

## File Status in OneDrive Sync Client

Your files will display in the File Explorer folder with the following statuses:

### Online-only

The blue cloud icon next to a OneDrive file or folder indicates that the file is available online. Online files do not take up storage space on your device. Notice you will see a cloud icon for each online-only file in your File Explorer folder.

**Note:** The file is not downloaded to your device until you open it. When you open an online-only file, it will download it to your device. You cannot open online-only files when your devices are not connected to an internet connection.

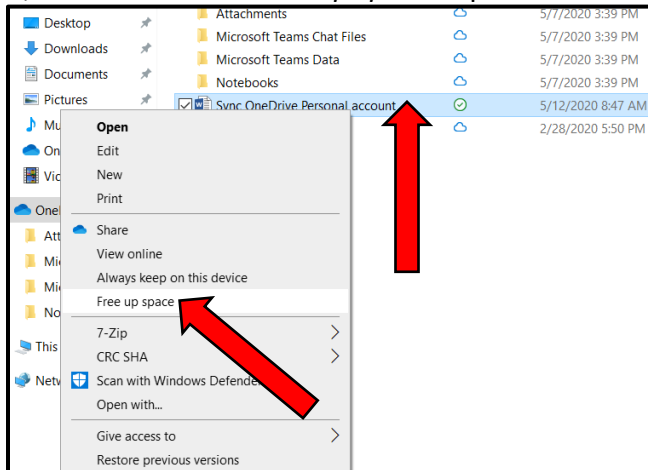
|                            |   |                  |             |
|----------------------------|---|------------------|-------------|
| Attachments                | ☁ | 5/7/2020 3:39 PM | File folder |
| Microsoft Teams Chat Files | ☁ | 5/7/2020 3:39 PM | File folder |
| Microsoft Teams Data       | ☁ | 5/7/2020 3:39 PM | File folder |
| Notebooks                  | ☁ | 5/7/2020 3:39 PM | File folder |

### Available on this device

The circle with the check mark next to a file indicates that the file will be available locally now, which means you can open the file from your File Explorer folder, without having internet access.

|                                |   |                   |                              |
|--------------------------------|---|-------------------|------------------------------|
| Attachments                    | ☁ | 5/7/2020 3:39 PM  | File folder                  |
| Microsoft Teams Chat Files     | ☁ | 5/7/2020 3:39 PM  | File folder                  |
| Microsoft Teams Data           | ☁ | 5/7/2020 3:39 PM  | File folder                  |
| Notebooks                      | ☁ | 5/7/2020 3:39 PM  | File folder                  |
| Sync OneDrive Personal account | ☑ | 5/12/2020 8:47 AM | Microsoft Word D... 7,971 KB |
| www.rccc.edu                   | ☁ | 2/28/2020 5:50 PM | Internet Shortcut 1 KB       |

To make the file an online-only file again, right-select the icon with the circle and check mark in it, then select the "Free up space" option.



The file will be marked as online-only file again.

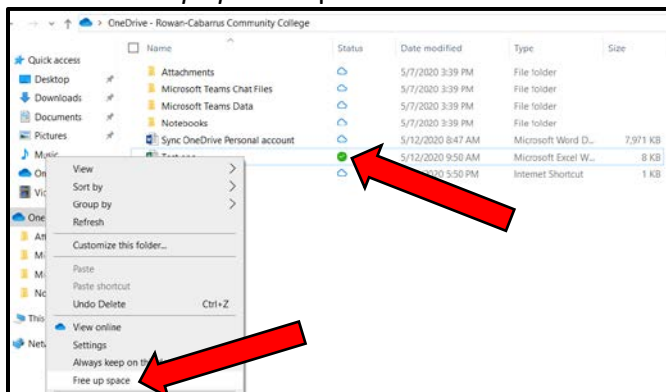
| Name                           | Status | Date modified     | Type                | Size     |
|--------------------------------|--------|-------------------|---------------------|----------|
| Attachments                    | ☁      | 5/7/2020 3:39 PM  | File folder         |          |
| Microsoft Teams Chat Files     | ☁      | 5/7/2020 3:39 PM  | File folder         |          |
| Microsoft Teams Data           | ☁      | 5/7/2020 3:39 PM  | File folder         |          |
| Notebooks                      | ☁      | 5/7/2020 3:39 PM  | File folder         |          |
| Sync OneDrive Personal account | ☁      | 5/12/2020 8:47 AM | Microsoft Word D... | 7,971 KB |

### Always keep on this device

Files you mark as always on this device have a circle filled in green with a check mark. These always available files are downloaded to your device and take up storage space, but will always be there for you to work on offline if you do not have an internet connection.

| Name                           | Status | Date modified     | Type                 | Size     |
|--------------------------------|--------|-------------------|----------------------|----------|
| Attachments                    | ☁      | 5/7/2020 3:39 PM  | File folder          |          |
| Microsoft Teams Chat Files     | ☁      | 5/7/2020 3:39 PM  | File folder          |          |
| Microsoft Teams Data           | ☁      | 5/7/2020 3:39 PM  | File folder          |          |
| Notebooks                      | ☁      | 5/7/2020 3:39 PM  | File folder          |          |
| Sync OneDrive Personal account | ☁      | 5/12/2020 8:47 AM | Microsoft Word D...  | 7,971 KB |
| Test one                       | ☑      | 5/12/2020 9:50 AM | Microsoft Excel W... | 8 KB     |
| www.rccc.edu                   | ☁      | 2/28/2020 5:50 PM | Internet Shortcut    | 1 KB     |

To change a file from always on this device to an online-only file, right-select the file, then select "Free up space" option.



The file displays as an online-only file again.

| Name                           | Status | Date modified     | Type                 | Size     |
|--------------------------------|--------|-------------------|----------------------|----------|
| Attachments                    | ☁      | 5/7/2020 3:39 PM  | File folder          |          |
| Microsoft Teams Chat Files     | ☁      | 5/7/2020 3:39 PM  | File folder          |          |
| Microsoft Teams Data           | ☁      | 5/7/2020 3:39 PM  | File folder          |          |
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