## Manage Sync settings with OneDrive

### Save disk space with OneDrive Files On-Demand for Windows 10

**Save space with OneDrive**

With OneDrive Files On-Demand, you can:

- Save space on your device by making files online only
- Set files and folders to be always available locally on your device
- See important information about files, such as whether they are shared
- See thumbnails of over 300 different file types even if you don't have the required application installed to open it

Your files will have these statuses in File Explorer:

| | |
|---|---|
|  | A blue cloud icon next to a OneDrive file or folder indicates that the file is only available online. *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." With Storage Sense turned on, these files will become online-only files after the time period you've selected. |
|  | 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**

Files On-Demand works with all the apps you use today, including Windows desktop apps and apps from the Windows Store. Furthermore, Files On-Demand works with all your personal and work files from OneDrive, SharePoint in Microsoft 365, and SharePoint Server 2019 team sites.

1. Make sure you're signed in to OneDrive on your device.
2. Select the white or blue **OneDrive** cloud icon in the Windows taskbar notification area.

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(You might need to click the **Show hidden icons** arrow ⌃ next to the notification area to see the **OneDrive** icon. If the icon doesn't appear in the notification area, OneDrive might not be running. Select **Start**, type **OneDrive** in the search box, and then select **OneDrive** in the search results.)

3.  Select ⚙ **Help & Settings** > **Settings**.
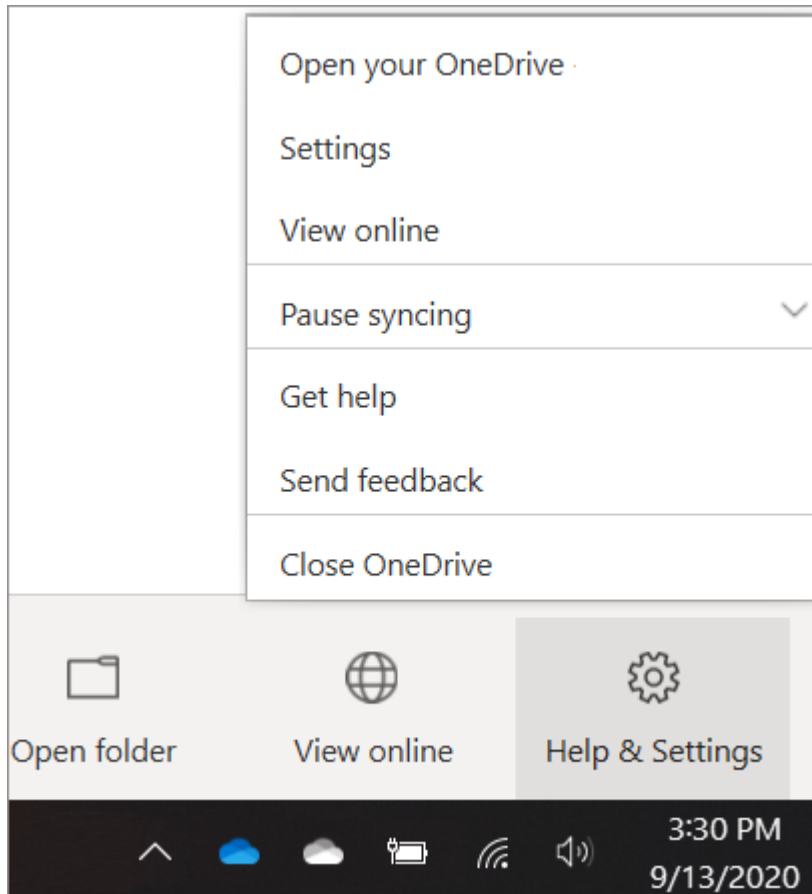


4.  On the **Settings** tab, select the **Save space and download files as you use them** box.

**Notes:**

▪   Files On-Demand settings are unique to each device, so make sure you turn it on for each device where you want to use it.

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

1.  Right-click a file or folder.

2.  Select **Always keep on this device** or **Free up space**.

**Notes:**

- New files or folders created online or on another device appear as online-only to save maximum space. However, if you mark a folder as "Always keep on this device," new files in that folder download to your device as always available files.
- If a folder is online-only, you can still mark individual files within that folder as always available.
- 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.

**Choose a folder to hide on your device**

Sometimes you might want to make sure a folder doesn't show up on a device for privacy reasons. For example, you might want to hide a personal folder on a work computer. Here's how you do that.

1.  Select the white or blue **OneDrive** cloud icon in the Windows taskbar notification area.

(You might need to click the **Show hidden icons** arrow ∧ next to the notification area to see the **OneDrive** icon. If the icon doesn't appear in the notification area, OneDrive might not be running. Click **Start**, type **OneDrive** in the search box, and then click **OneDrive** in the search results.)

