

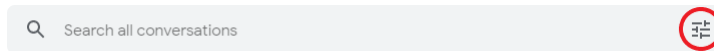
Search Your Mail and Google Drive by Size

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

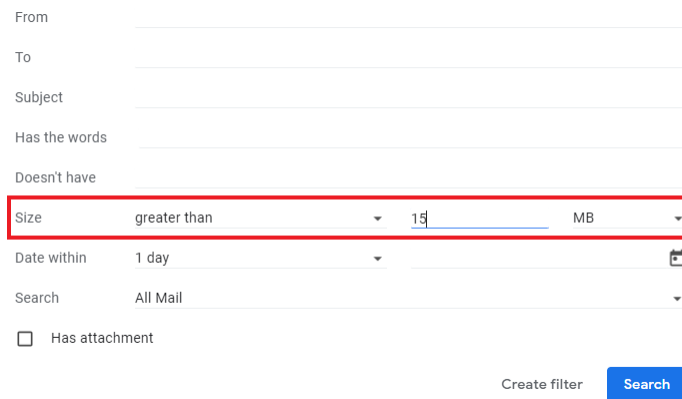
Brown's Google Apps service provides unlimited storage for email and Google Drive. If you feel like keeping things clean, you can find big files in your mail and drive using the following instructions.

Gmail

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



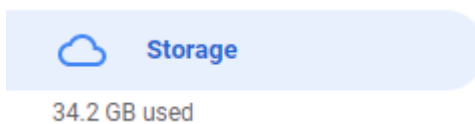
2. Enter a minimum file size in the popup and press **Search**. You might want to start with 15 MB — if you don't find enough results, decrease the number and try again.

A screenshot of the Gmail search filters interface. The filters are listed as follows: "From", "To", "Subject", "Has the words", "Doesn't have", "Size", "Date within", "Search", and "Has attachment". The "Size" filter is highlighted with a red border. It shows "greater than" in a dropdown menu, "15" in a text input field, and "MB" in another dropdown menu. Below the "Size" filter, there is a "Date within" filter set to "1 day" and a "Search" filter set to "All Mail". At the bottom right, there are "Create filter" and "Search" buttons.

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.