

One Drive -Setup for “Files on Demand” Save Time and Space Feature on the Windows Devices

File Status Information

White cloud with blue borders icon

Indicates that the file is **only** available when connected to the internet.

White icon with green borders and checkmark icon

Files with this status badge mean they're available offline, you can open them **without an internet connection, and they take up local storage space.**

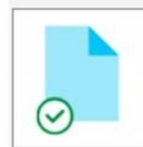
Solid green with a white checkmark icon

This badge is only on files that you've marked as "**Always keep on this device,**" and they also **use local storage space.**

File status icons in OneDrive:



Online only



Locally available



Always available

Enabling or disabling Files on Demand

Tap on the blue cloud in the right bottom corner of your **Windows device.** Next, tap on the **settings gear**, tap on settings, and under the **Sync and Backup menu** from the left, **scroll down to Advanced settings**, and **tap on the tick**, you will see the **Files on Demand feature.** For the settings to keep more documents in **the cloud, tap on the Free up disk space button.**

