



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME18
A.Y. 2023-2024

TO : THE THOMASIAN COMMUNITY
FROM : OFFICE OF THE SECRETARY-GENERAL
RE : REITERATION OF GOOGLE WORKSPACE STORAGE LIMIT
DATE : 26 April 2024

The University, through the Office of Information and Communications Technology (OICT), reiterates that Google will no longer offer unlimited storage to educational institutions based on its updated global storage policy. In OICT Memo UST:S057-00-ME16, dated 15 April 2023, the storage limit of University e-mails is follows:

Table with 2 columns: Recipient, Storage Limit. Rows include Offices (30GB), Academic Staff (30GB), Students and Student Organizations (20GB), Support Staff (20 GB), and Alumni and Guests (5 GB).

Despite the guidelines provided, Google found that the University has exceeded its Google Workspace storage capacity as of 1 April 2024.

Effective 1 May 2024 (Wednesday), the pooled storage policy update of Google Workspace for Education shall be observed.

Given the implementation of the aforementioned policy, every Google Workspace user in our community is strongly advised to delete from their respective cloud storage or migrate all personal files unrelated to their University studies or work. If the users fail to comply, they will experience disruptions in the services such as:

- 1. Uploading new files or images to Google Drive;
2. Creating files in collaborative content creation apps like Google Docs, Sheets, Slides, Drawings, Forms, and Jamboard;
3. Backing up of photos and videos to Google Photos;
4. Recording new meetings in Google Meet;
5. Creating assignments with new files by the academic staff and submitting students' assignments with file attachments in Google Classroom; and
6. Exporting to Google Sheets the grades prepared by the academic staff.

For your utmost cooperation and appropriate action.

FR. LOUIE R. CORONEL, OP
Secretary-General

