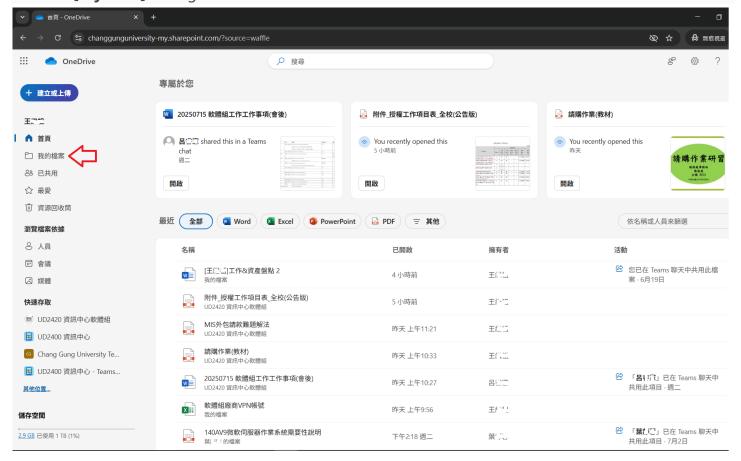
OneDrive File Cleanup: 4 Simple Steps

Step 1: Open OneDrive in Your Browser

Go to:

https://changgunguniversity-my.sharepoint.com/?source=waffle

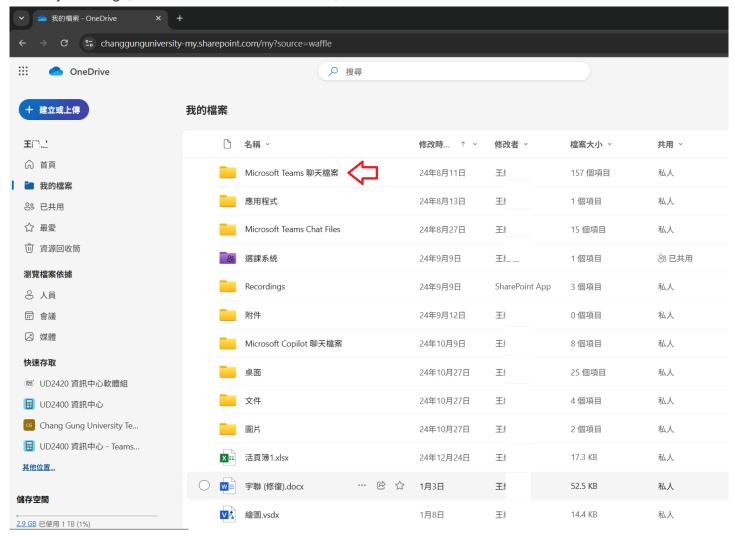
Once the page loads, you'll see your personal storage usage at the bottom left. Click on **[My Files]** to begin.



Step 2: Locate Files and Folders

You'll see various folders and files.

Start by clicking [Microsoft Teams Chat Files] to view files shared in Teams.



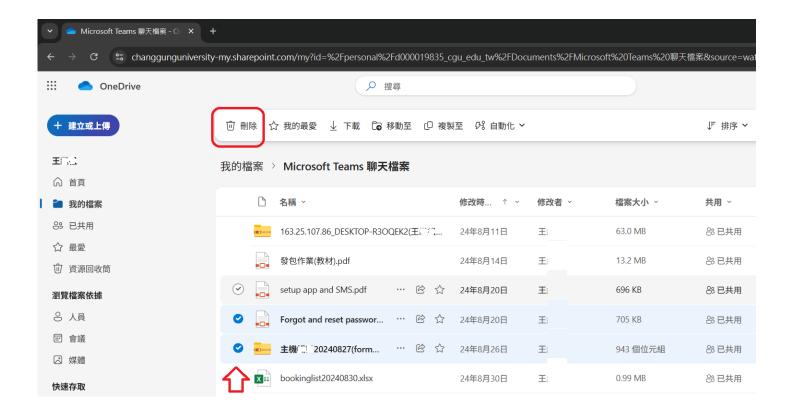
Step 3: Select and Delete Files

These are files shared in Teams chats.

Hover your mouse over the file you want to delete — a circle will appear.

Click the circle to select the file.

After selecting multiple files, click [Delete] at the top.



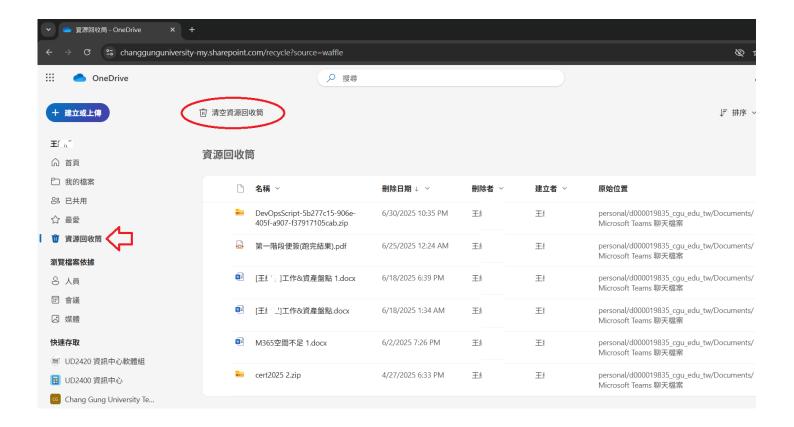
Step 4: Empty the Recycle Bin

This is the most important step!

Click [Recycle Bin] on the left panel.

You'll see the files you just deleted.

Click [Empty Recycle Bin] at the top to permanently remove them.





- 1. You can repeat the deletion process in other folders by navigating from Step 2.
- 2. To save files to your computer, select them and click [Download].
- 3. If you accidentally deleted a file, go to the Recycle Bin, select the file, and click [Restore].
- 4. To delete large files first, click the storage usage number at the bottom left. This opens a page showing your largest files.
 Use the same method to delete them and free up space efficiently.

