



How to Reduce Your Spending on Google Workspace for Education

Quick Guide for School Admins



Audit and unclutter your Google domain
Downsize the number of files and paid licenses
Optimize school IT budget

Step 1. Clean up Unused Google Accounts

Verifying what user accounts are currently in use on your school's domain will allow you to reduce the number of licenses and allocate the savings to other priorities.

- GAT+: Identify inactive user accounts by the last login date (e.g., alumni, ex-staff members, redundant accounts)
- GAT Unlock: Transfer Drive file ownership of accounts you no longer need
- GAT+: Delete inactive and suspended user accounts
- GAT Flow: Transfer ownership of Google classrooms in bulk

Step 2. Free up Google Drive Storage

Audit the areas in Google Drive that are consuming the most space and remove unnecessary and repetitive data, rather than buying additional Google storage.

- Google Admin Console: View total storage usage in your domain
- GAT+: Identify large and inactive files and folders in all Drives
- GAT+: Find large files as Gmail attachments
- GAT+: Identify users who use the most space on Google Drive
- GAT+: Audit the storage space used by incoming and outgoing emails within your Google domain.
- Save the files you need on external storage
- GAT+: Transfer large files from individuals to yourself to delete them
- Remove unnecessary files, folders, and emails.

Step 3. Automate the Process with GAT Flow

Create customizable workflows to automate the optimization of large Google domains and save long hours spent working on decluttering your space.

- Change ownership of all files owned by a user in bulk
- Delete the user accounts, keeping everyone's access to their Drives
- Automatically suspend and delete user accounts after a specific time
- Schedule to offboard and delete users and their files from the domain

Bonus: Cloud Storage Usage Good Practices for Your Users

- Review your Google storage status.
- Filter My Drive for large files, then remove the ones you don't need.
- Declutter your Google Photos, especially looking for videos.

School Admin Tip

First, check the photo quote usage for each user so that you can focus on the users with the most storage used.

- Empty your Gmail spam folder and unsubscribe from newsletters.
- Delete big emails and Gmail attachments.

School Admin Tip

You can identify and remove all email attachments larger than a specific size for each user or in bulk: for a group, or the entire domain.



Work Less, Spend Less

Reduce rising storage costs in Google Workspace with innovative, secure solutions for school admins.

Make your Google domain clean-up an automated task rather than a time-consuming chore.

Want to know more? [Our Support Team is here](#) to assist with any questions you may have regarding GAT Suite for Education.