



# Smartphones - Storage



# What We Are Going to Cover

## Smartphones - Storage

- Storage Intro
- Types of Storage
  - Internal phone
  - Memory card
  - Cloud storage *e.g Google Drive*
  - External storage
- Managing Phone storage
- Managing Cloud storage
- Store/Backup
- Healthy habits



# Smartphone - Storage Intro

- Smartphones have become an increasing essential tool in our modern lives for taking photos, using apps e.g. Whatsapp and downloading & sharing data e.g. via email, messaging, online searching
- All this after a while begins to **fill up your storage** either on your **phone** or your **cloud storage** e.g. Google One/Drive (Android), iCloud (iPhone) and then effect the phone's performance
- If you have an email account e.g. Gmail, Outlook, iCloud (iPhone) etc this will come with some **free cloud storage** but this can also **get full** if you '*send and receive*' a lot of emails with attachments This can **stop** you 'receiving/sending' new emails!

# Smartphone - Storage types

## Internal Phone Storage:

- Your phone will come with 'internal storage' where files/data e.g. photos will be stored (by default). **Size of storage** will vary depending on model of phone e.g. 32, 64 or 128gb. You can find your 'storage' by going to:
  - **Android:** 'Settings' > 'Device Care' > 'Storage'
  - **iPhone/iPad** 'Settings' > 'General' > 'iPhone storage'

## Cloud Storage:

- Whether your phone is Android or iPhone you will have access to '**free cloud storage**'; e.g. **Google One/Drive** (Android) or **Apple Cloud** (iPhone) when you first set up the account on your phone. e.g. Gmail account, Google One/ Drive = 15gb.
- **To access** your 'cloud storage'
  - **Android:** **Open** the '**My Files**' app on your phone, **scroll down** to 'Storage'.
  - **iPhone:** **Go to:** 'Settings' > 'Your Name' > 'iCloud'.

(**Note:**

If you use 'Outlook' or 'Hotmail' email: **download** the '**Microsoft OneDrive**' app from your app store to access cloud storage. **Remember**, you need to be signed into Google Drive, iCloud, Outlook etc.)

# Smartphone - Storage types (cont)

## Memory Card:

- Some **Android phones** will come with the option to install a 'Memory card'. This usually goes in a slot in the 'SIM' tray on the side of your phone. This **increases the size** of the 'storage' on your phone. To **access this** by go to the '**My Files**' or '**Files**' app on your phone and **select** under 'Storage'

## *External Storage:*

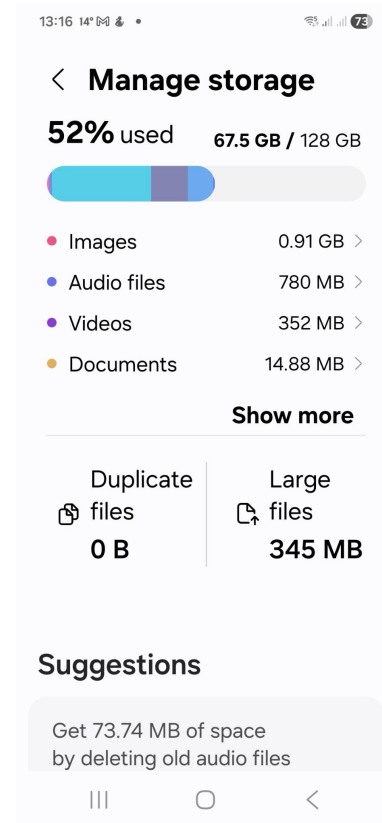
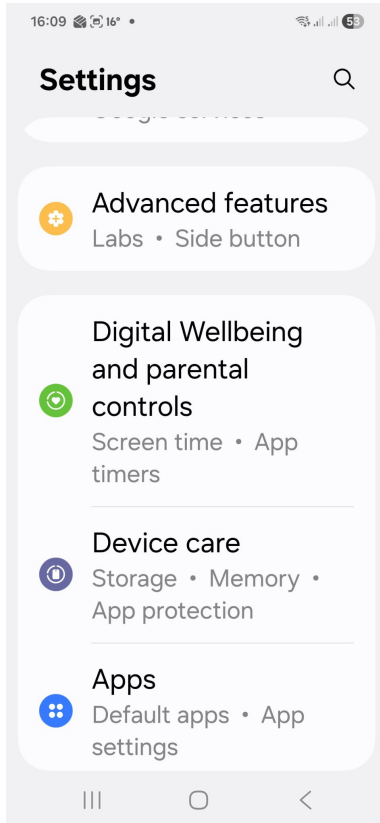
- This a **portable external storage** device that can be connected to your phone (by cable attached to charging port) and allows you to **store/back up data** from your phone so you can **free up space!** Storage size vary but can be up to 5TB (5000 GBs!!)

