

WHAT IS “FILES ON-DEMAND”? (WINDOWS AND MAC)

OneDrive Files On-Demand is a valuable and welcome new feature that helps you access all your files in OneDrive without having to download all of them and use storage space on your device.

With Files On-Demand your files will be stored online, but you will browse through them and open them using File Explorer on your computer, exactly like you do now with the files on your hard drive.

Your files will have these statuses in File Explorer:



Online-only files don't take up space on your computer. You see a cloud icon for each online-only file in File Explorer, but the file doesn't download to your device until you open it. You can't open online-only files when your device isn't connected to the Internet.



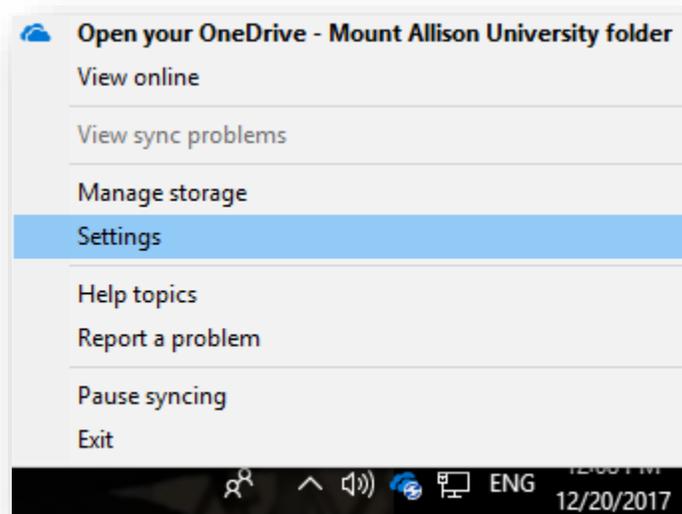
When you open an online-only file, it downloads to your device and becomes a **locally available file**. You can open a locally available file anytime, even without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select “Free up space.”



Only files that you mark as "**Always keep on this device**" have the green circle with the white check mark. These always available files download to your device and take up space, but they're always there for you even when you're offline.

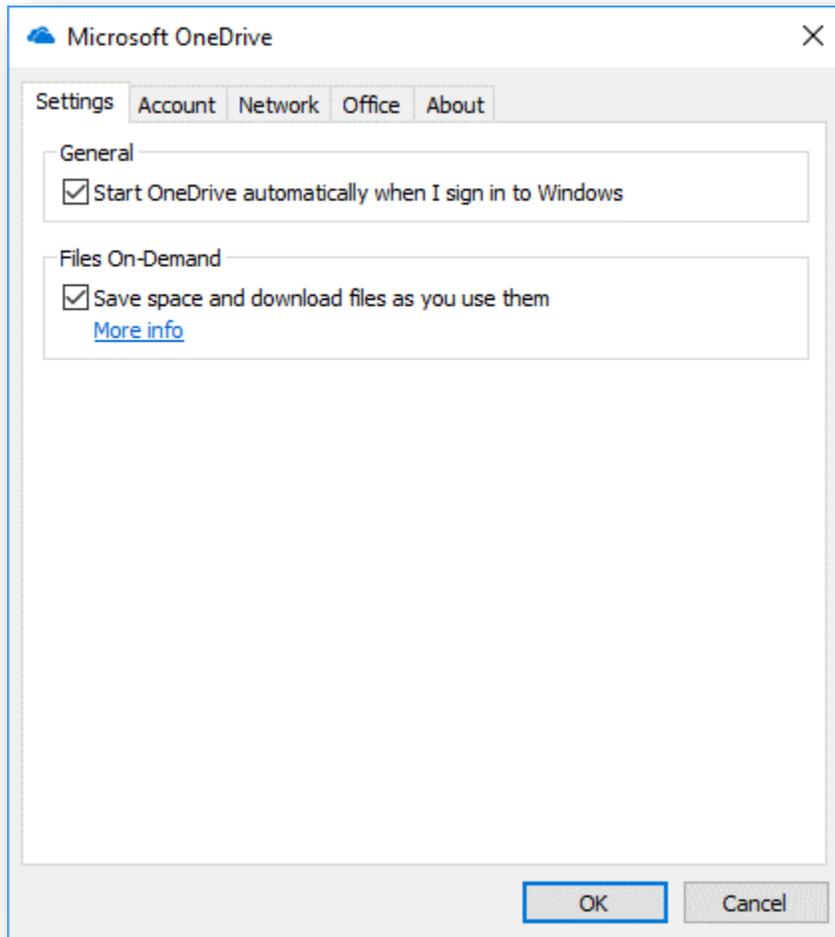
Turn on Files On-Demand

1. OneDrive Files On-Demand is not turned on by default.
2. Right-click on the OneDrive icon in the taskbar and click on **Settings**.



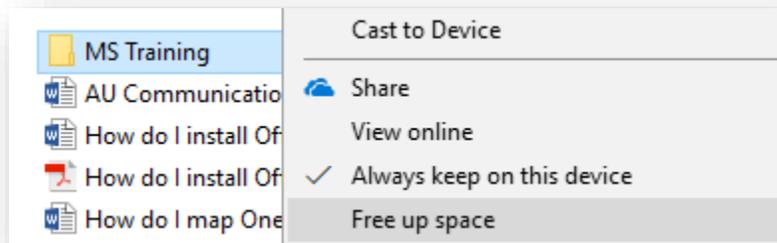
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3. If you have the updated version of Windows and OneDrive, On the **Settings** tab, select the **Save space and download files as you use them** box.



Mark a file or folder for offline use or as online-only

1. Right-click a file or folder.
2. Select one of the listed statuses: View online, Always keep on this device or Free up space.



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Questions about Files On-Demand

Q: Why don't I see the Files On-Demand options in OneDrive settings?

A: OneDrive Files On-Demand requires Windows 10 Fall Creators Update (version 16299.15 or later) and OneDrive build 17.3.7064.1005 or later.

Q: Does changing a file to online-only delete the file from my OneDrive?

A: No, changing a file to online-only doesn't delete it from your OneDrive. The file no longer takes up space on your device, and you will still be able to see the file from OneDrive mobile apps or on the website.

Q: Can I move online-only files within my OneDrive folder?

A: Yes, you can move online-only files within your OneDrive folder for that OneDrive account. When you move files outside that OneDrive folder, the files download to the new folder and are removed from your OneDrive. If you accidentally delete something, you can restore files or folders by going to your OneDrive recycle bin.

Q: Can I use desktop search to find online-only files?

A: Yes, desktop search can search for online-only files by name, but it cannot search the contents within online-only files because they aren't stored on the device.

Check this [Microsoft website](#) for more details.