

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

FOD for 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 are available offline, you can open them **without an internet connection, and they accept local storage space.**

Solid green with a white checkmark icon

This badge is only on files that you have marked as "**Always keep on this device,**"

File status icons in OneDrive:



Online only



Locally available



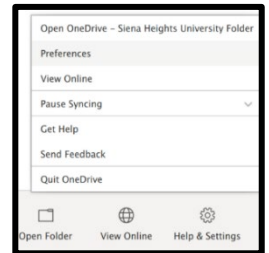
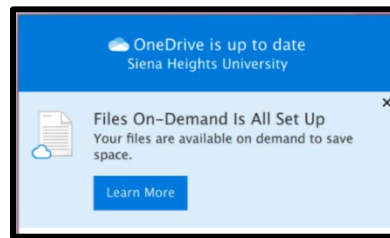
Always available

After setting up your **OneDrive** on the iMac computer, to the default location, the **Black Cloud OneDrive.app** will mount on the **top right corner** of your **Apple iMac or Laptop.**



Tap on the **OneDrive icon**, and the menu will appear.

Scroll to the right-bottom of the menu and tap on the **Help & Settings icon**. Next, tap on the **Preferences.**



From the **Preferences menu**, the **Default setting: Files on Demand recommended, is the button to select.** Upon tapping on the button, another menu appears. Tap on the **O.K. button.**

