

## Files on Demand – Windows

When Files On-Demand is enabled, you will see one of three statuses for each file in Windows Explorer



Save space on your device by making files online-only. These files are only available when you're connected to the Internet, but don't take up space on your computer.



When you open an online-only file, it downloads to your device and becomes locally available. You can open a locally available file at any time, even without Internet access.

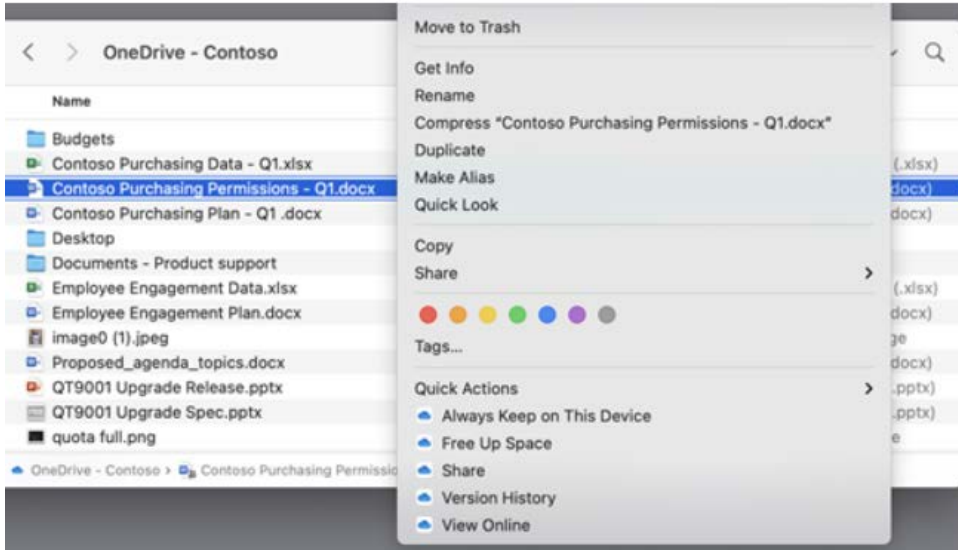


To make a file always available, even when you're offline: Right-click it and select **Always keep on this device**. To change a file back to an online-only file: Right-click it and select **Free up space**.

## Files on Demand – Mac

\* For new OneDrive accounts on macOS 10.14 Mojave and above, Files On-Demand is turned on by default when you set up OneDrive. Existing users will have Files On-Demand turned on when updating to macOS 12.1 Monterey.

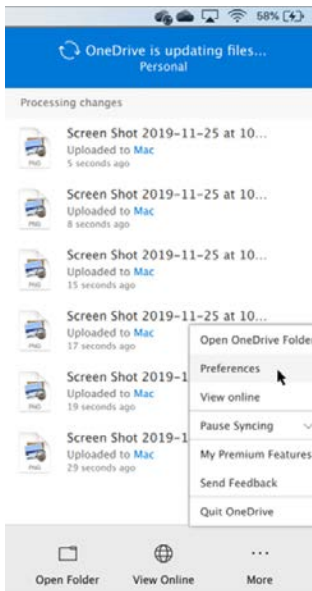
You'll see the following new options when selecting files or folders in Finder



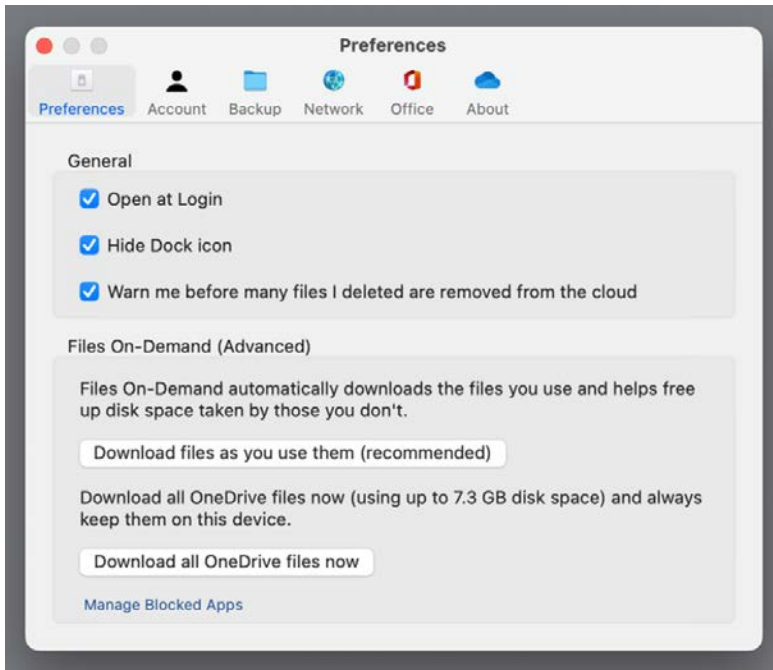
Always Keep on This Device will ensure that the latest copy of the file is always downloaded to your Mac

Free Up Space will sync the file up to the OneDrive cloud and remove the local copy. This will enable you to free up disk space.

1. If you want to download all your OneDrive files locally, on the menu bar across the top of the screen, select the **OneDrive** icon. Then Select **OneDrive Preferences > Preferences**



From here you can choose to download all files.



When Files On-Demand is enable, you will see one of three statuses for each file in Finder.



*Online-only files* don't take up space on your device. You'll see a cloud icon for each online-only file in Finder, but the file won't download to your device until you open it. You won't be able to open online-only files when your device isn't connected to the internet.



When you open an online-only file, it downloads to your device and becomes a *locally available file*. You can open a locally available file anytime, even without internet access. If you need more space, you can change the file back to online only. Just right-click the file and select **Free up space**.



Only files that you select as **Always keep on this device** appear with the icon that includes a circle with a checkmark. These *always available files* download to your device and will require storage space, but they're always there for you—even when you're offline.