Checking Home Folder Space Usage in Windows

The following instructions will show you how to check how much space you are using in your Home folder located here: `\home.files.med.harvard.edu` (also known as the M: drive).

1. From the Desktop, click the **Start** button and select **Computer**.

2. Right click on the Home icon, and select **Properties**.

   ![Image of Properties window]

3. The number of GB (gigabytes) next to Used is how much space you are currently using.

   ![Image of Properties window showing space usage]

As a reminder, the storage quotas are:

- 50 GB for Faculty and Staff
- 2 GB for Students
- 150 MB for Affiliates

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**Need Help?**

Please contact the HMS IT Service Desk by calling 617-432-2000 or emailing itservicedesk@hms.harvard.edu.