



# Quick Guide on iCON 2.0 Data Management & Housekeeping

V1.2 | Revised 13 October 2023

To better manage your Google Workspace Storage, practice **D.E.A.R.**

**Perform  
Regular Housekeeping!**



# What is **D.E.A.R.** ?

**D**

**Delete**

Look through your files and determine which you would like to keep. Delete unused documents, emails & media starting with the **largest size**.  
**Refer page 4 to 8.**

**E**

**Empty**

Once you have deleted files that you no longer need, **empty your Trash**. Good housekeeping of files will help maintain your overall storage in iCON.  
**Refer page 9.**

**A**

**Archive**

**Archive** or **compress** rarely used files. Use the **Google Takeout guide** ([Intranet link](#)) to export and backup your data. Be mindful of iCON 2.0's Acceptable Use Policy.  
**Refer page 10 to 11.**

**R**

**Review**

Review files in your iCON 2.0 Google Workspace frequently to ensure that its contents kept are **relevant & up-to-date** for the purpose of your work.  
**Refer page 12.**

# Delete

- **Check** your Google Apps storage quotas
- **Sort** file size from largest to smallest

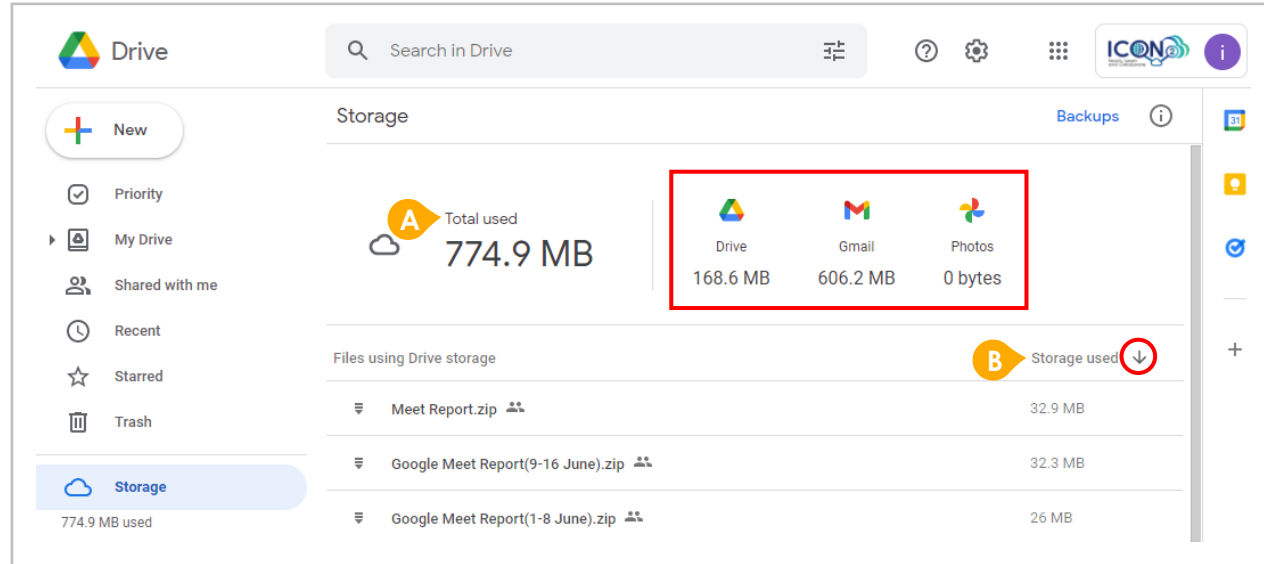
Access the Google Storage tool here:  
<https://drive.google.com/drive/quota>

Login using your iCON 2.0 account **via MIMS Portal** (*using MIMS Login ID & Password*).

**A** Check your overall data utilisation by reading the **"Total used"**.

Look at the storage distribution among the 3 areas – Drive, Gmail and Photos to identify which one has the highest data.