2.  Select ⚙ **Help & Settings** > **Settings**.
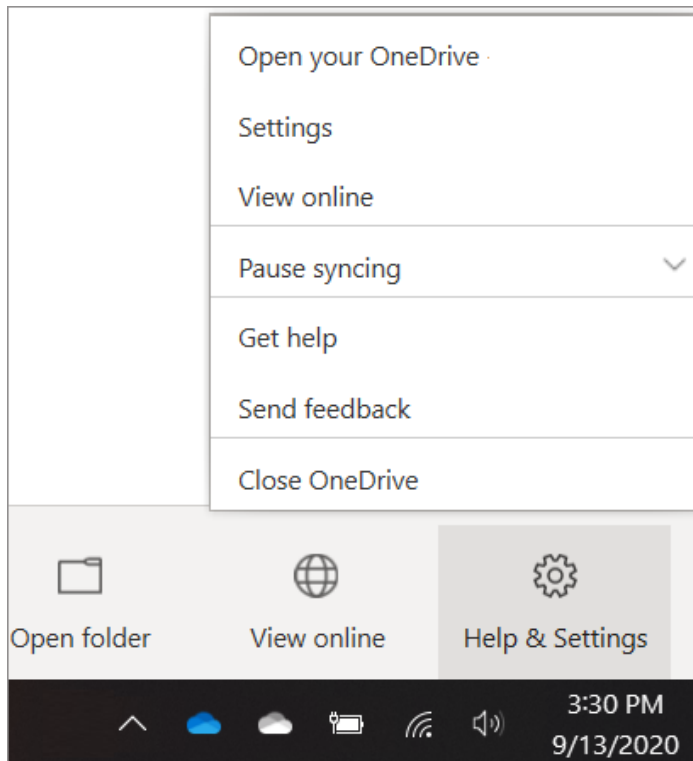
3. Next to the location where you want to choose folders, select **Choose folders**.
4. Clear the check box next to the folder you want to keep off this device.

**Important:** Files On-Demand settings are unique to each device, so you may need to do this on each device where you want to keep a folder hidden.

**Files On-Demand and deleting files**

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

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.

With your files and folders in the OneDrive cloud backup, if you accidentally delete something, you can restore them from your OneDrive recycle bin.

**What happens if I delete a file or move it to the trash?**

When you delete an online-only file from your device, you delete it from your OneDrive on all devices and online. You can restore deleted files and folders from your OneDrive recycle bin on the web for up to 30 days for items stored in OneDrive personal (when you're signed in with a Microsoft account), or for up to 93 days for items stored in OneDrive for work or

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school or SharePoint in Microsoft 365 (when you're signed in with a work or school account). If you delete a locally available file, it also appears in your device recycle bin.

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

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.

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

First, make sure you don't have Windows Information Protection (WIP), previously known as enterprise data protection (EDP) configured on your computer. Files On-Demand is not yet supported when WIP is enabled.

If you aren't seeing the Files On-Demand options, the latest version of OneDrive hasn't rolled out to you yet. Here's how to get the latest version of OneDrive.

1. Make sure you're running Windows 10 Fall Creators Update (version 16299.15 or later).
2. Download and install the latest version of OneDrive that's rolling out with the Windows 10 Fall Creators Update.
3. Restart your computer.
4. After your computer restarts, select the **Start** button, search for "OneDrive", and then select the **OneDrive** desktop app.
5. When OneDrive Setup starts, enter your personal account, or your work or school account, and then select **Sign in**.
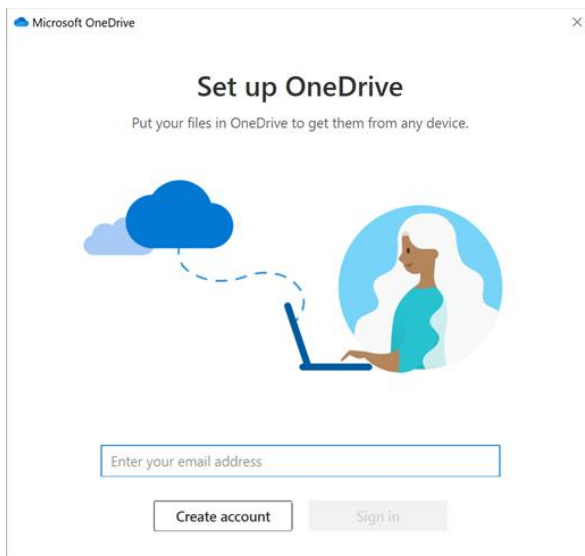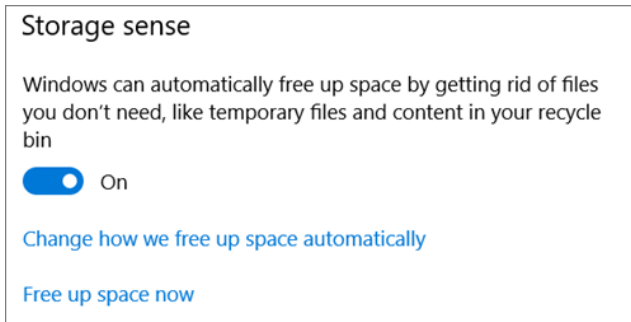
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**Use OneDrive and Storage Sense in Windows 10 to manage disk space**

**Turn on Storage Sense**

1. Select the Start Menu, and search for **Storage settings**.
2. Under **Storage**, turn on Storage Sense by shifting the toggle to **On**.

