

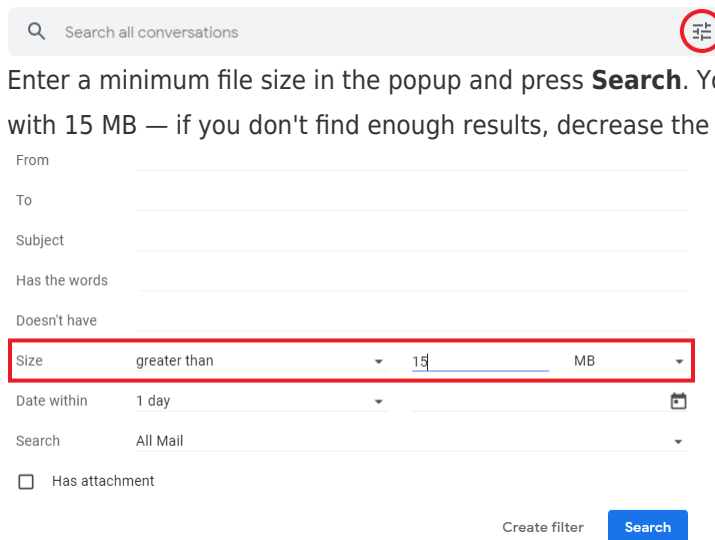
Search Your Mail and Google Drive by Size

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.

A screenshot of the Gmail Advanced Search interface. At the top is a search bar with the text "Search all conversations" and a magnifying glass icon. To the right of the search bar is a button with a filter icon, circled in red. Below the search bar are several filter fields: "From", "To", "Subject", "Has the words", and "Doesn't have". The "Size" field is highlighted with a red box and contains the text "greater than", "15", and "MB". Below the "Size" field are "Date within" (set to "1 day") and "Search" (set to "All Mail"). At the bottom left is a checkbox labeled "Has attachment". At the bottom right are two buttons: "Create filter" and "Search".

Search all conversations

From

To

Subject

Has the words

Doesn't have

Size greater than 15 MB

Date within 1 day

Search All Mail

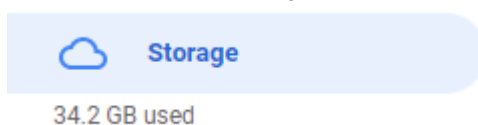
☐ Has attachment

Create filter Search

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, 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.