**B** Look at the files listed under the **"Files using Drive storage"** and sort the file size in descending order to view the largest to the smallest files for quick identification.

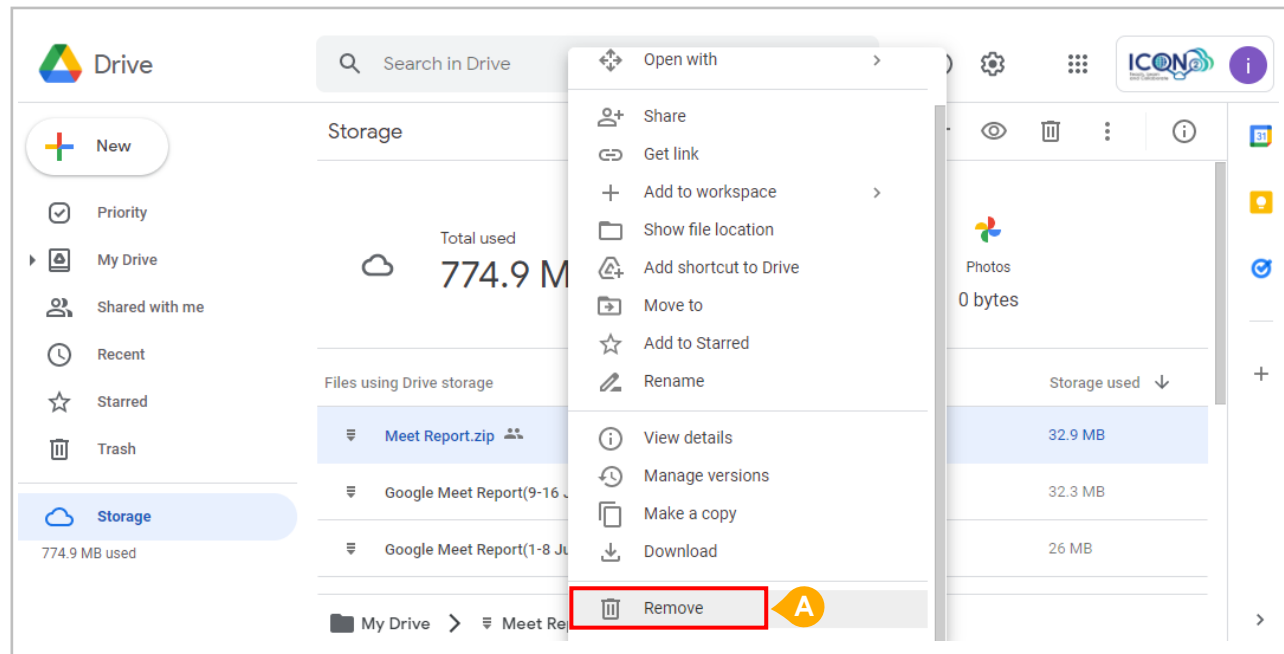


# Delete

- **Delete** unused documents, emails & media starting with the **largest** size.

**A** A general rule in recovering data storage space – begin deleting unused files that are of the largest size first as they have the most impact to your storage space.

Right click on the file you would like to delete and select “**Remove**”



# Delete

- Review & remove **shared files and folders**

**A** Review files and folders that you are sharing with your peers and determine whether they are necessary to be kept.

If there is no further collaboration or need to continue sharing, remove these shared files to reduce your overall data utilisation.

The following files count toward storage:

## Google Drive

- Files in Google Drive, which includes PDFs, images, videos, and Meet recordings.

- A**
- Files created or edited after May 2, 2022 in collaborative content creation apps like Google Docs, Sheets, Slides, Drawings, Forms, Recorder, and Jamboard.

If a file is in more than one folder in Drive, it still counts only once toward your storage quota.

## Gmail

- Messages and attachments, including items in your Spam and Trash folders.

