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Higher Education Storage Readiness Guide

Higher education institutions do not just focus on preparing students to impact the productivity and growth of the global economy with soft and hard skills; they also serve as major research hubs that drive technology and innovation. So much information is being communicated and so many files are being shared in these postsecondary environments that storage is a consistent, top–of–mind challenge for leaders. Google Workspace for Education equips higher education institutions with a flexible and secure digital space to retain data, but it will become even more important for Google admins to manage storage availability as Google for Education implements storage limitations.

Ensure your institution is prepared for these changes by evaluating your existing storage policies. This guide details the factors your Google admins need to consider and the questions they should ask themselves to create new storage practices and communicate the adoption plan to end users in your domain.

	Account Cleanup	OU Structure	Storage Cleanup	Vault Retention Policies	Excess Storage Mitigation	Communication with End Users	Google Admin Storage Tool
Considerations	What should we do with alumni? What about staff who are also students? What do we do with inactive accounts or accounts that have been sitting around for a while as active?	Is there a way to separate staff and students? Do we need an alumni organizational unit? Do we need a suspended users OU?	What apps can we turn off? Who are our highest storage users? Can we create a policy regarding what users can store in institutional drives?	How can this help our institution? What are our current vault retention policies? Does our organization already have a retention policy in place?	What cloud storage policies do we have in place? How will Google's tools fit into our strategy?	What is our communication plan?	How much storage should each organizational unit receive? What exceptions need to be made by group?
Resources	GCDS FAQS	HE Sample OU Structure	Gopher for Drive	What is Vault?	GAM and Managing your Admin Console	How will I educate end users to organize their drives and clean things up?	Google for Education Storage Guide for Admins Sample Policies
CDW Solutions	Account Provisioning	OU Restructure	Storage Insights	Vault Support Stack	GAM	Sample Communication for High–End Storage Users	Storage Webinar Recap

To receive expert guidance on building a solid foundation that is ready for the coming storage limitations, connect with our higher education consultant and learn more about all the ways CDW Education can help.

Google Workspace for Education

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