

# MANAGING YOUR GOOGLE DRIVE DATA

When thinking about how to manage your Google Drive data, deciding on whether files are meant for personal or work purposes is a good place to start to keep your Drive storage under 15 Gigabytes.

## How do I start?

- Review each Google Drive file to determine if it is personal or work related.
- Consider the age of a file, purge any irrelevant data that you don't need.
- Files in the Google Drive trash folder can still take up storage. They will delete after 30 days or can be deleted manually.
- Be aware of MICA File Servers *Picasso & Citarum*. This option is also available to students.

## What should I do next?

- Once you have downloaded desired files, users can either store the data on their computer/hard drive, or migrate to a MICA file server.
- Using MICA File Servers are preferred if you are Faculty or Staff who wish to archive or access work documents without having to save them on a personal account or computer.

### Personal Files

Personal files are not related to MICA (personal photos, projects, etc). These files should be considered for safekeeping by downloading them and stored on a personal account or computer.



### Work-related Files

These files are typically related to MICA coursework, administrative/business documents, or anything archival. These files can be stored on a work computer or MICA file server.

### Storing your Personal Files

Using Google Takeout ([takeout.google.com](https://takeout.google.com)) provides options for users to either download selected data from their Drive onto your computer, or transfer to a personal Google account with enough storage.

Ensure that you are logged into your MICA Gmail account only, and that other Gmail accounts are signed-out.

MICA's Data Transfer Guide:  
(<https://www.mica.edu/alumni/google-accounts/>)

### Migrating your Work Files

Migrate work files to MICA-provided storage servers *Picasso & Citarum*. Once desired files are downloaded to your computer, they can be uploaded to these servers.

File servers are accessible through any on-campus computer, but require MICA's AnyConnect VPN for off-campus usage.

MICA's File Storage Servers:  
(<https://www.mica.edu/campus-resources/technology/software/file-storage-servers/>)

MICA AnyConnect VPN:  
(<https://anyconnect.mica.edu>)