## Google Photos

- Original quality photos and videos backed up to Google Photos.
- High quality (now named Storage saver) and Express quality photos and videos backed up to Google Photos after June 1, 2021. Any photos or videos you've backed up in High quality or Express quality before June 1, 2021 will not count toward your Google Account storage. [Learn more about this change.](#)

Content created with My Maps doesn't count toward your organization's storage quota.

# Delete

- Review **personal files** from iCON 2.0.

**A** Please note that iCON 2.0 storage is for educational (teaching & learning) purposes and are governed by MOE's **Acceptable Use Policy (AUP)**.

- It is only or non-sensitive data with data classification official (CLOSED)
- Review content stored in your iCON 2.0 Drives and **remove or export** emails or files which do not adhere to this policy.

**B** After reviewing your personal files, remove them from your iCON 2.0 account if they are not teaching and learning resources.

This may include:

- Music
- Photos
- Movies

Dear iCON 2.0 User,

## Acceptable Use Policy on iCON 2.0

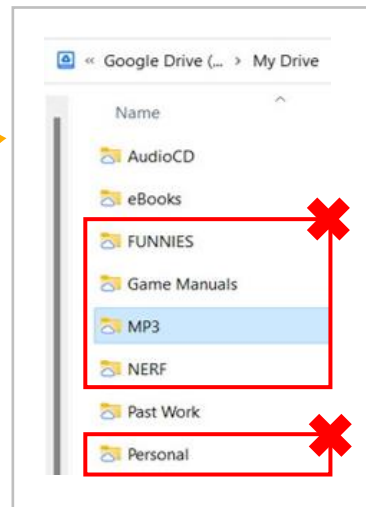
1. This Acceptable Use Policy ("AUP") aims to reduce the risks to the security of School's ICT resources and systems associated with iCON 2.0 Services.
2. This AUP applies to all staff, consultants, contractors, interns and other contract or temporary staff in Schools (collectively "Personnel").
3. All Personnel who are granted with iCON 2.0 access by the School in the course of work SHALL:
  - a) Adhere to MOE IT security and email policies, standards and procedures governing School's ICT resources and systems;
  - b) NOT use iCON 2.0 for classified materials and unofficial email correspondence;

Violation of this AUP may result in MOE or School revoking the Personnel access to iCON 2.0. It may also result in disciplinary or legal actions against respective Personnel.

Thank You.

MOE iCON 2.0 Team  
Information Technology Division (ITD)

**B**



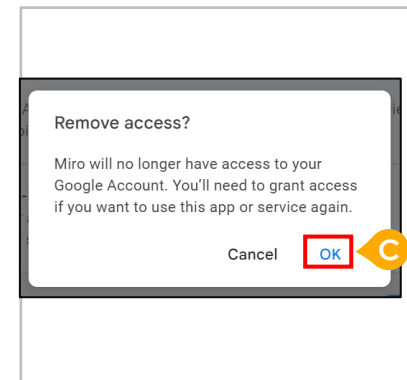
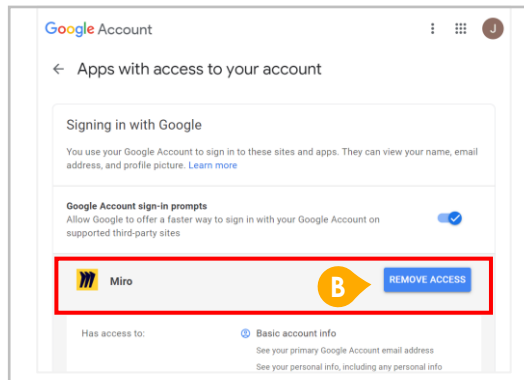
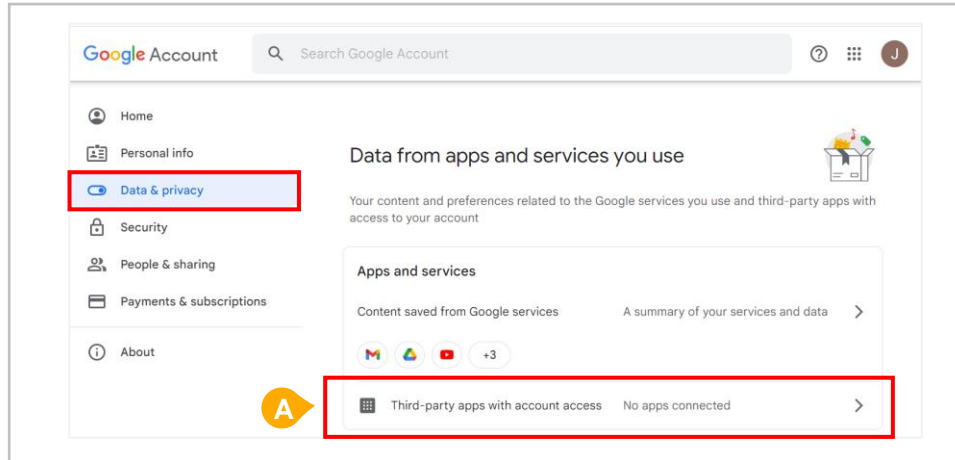
# Delete