# Smartphone - Managing Phone Storage

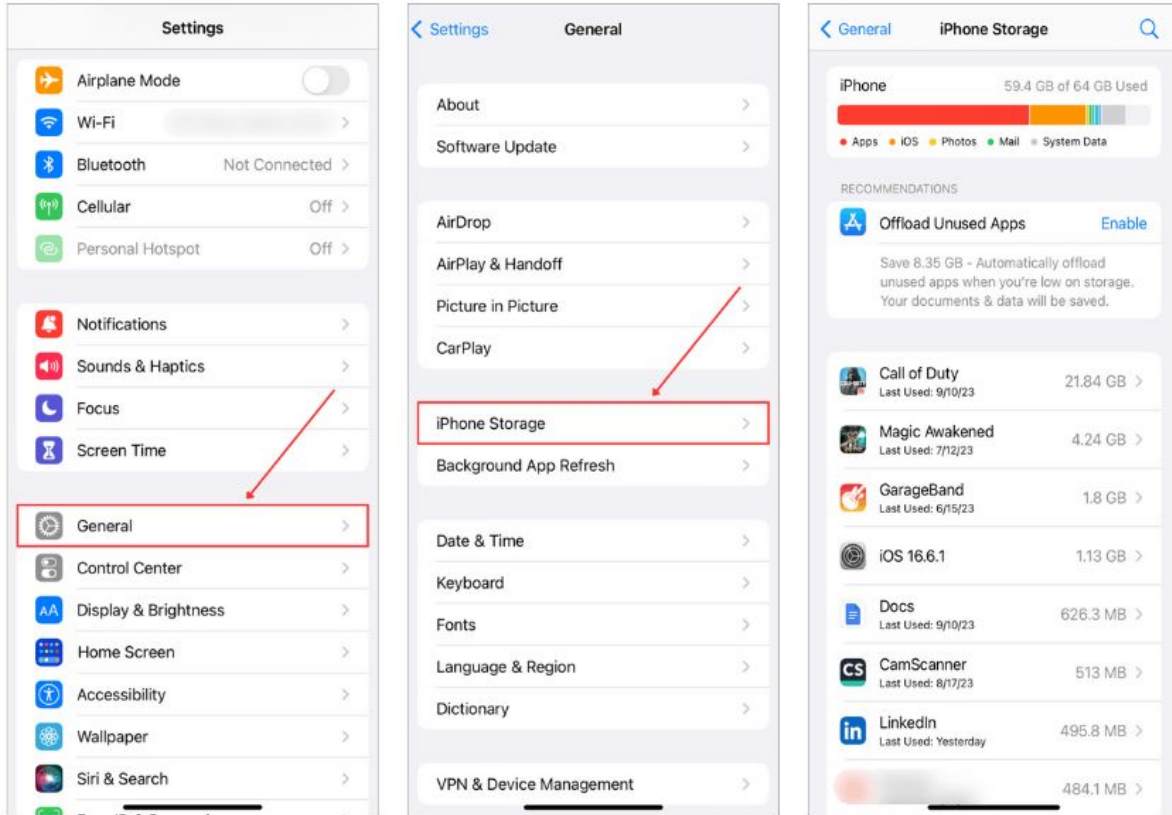
If you get 'warning messages' about your 'phone storage' or to 'prevent the storage from getting full' here are things you should do regularly to manage your phone storage:

