Determining Your OneDrive Available Storage

The following explains how to locate the available storage space in your OneDrive account:

1. From within your OneDrive account, click **Settings** (See Figure 1).
2. In the resulting drop-down menu, click **Site Settings** (See Figure 1).

![Figure 1 - Site Settings](image-url)
3. The *Site Settings* window appears. Under the *Site Collection Administration* group, click **Storage Metrics**.

![Site Settings](image)

**Figure 2 - Storage Metrics**

4. The *Storage Metrics* window appears. Your current usage and remaining storage space will appear in the upper right corner opposite the *Site Collection* heading.

![Site Settings - Storage Metrics](image)

**Figure 3 - Storage Metrics**