- **Remove Third-party app access manually**

**A** If you have any Third-party apps that you would like to remove, click on **"Third-party apps with account access"** under the **"Data & privacy"** tab.

**B** Click on **"Remove Access"** for the app that you intend to remove access from.

**C** Click **"OK"** to confirm app access removal.





# Empty

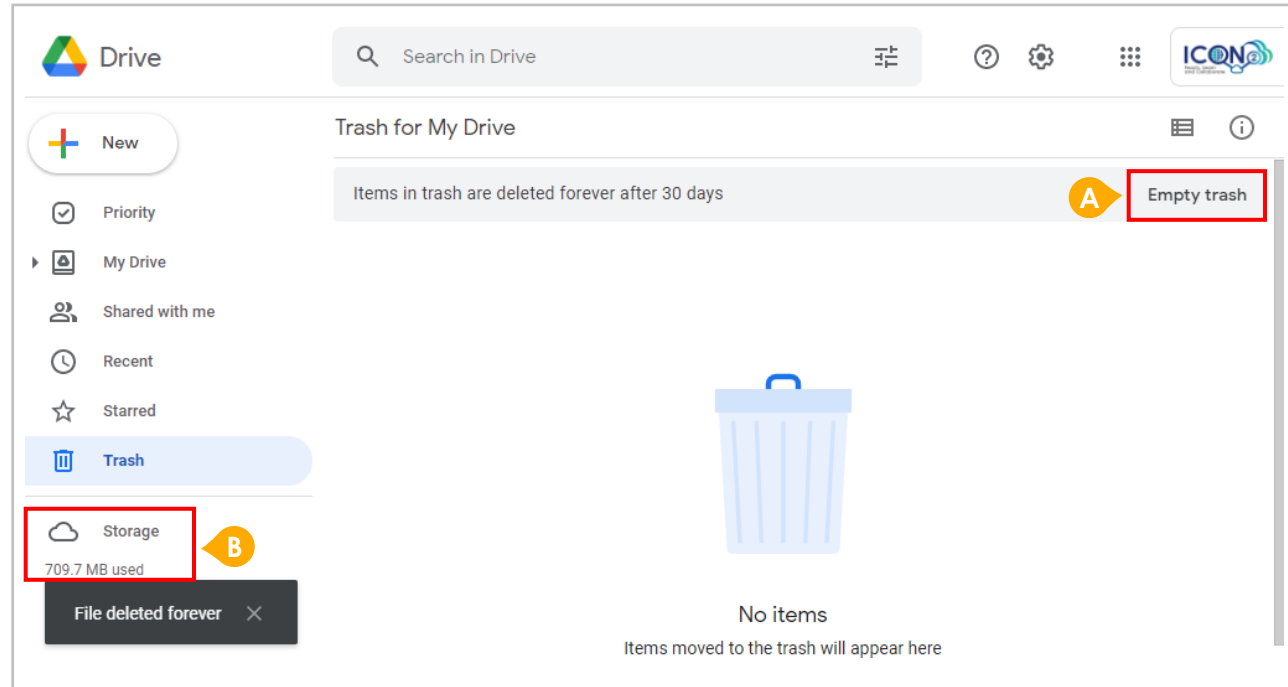
- **Empty** your Trash frequently
- Files will be **deleted automatically after 30 days** in Trash

