One Drive "Files on Demand"
Save Time, and Space feature for Windows Devices

FOD Apple Devices

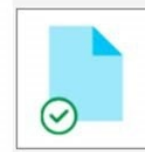| File Status Information	
White cloud with blue borders icon Indicates that the file is **only** available when connected to the internet. **White icon with green borders and checkmark icon** Files with this status badge mean the files are available offline, you can open them **without an internet connection, and they take over local storage space**. **Solid green with a white checkmark icon** This badge is only on files marked as "**Always keep green check files on this device**," which are always available.	File status icons in OneDrive: Online only Locally available Always available
Enabling or disabling Files on Demand Tap on the blue cloud in the bottom right 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.**	