## One Drive -Setup for "Files on Demand" Save time and Space Feature on Mac Devices For Mojave or Higher

| After setting up your <b>OneDrive</b> on the<br>iMac computer, to your documents or<br>prefer folder, the <b>Black cloud</b><br><b>OneDrive.app</b> will mount on the top<br>right corner of your <b>Apple iMac or</b><br><b>Laptop.</b><br>Tap on the <b>OneDrive-icon</b> , and the<br>menu will appear. |   |
|--|---|
|  | Files On-Demand Is All Set Up<br>Your files are available on demand to save<br>space.   |
| <b>Scroll</b> to the right bottom of the menu<br>and tap on the <b>Help &amp; Settings icon</b> .<br>Next, tap on the <b>Preferences</b> .   | Open OneDrive – Siena Heights University Folder   Preferences   View Online   Pause Syncing   Get Help   Send Feedback   Quit OneDrive   Open Folder   View Online   View Online   Pause Syncing   View Online   Send Feedback   Quit OneDrive   View Online   Help & Settings              |
| From the <b>Preferences menu</b> , <b>Default</b><br><b>setting: Files on Demand</b> is already<br>set, and saves space on the hard drive<br>of the computer you are using on<br>campus.   | Preferences   Preferences   Account Natwork   Office About   General Open at Login   © Hide Dock icon Warn me before many files I deleted are removed from the cloud   Save screenshots to OneDrive Files On-Demand   Files On-Demand Files On-Demand   Files On-Demand Manage Blocked Apps |