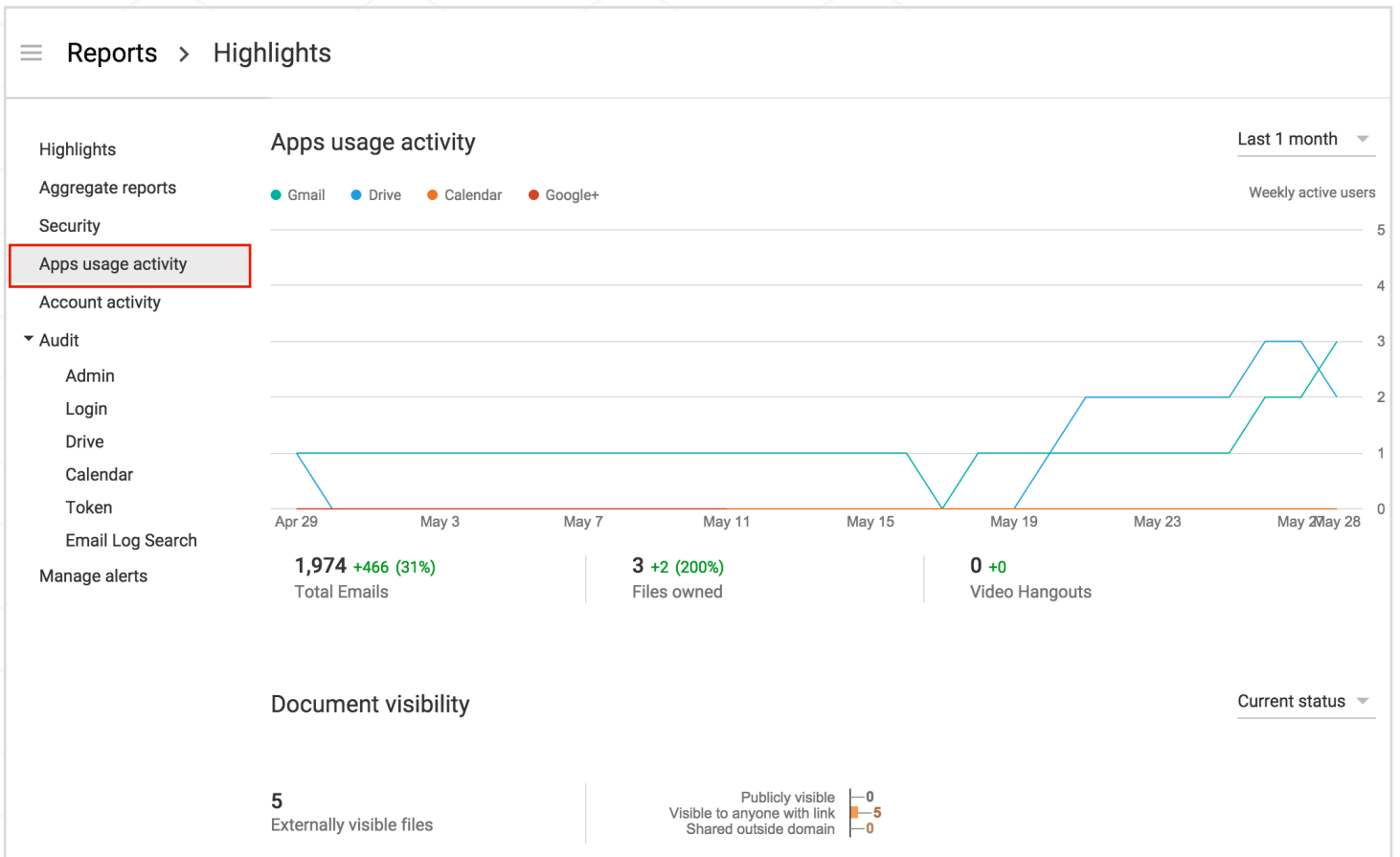
Step 1

Log into your Google Apps Admin Console and navigate to the Reports section:



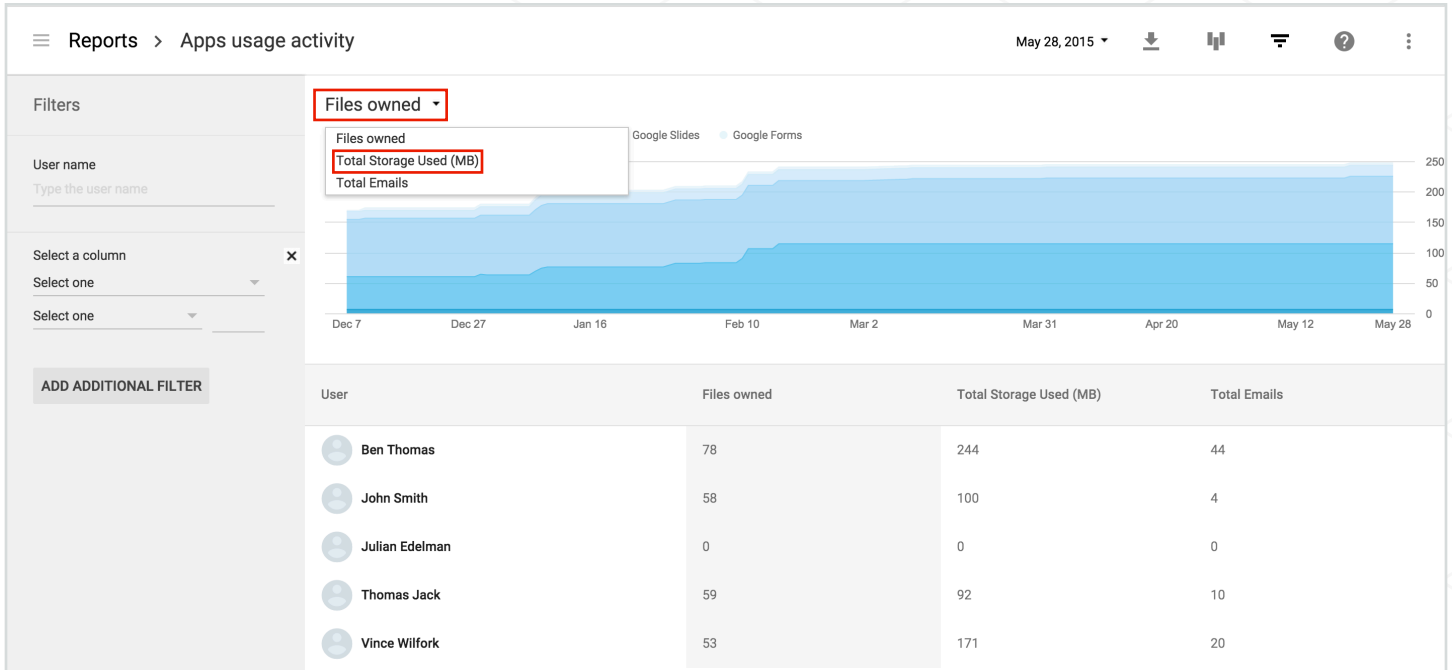
Step 2

In the Reports menu, click on "Apps usage activity" in the left-hand sidebar:



Step 3

By default, this will bring you to a graph showing the total files owned. Click on the drop-down to the right of "Files owned" and select "Total Storage Used (MB)" from the list.



Step 4

In the Total Storage Used menu, hover your mouse over the data point on the far right to see current breakdown of Photos, Drive, and Mail Storage used.

