

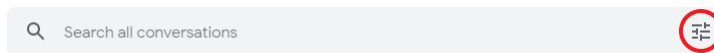
## Search Your Mail and Google Drive by Size

Stephanie Obodda - 2022-01-28 - Comments (0) - Email

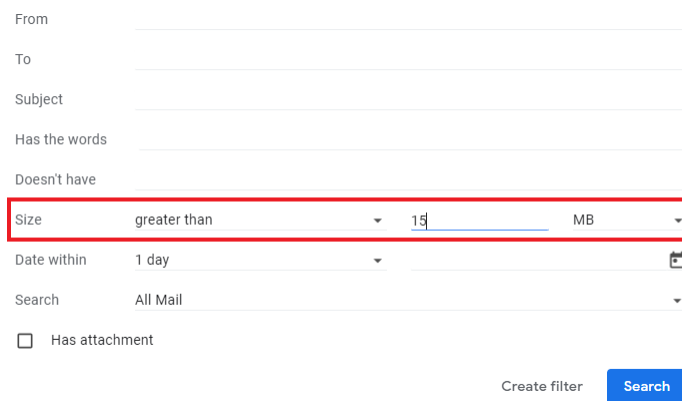
Brown's Google Apps service provides unlimited storage for email and Google Drive. If you feel like keeping things clean, you can find big files in your mail and drive using the following instructions.

### Gmail

1. Open the Advanced Search by clicking the button at the right of the search box, at the top of the page.



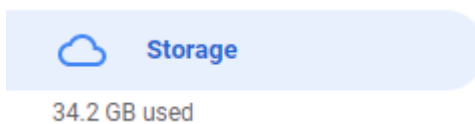
2. Enter a minimum file size in the popup and press **Search**. You might want to start with 15 MB — if you don't find enough results, decrease the number and try again.

A screenshot of the Gmail Advanced Search filter form. The form has several fields: "From", "To", "Subject", "Has the words", "Doesn't have", "Size", "Date within", "Search", and "Has attachment". The "Size" field is highlighted with a red border. It contains a dropdown menu with "greater than" selected, a text input field with "15" entered, and another dropdown menu with "MB" selected. Below the "Size" field are "Date within" (set to "1 day") and "Search" (set to "All Mail"). There is a "Create filter" link and a blue "Search" button at the bottom right.

3. Once you delete emails, they will be automatically removed from your trash after 30 days. You can also empty your trash manually.

### Google Drive

1. At [drive.google.com](https://drive.google.com), click on **Storage**, near the bottom of the left-hand sidebar (or [click here](#) to visit directly).



2. From the Storage page, you can see a list of your files sorted by size, largest first.
3. Delete any unnecessary files and remove them from the Trash in order to lower your used space.