



## Let's organise & housekeep our files for the new semester!

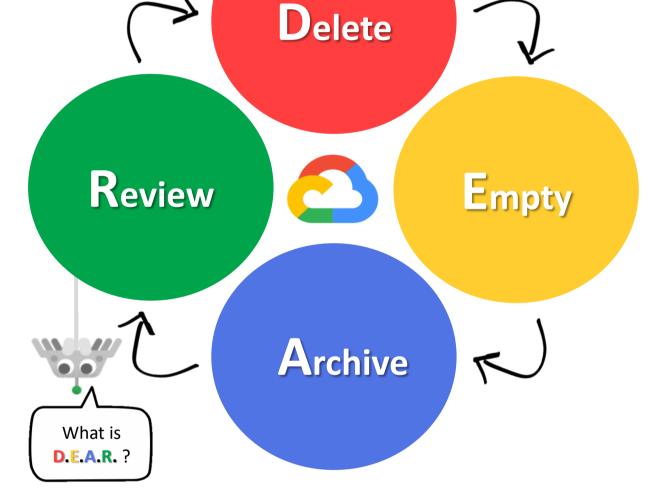
First, ensure that you are able to login to your Student iCON account: <u>https://workspace.google.com/dashboard</u>

If you have forgotten your MIMS password, please approach Mr Eugene Lim (Administration Manager (ICT)) of MIMS Student Administrator (SA) at General Office or Main Line: 6248 5400. to reset your password.

To better manage your Google Workspace Storage,

Practice





Delete	Empty
Do you need all your files? Delete documents, emails & media which you no longer need to use starting with the <b>largest size</b> . <b>Refer to page 4 to 8 of attached Quick Guide</b>	Once you have deleted files that you no longer need, <b>empty your Trash</b> . Good housekeeping will help maintain availability of storage in Student iCON.
for more details.	Refer to page 9 of attached <i>Quick Guide</i> for more details.
Archive	Review
	Review
Archive or compress files which you do not use often so that they will not take up excess storage space. Use the <b>attached</b> <i>Google</i> <i>Takeout Guide</i> to help you export and backup your data.	Review files in your Student iCON Google Workspace frequently to ensure they are kept are <b>relevant &amp; up-to-date</b> for your learning purposes.

## Why is **D.E.A.R.** and being organised important to me?



## To encourage the good practice of regular data housekeeping in Student iCON,

## you may refer to the following attached resources:

- Quick Guide on Student iCON Data Management
- Google Takeout Guide



If you encounter any issues, kindly approach your teachers for help. They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.

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SSOE2 Communications & Change Management Team