- **Check your phone storage** which can be found in your **Settings:**  
**Android:** 'Settings' > 'Device care' or 'Storage'.  
**iPhone:** 'Settings' > 'General' > 'iPhone storage'
- **Here** you can view 'your storage' and **how much** is being used e.g. 60gb out of 128gb
- **Android:** To **view** a 'detailed breakdown' **tap** on 'Storage'. This will open a new screen where you see the breakdown i.e. what files are using the most storage e.g. images. **iPhone:** you should see a 'breakdown of your files' when you **go to** 'iPhone storage'

# Smartphone- Managing Phone Storage: Android



# Smartphone- Managing Phone Storage: iPhone



# Smartphone - Managing Phone Storage (cont)

## Android: To free up phone space:

- *Go to: Settings > Device Care > Storage*
- *Tap on a 'file' e.g. images. This will display all your images*
- *Tap & hold a 'file' e.g. image that you want to **delete**. A 'blue tick' will appear next to it*
- *Repeat this process until you have 'selected all the files' you want to **delete***
- *Then 'tap' the '**delete/bin**' icon at the bottom & **select** 'Move to Recycle Bin'*
- *To '**delete all the files**' then **select** the '**All**' button (top left), then 'tap' the '**delete/bin**' icon at the bottom & **select** 'Move to Recycle Bin'*
- *Alternative option: in 'Storage' you can **scroll down** and view '**Suggestions**' for freeing up your storage e.g. **Tap** 'Review old screenshots' (follow same steps as above for deleting files)*

# Smartphone - Managing Phone Storage (cont)

## To free up phone space (iPhone):

- **Go to:** Settings > 'General' > 'iPhone storage'
- **Scroll down** the 'iPhone storage' page to see the list of apps
- **Tap** on each one to reveal options for each app e.g. **'Messages'** allows you to delete large files
- **Alternative option:** In 'iPhone storage' you can 'review and choose' the '*Recommendations*' for freeing up storage (if multiple recommendations **select** 'Show All')

# Smartphone - Managing Cloud Storage


If you get '**critical warning messages**' about your '**cloud storage**' being full or you '**can't send/receive emails**' *here are things you should regularly do to manage your icloud storage:*

- **Clear up/delete emails:** Go through your 'Inbox' and delete emails with large attachments (see session notes on 'Emails')
- **Empty the bin/trash & Spam folders** in Gmail, iCloud, Outlook etc. (see session notes on Emails)
- **Free up space** using your '**storage manager**' e.g. Google One, iCloud
  - **Android:** *Settings > Google > Tap 'Manage storage' > Scroll down and choose 'Clean up Suggestions' & follow on screen instructions e.g. Review 'Emails in bin'*
  - **iPhone:** *'Settings' > 'Your name' > 'iCloud' > Tap 'Recommended for You' > Tap one of the options & follow onscreen instructions*

← Storage manager

51% of storage used (102.58 GB of 200 GB)

Make room for your photos, files, and more by cleaning up space



● Google Photos (79.89 GB) ● Gmail (14.05 GB) ● Google Drive (8.62 GB)

Clean up suggested items

Item	Size	Action
Files in Trash	545 MB	Review
Spam emails	1 MB	Review
Unsupported videos	407 KB	Review
Large photos and videos	41 GB+	Review

9:41

Recommended For You

Suggestions for getting the most out of iCloud.

