Student iCON

Google Workspace

Hi There!

Nice to meet you! I am Spider Bot. For this new school year, I will like to share some useful Tips & Tricks to enhance your learning experience in Student iCON Google Workspace.

Come on, Let's go!

What is in my Google Workspace?

Your Student iCON Google Workspace is where you can locate your:

documents	emails	media
Google Drive	**Gmail**	**Google Photos**

Let's organise our files for the new school year!

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

If you have forgotten your password, please approach [recommend to insert name of MIMS Student Administrator (SA)] at [venue e.g. General Office, Computer Lab, etc.] to reset your password.

To better manage your Google Workspace Storage,

Practice

D.E.A.R.

Delete

Empty

Archive
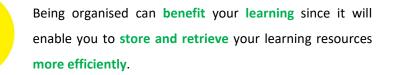
Review

What is D.E.A.R. ?

Delete	Empty
Do you need all your files? Delete documents, emails & media which you no longer need to use starting with the **largest size**. **Refer to page 3 to 8 of attached *Quick Guide* for more details.**	Once you have deleted files that you no longer need, **empty your Trash**. Good housekeeping will help maintain availability of storage in Student iCON. **Refer to page 9 of attached *Quick Guide* for more details.**
Archive	**Review**
Archive or **compress** files which you do not use often so that they will not take up excess storage space. Use the **attached *Google Takeout Guide*** to help you export and backup your data. **Refer to page 10 to 11 of attached *Quick Guide* for more details.**	Review files in your Student iCON Google Workspace frequently to ensure they are kept are **relevant & up-to-date** for your learning purposes. **Refer to page 12 of attached *Quick Guide* for more details.**

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

Being organised can **benefit** your **learning** since it will enable you to **store and retrieve** your learning resources **more efficiently**.

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**

Don't wait! Highly organised people are habitual de-clutterers. **Happy organising!**

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.