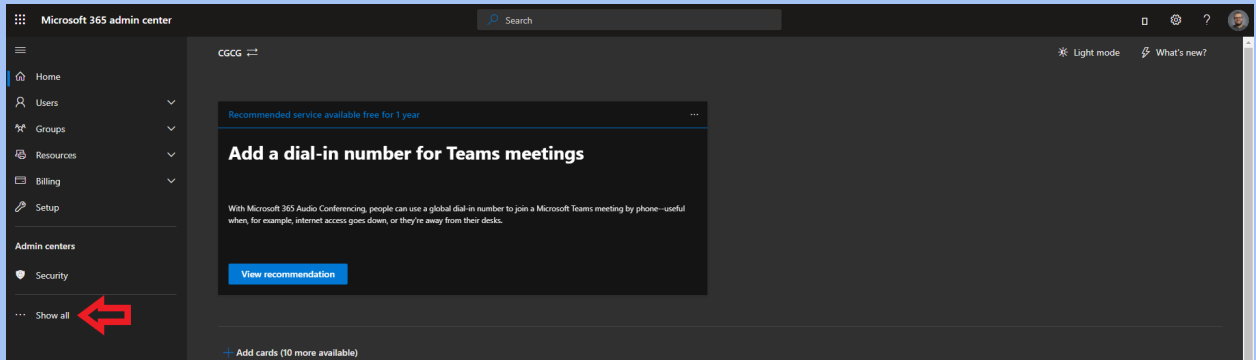# How to See your Organization's Data Usage or Storage

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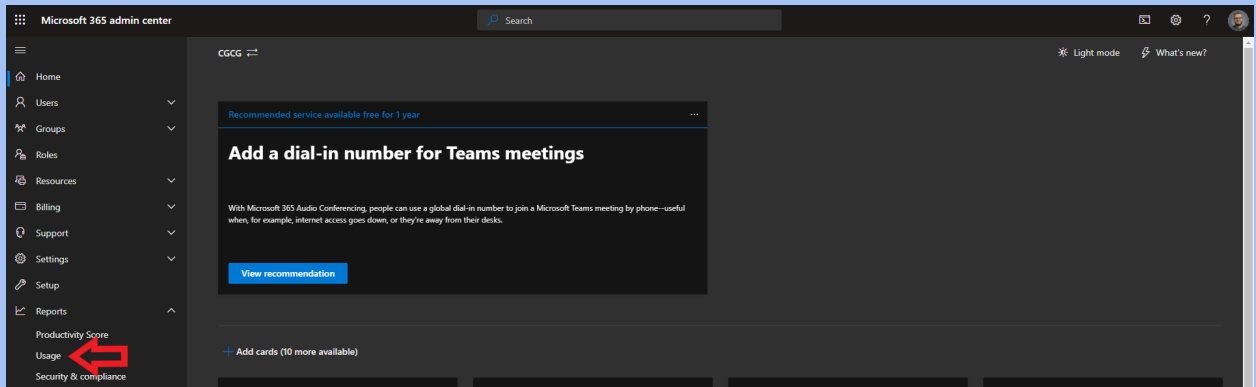
Office 365

Note, you must be an Administrator in your organization's Office 365 account to do this.
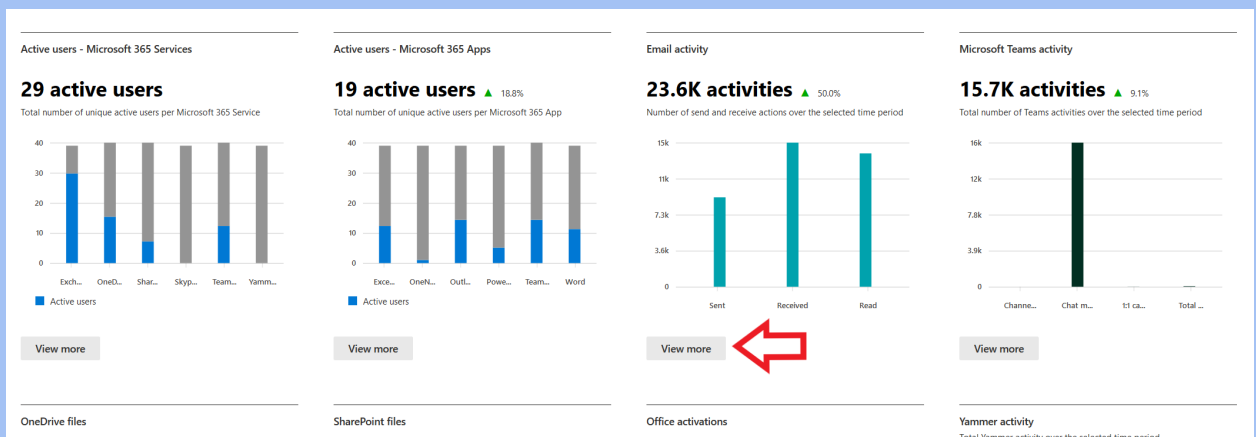
1. Log into https://admin.microsoft.com/