**A** Files are not immediately deleted but will be stored in the Trash before they are automatically and permanently removed after a period of 30 days.

To perform a manual removal, click on "Empty Trash"

**B** Your storage will only see a reduction after files have been removed from the Trash.

Please be informed there is no chance of recovering files which have been emptied or removed from the Trash or deleted forever after 30 days.



# Archive

- **Archive** or **compress** rarely used files.

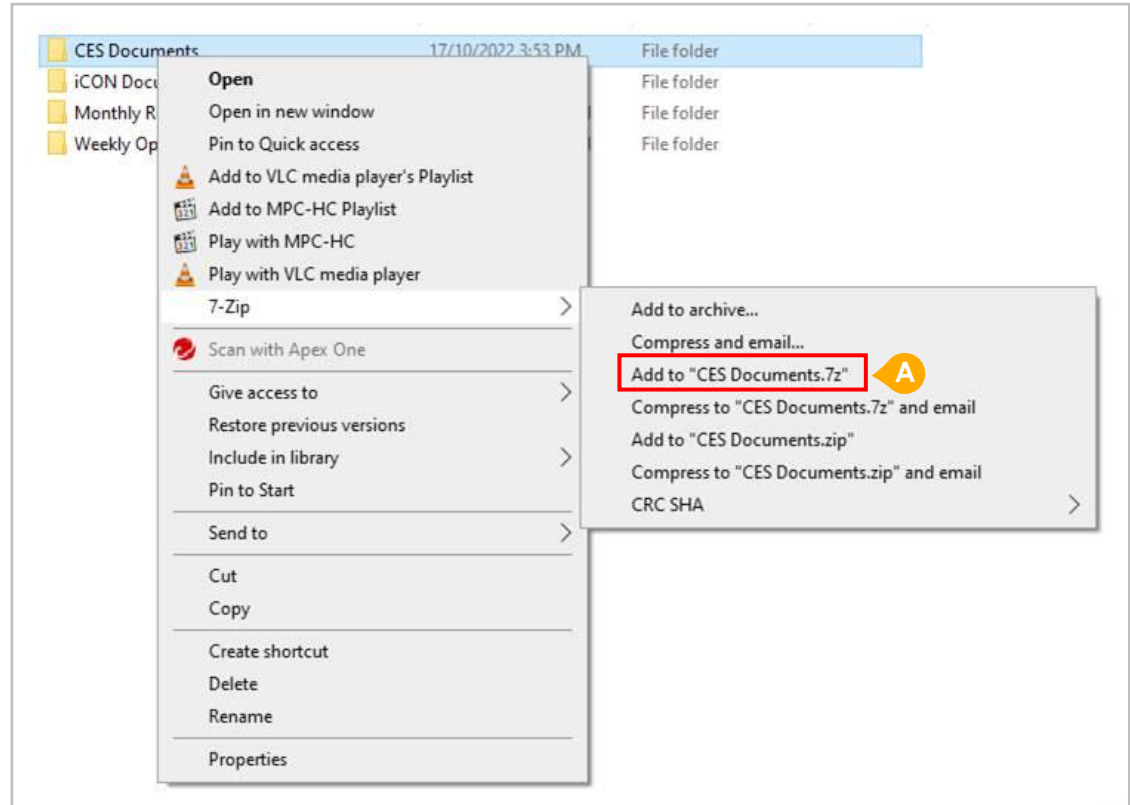


- Create folders to organise your files based on your subjects or classes so that you may locate them easily.
- When uploading or downloading files, consolidate compression of multiple files in a folder and store them in your local disk as a compressed folder.

