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[Important Notice] Accounts of current students and faculty/staff with gapp accounts exceeding 20GB of space were originally scheduled for deletion on May 30, but a one-month grace period has been given. Starting from June 30, accounts that exceed the storage limit will be suspended.

Subject：Accounts of current students and faculty/staff with gapp accounts exceeding 20GB of space (including photo albums, Gmail space, and Google Drive) were originally scheduled for deletion on May 30, but a one-month grace period has been given. Starting from June 30, accounts that exceed the storage limit will be suspended.

Notice：

1. Due to the adjustment in storage policies by Google Workspace for Education (formerly G Suite for Education), as announced on November 3, 2023, accounts exceeding 20GB of space (including photo albums, Gmail space, and Google Drive) for current students and faculty/staff were originally scheduled for deletion on May 30, 2024. However, because many users have not managed to reduce their storage within the given timeframe, an additional one-month grace period is provided until **June 30, 2024**. Users are urged to promptly back up and delete old data.
    - If accounts still exceed 20GB after the grace period, they will be suspended and unable to log in or use the services.
    - Requests for account reinstatement will be processed in batches every Tuesday at 10 AM. If the account space reduction is not completed by the end of the month following the reinstatement, **the account will be suspended again at the beginning of the next month**. (If the reinstatement request is made during the last week of the month, the suspension due to overuse will be deferred to the end of the following month.)
    - The link to request account reinstatement is https://forms.gle/dACLvAouZhYsaezn6
2. **If the account space is not reduced to within 20GB by September 30, 2024, the account will be deleted** to free up space and ensure normal usage for all students and faculty/staff.
3. For any inquiries, please contact us at extension 31000.

- Check Google account storage usage
- Clean up files occupying space
- How to download your Google data
- How to copy content from your school G Suite account to a personal Google account

Network System Division
Computer and Communication Center

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