Manage storage in Google Workspace

4. Storage warning messages

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As an administrator, you may see warnings or error messages if you try to apply storage policies to users who are already over the limit. The following are common error messages and ways to resolve them.

Users already exceed storage limit

When you apply a storage limit policy to an organizational unit or group, some users might already use more storage than your policy allows. In this case, you see an alert indicating that some users may exceed the storage limit policy you are about to apply. Before you apply the policy, understand what happens to users over storage limits ⧉ .

To find which users are over quota:

You must be signed in as a super administrator ⧉ for this task.

1. Sign in ⧉ to your Google Admin console.

   Sign in using an account with super administrator privileges ⧉ (does not end in @gmail.com).

2. In the Admin console, go to Menu ☰ > ☁ **Storage**.
3. Click **View all users**.

On this page, you can filter users by specific organizational units and by how much storage they use.

After you apply a storage limit policy, users will see a status bar in Google Drive on web and mobile indicating how much storage they're using and be alerted if they are low on storage. Learn more in Set storage limits and free up storage space.

Storage limit exceeds edition limit

When you apply a storage limit policy to an organizational unit or group, some users might have a Google Workspace license that restricts their storage usage to less than your storage limit.
In this case, you'll see the following message: "Storage limits may not apply to users with existing storage restrictions".

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