2. Once there, click "Show All"

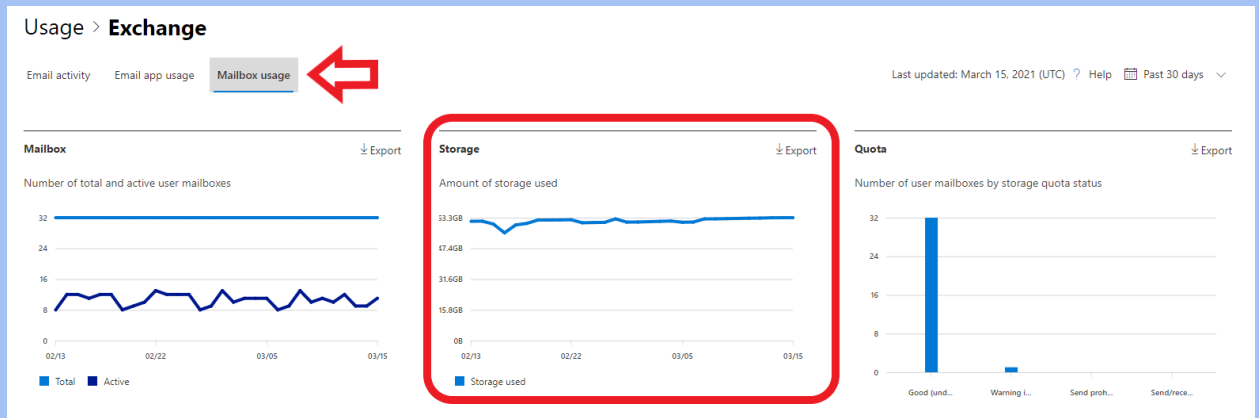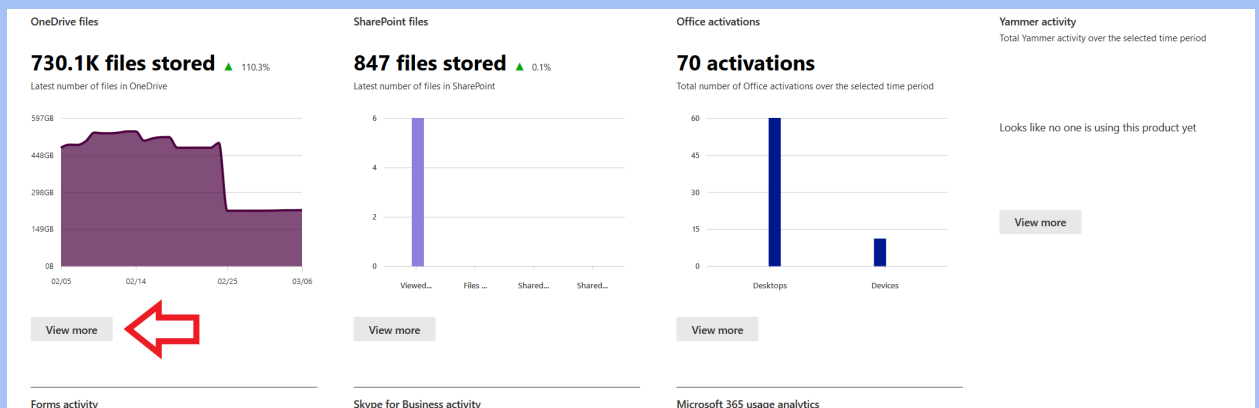

3. Click "Reports", then "Usage"

4. To see your email storage and usage, click "View more" under the "Email Activity category.

5. From here, you can go to the "Mailbox Usage" tab and see a graph of the total amount of storage your company is using for emails.

6. To see your OneDrive storage and usage, click "View more" under the "OneDrive files" category.

7. From here, you can see the storage used by your organization's OneDrive accounts on the very last graph.