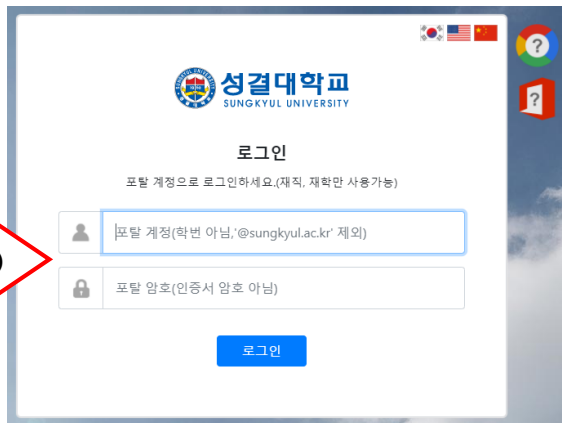


Google Workspace 저장공간 사용량 확인 방법

2021. 06. 02.

성결대학교 정보기획과

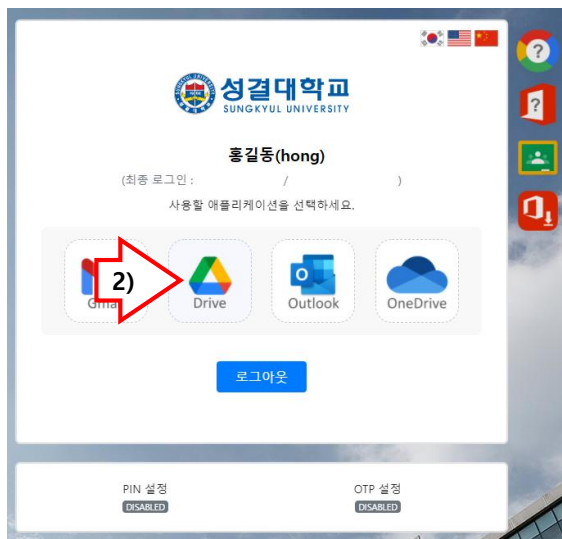
1)



The image shows the login page of Sungkyul University. At the top, there is a header with the university's logo and name in Korean and English. Below the header, the word "로그인" (Login) is centered. Underneath, a subtitle reads "포탈 계정으로 로그인하세요.(재직, 재학만 사용가능)". There are two input fields: the first is for the portal account (username or email), with a red arrow pointing to it labeled "1)", and the second is for the portal password. A blue "로그인" (Login) button is at the bottom.

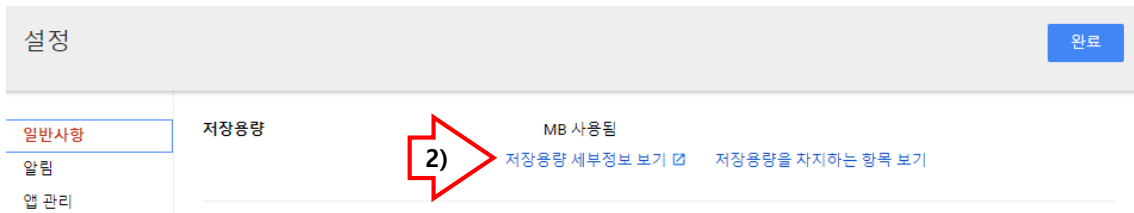
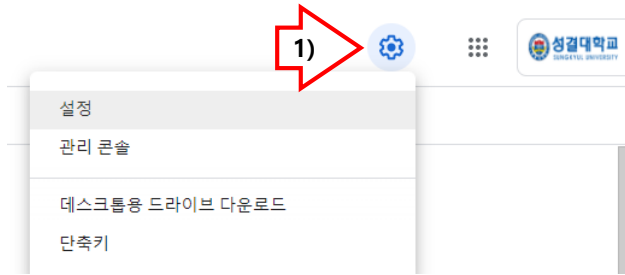
1. 성결대학교 협업(메일)시스템에 접속합니다.
(<https://mail.sungkyul.ac.kr/>)

2)



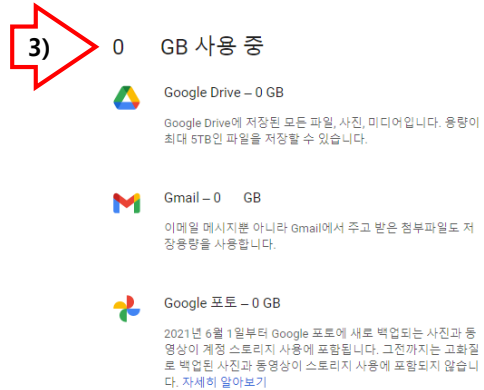
The image shows the home page of Sungkyul University after login. The header is the same as the login page. Below the header, the name "홍길동(hong)" is displayed, followed by "(최종 로그인 : /)" and "사용할 애플리케이션을 선택하세요." (Select applications to use). There are four application icons: Gmail, Drive, Outlook, and OneDrive. A red arrow points to the Gmail icon, labeled "2)". Below the icons is a blue "로그아웃" (Logout) button. At the bottom, there are two buttons: "PIN 설정" (PIN Settings) and "OTP 설정" (OTP Settings), both labeled "DISABLED".

2. 구글 Drive를 클릭하여 접속합니다.



Google

드라이브 스토리지



1. 구글 드라이브의 **톱니바퀴 아이콘**을 클릭하고 **설정메뉴**를 선택하고 설정화면으로 이동합니다.

2. 설정>일반사항>저장용량>**"저장용량 세부정보 보기"**를 클릭합니다

3. 드라이브 스토리지 화면에서 본인의 사용량을 확인합니다. 앱 별로 **사용량을 확인하며 필요 없는 파일을 삭제**하여 사용량을 줄입니다.

4. 모든 파일을 정리 후 **반드시 로그아웃**을 합니다.