Set Up

 **Sync Photos to iCloud** ✕

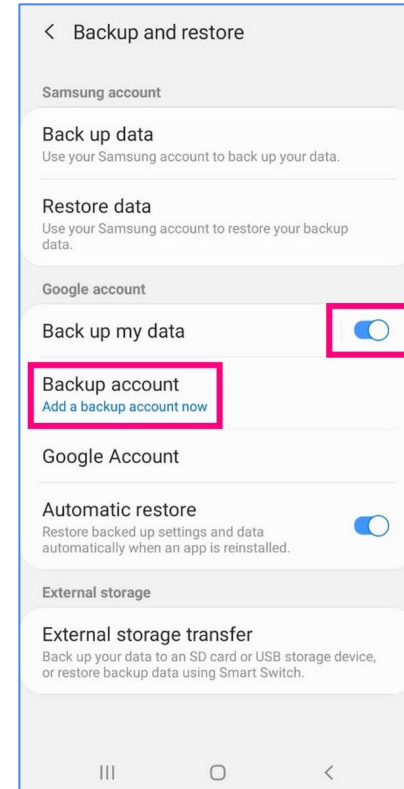
Back up your photos and videos on iCloud and don't worry about losing them.

[Turn on iCloud Photos](#)

# Smartphone - Store/backup

## Android

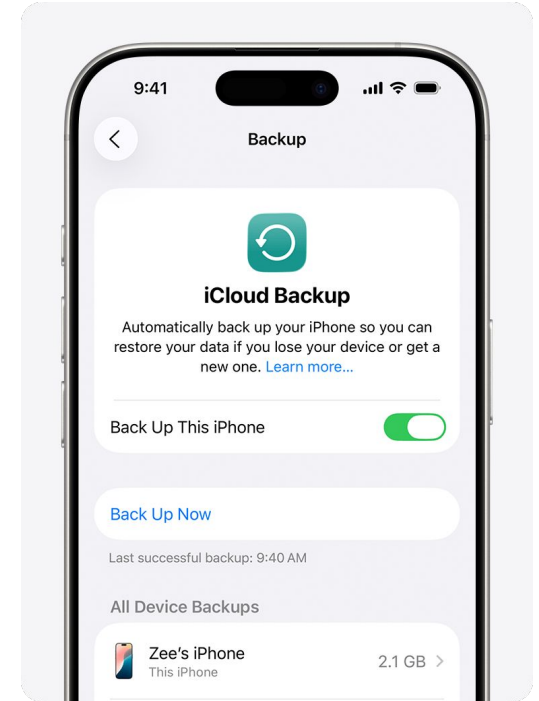
- You can **store/backup** your data to your '**Google Account**' using '**Google One/Drive**' with **15GB of free storage**. **Go to:** Settings > Google > Backup > Tap 'Manage backup'
- **Samsung Phone:** can also use 'Samsung Cloud'. **Go to:** Settings > Accounts & backup and **select** 'Samsung Cloud' (**Note:** Need to have set up a Samsung account)



# Smartphone - Store/backup (cont)

## iPhone

- You can **store/backup** your data to **'iCloud'** with **5 GB of free storage**. **Go to:** Settings > Your Name > iCloud > iCloud Backup). **Note:** *You will need to be signed into your iCloud/Apple account. You can also purchase more storage if required.*
- **Gmail users** will also have access to your **'Google Account'** and can use **'Google One/Drive'** with **15GB of free storage**



# Smartphone Device Care (cont.)

## Healthy habits:

- **Storage Space:** Don't overload your phone's storage. Delete unused apps, photos, and videos to free up space and improve performance. Save photos & videos on 'cloud' or 'external' storage
- **Backup:** backup your device regularly (or use auto backup) so you don't lose your personal data e.g. messages, photos etc!
  - **Android device** - backup to Google One/Drive.
  - **iPhone/iPad** - backup to iCloud.
- **External back up:** Alternatively you can back up to an **external storage device** e.g. *memory card or portable external hard drive*.

# Smartphone Device Care (cont.)

**By following these simple tips for your Android or Apple smartphone you can:**

- Ensure your device runs smoothly
- Avoid storage getting full & critical storage messages
- Save money on buying more storage!!

**Thank You**

**Any Questions?**