The changes

• Towards end of 2022 new staff and students will have a 1GB Google quota to allow them to keep working with existing staff and students that use Google applications (Google docs, sheets, slides)

• Quotas for existing staff and students during 2022 to allow us to meet the storage target

• From 1\textsuperscript{st} October 2023 all staff and students will have a quota of 1GB in Google Drive

• All staff and students will continue to receive an @aucklanduni.ac.nz email address

• Alumni will lose their Google Drive when they leave the organisation, but retain their @aucklanduni.ac.nz email address. They have until the end of 2022 before this policy activates
Reducing Our Student Google Storage

**Process:**
1. 3 x emails before deadline saying you need to drop by half in two months. If customer engages then deadline pauses
2. Email 3 days after deadline (if not met) saying Drive and Photos will move to edit & delete-only mode in 4 weeks time
3. After 4 weeks, if target not met Edit & delete-only mode implemented and email notification explaining what they need to do

**Over 250GB**
- Doctoral: 82 (5%)
- Others: 135 (0.03%)

**100GB to 250GB**
- Doctoral: 90 (5.5%)
- Others: 277 (0.07%)

**1GB to 100GB**
- Doctoral: 541 (33%)
- Others: 7,550 (19%)

**1KB to 1GB – No action required**
- Doctoral: 511 (31%)
- Others: 18,188 (46%)

**Not using Drive or Photos at all**
- Doctoral: 391 (24%)
- Others: 13,341 (33%)
Last month we shrunk: 163 TB
Shrunk so far: 1,467 TB
Left to shrink: 950 TB
It’s now time to tidy up your old Google Drive files & Photos

auckland.ac.nz/googlechanges
STAFF using GSuite

- <1GB = 8,142
- >1GB = 3,268
- Impacted = 3,268

STUDENTS using GSuite

- <1GB = 30,191
- >1GB = 10,688
- Impacted = 10,688

ALUMNI using GSuite

- <1GB = 190,184
- >1GB = 20,231
- Impacted = 210,415

Google Changes

- Generic messaging for all staff and students to tidy up.
- Targeted comms to the biggest users to start shrinking
- Discover unique use cases

PHASE 01 Discovery & Tidy-up

- Commence communications process with clear instructions and options around managing the transition.
- Weekly online briefing sessions to provide support and guidance.

PHASE 02 Empower & Move

- Monitor and measure, monthly, the number of staff shrinking storage on Drive
- Incentivise through competitions to reduce usage of Drive

ENAGEMENT

- COMPETITION - THE BIGGEST LOSER
- ONLINE BRIEFING SESSIONS
- ENGAGEMENT
- INTRANET TILES & PAGE DIGITAL SCREENS

TARGETED EMAIL WITH SPECIFIC DETAILS

- THE LOOP, STUDENT NEWSLETTERS, ALUMNI NEWSLETTERS
- FACULTY MEETINGS, COMMITTEES, COPs, STUDENT ASSOC