

# Microsoft SharePoint

## Owner: Manage Your Site's Usage and Quota



### Introduction

As the site owner, you have the opportunity to see a detailed usage report for your site. The quota for the site along with space used, space remaining, etc is available to the site owner. These directions are intended for use with a site collection and not a subsite.

#### Process Summary

##### Usage

1. Usage report

##### Storage Allocation

1. Storage Space Allocation

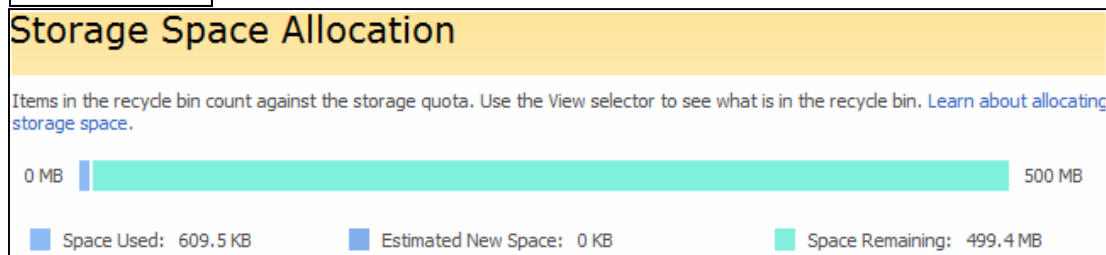
### View Usage for a SharePoint Site

1. On the top-right of the home page of your site, click on **Site Actions**.
2. Select **Site Settings**.
3. Under Site Administration, click on **Site Usage Report**.
4. By default you will see a Usage report sorted by Page. You can view either a Daily or Monthly report by Page, User, OS, Browser, or Referrer URL.

### View Storage Allocation for your SharePoint site

1. On the top-right of the home page of your site, click on **Site Actions**.
2. Select **Site Settings**.
3. Under Site Collection Administration, choose **Storage Space Allocation**.
4. At the top of the page you will see a summary of the space used, Estimated New Space and Space Remaining (Fig 1). The bottom half of the page will give a detailed list of how the space is being used.
5. On the quick launch, you can change the view from document libraries to documents, lists or recycle bin.

Figure 1



You will receive warning and over-quota messages if you come near to or go over the amount of remaining space in your account. Going over your quota will prevent you from writing to your site, so be sure not to!