**A** Consider using compression tools like 7-Zip to compress rarely accessed files into a single file before uploading into iCON 2.0.

There are benefits in doing this:

- A. Reduced overall storage utilisation
- B. Data organisation by ordering your files
- C. Uploading convenience of a single file



# Archive

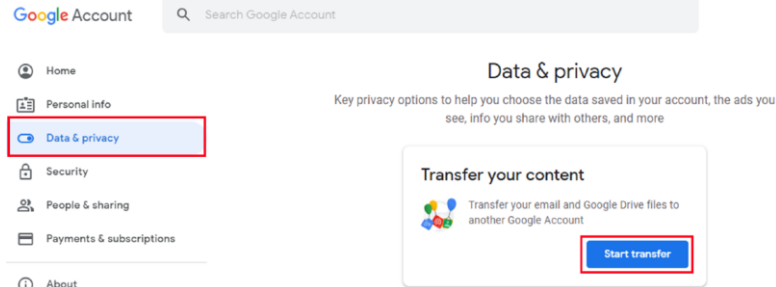
- Use the **Google Takeout** tool to export and backup your iCON 2.0 data to your personal Gmail or email account.

Alternatively, you may use the Google Takeout tool to export your data in iCON 2.0 to a downloadable archive file.

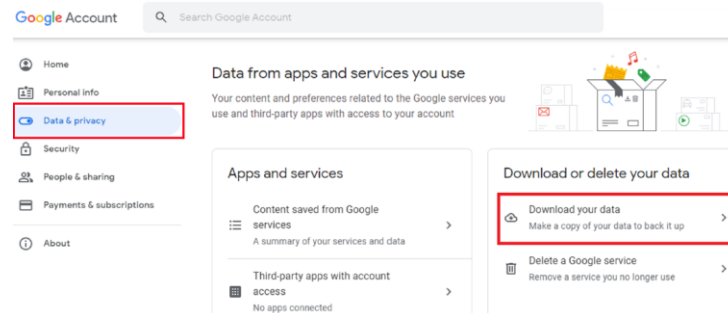
Please refer to the following guide for the detailed steps:



## Backup iCON data to your personal Gmail Account:



## Backup iCON data without personal Gmail Account:



# Review

- Review files in your iCON 2.0 Google Workspace periodically to ensure that its contents kept are **relevant & up-to-date**.

Access the Google Storage tool here:  
<https://drive.google.com/drive/quota>

Login using your iCON 2.0 account.

**A** Look at the list of files listed under the "Files using Drive storage"

**B** Sort the file size in descending order to view the largest to the smallest files.

**C** Review your files and Right-Click to remove those which you no longer require for the purpose of your work.

The screenshot shows the Google Drive Storage management page. On the left sidebar, the 'Storage' option is selected. The main area displays 'Total used 774.9 MB'. A red box labeled 'A' highlights the 'Files using Drive storage' section, which lists three files: 'Meet Report.zip', 'Google Meet Report(9-16 June)', and 'Google Meet Report(1-8 June).z'. A right-click context menu is open over the first file, with the 'Remove' option at the bottom highlighted by a red box and labeled 'C'. On the right side, the 'Storage used' section shows a list of files with their sizes, with the top item '32.9 MB' highlighted by a red box and labeled 'B'.

File Name	Size
Meet Report.zip	32.9 MB
Google Meet Report(9-16 June)	32.3 MB
Google Meet Report(1-8 June).z	26 MB