Storage sense

Windows can automatically free up space by getting rid of files you don't need, like temporary files and content in your recycle bin

⬤▬ On

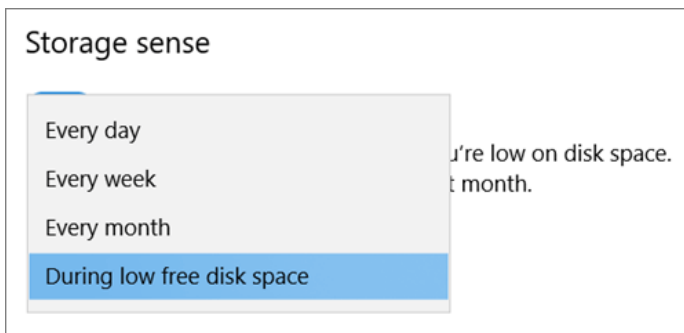Change how we free up space automatically

Free up space now

Any files that you haven't used in the last 30 days can be set to online-only when your device runs low on free space. Storage Sense will only set files to online-only until there's enough space freed for Windows to run smoothly, so you can keep your files available locally as much as possible.

**Set how often Storage Sense runs**

If you prefer, you can make Storage Sense run periodically instead of running only when the device is low on storage.

1. On the **Storage** page in **Settings**, select **Configure Storage Sense or run it now**.
2. From the drop-down menu, set how often you want Storage Sense to run.

Storage sense

Every day

Every week                                 u're low on disk space.
                                           t month.
Every month

During low free disk space

If you'd like Storage Sense to be more proactive in setting your OneDrive files to online-only, under the **Locally available cloud content** heading, change the default value in the drop-down menu. For example, if you choose to run Storage Sense every week and select a 14-day window for Files On-Demand, Storage Sense will run once a week and identify files that you haven't used in the past 14 days and make those files be available online-only.

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Locally available cloud content

Storage sense can free up space by removing unused cloud-backed content from your device.
Content flagged as "Always keep on this device" will not be affected.

Click here for more information

OneDrive - Personal
Content will become online-only if not opened for more than:

| Never | ⌄ |

**Note:** Files that you have marked to be always available are not affected and will continue to be available offline.

Self-activate when storage space is low

Storage Sense can now turn itself on when your device is low on storage space. Once activated, Storage Sense will intelligently run whenever your device runs low on storage space, and clear temporary files that your device and applications no longer need.

Storage Sense looks for and removes files such as, but not limited to:

- Temporary setup files
- Old indexed content
- System cache files
- Internet cache files
- Device driver packages
- System downloaded program files
- Dated system log files
- System error memory dump files
- System error minidump files
- Temporary system files
- Dated Windows update temporary files

If you'd like to clear even more space on your device, you can turn on the removal of old files in your Downloads folder.

**Note:** Downloads folder cleanup is *not* turned on by default.

Delete files in my Downloads folder if they have been there for over

| 60 days | ⌄ |

**Run Storage Sense now to clean up space**

1. On the **Storage** page in **Settings**, select **Configure Storage Sense or run it now**.
2. Under **Free up space now**, select **Clean now**.

Free up space now

If you're low on space, we can try to clean up files now using the settings on this page.

Clean now

3. Storage Sense scans your device for files that are safe to clean and cleans them off your hard disk .

Click to watch the "Use Storage Sense and OneDrive to manage space" video.
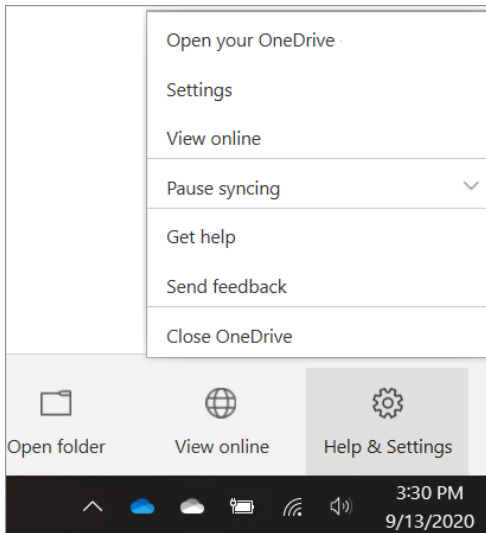
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### Change the OneDrive sync app upload or download rate

When you sync files by using the sync app, you can choose how much of your network bandwidth you use.

1. Select the white or blue OneDrive cloud icon in the Windows taskbar notification area.
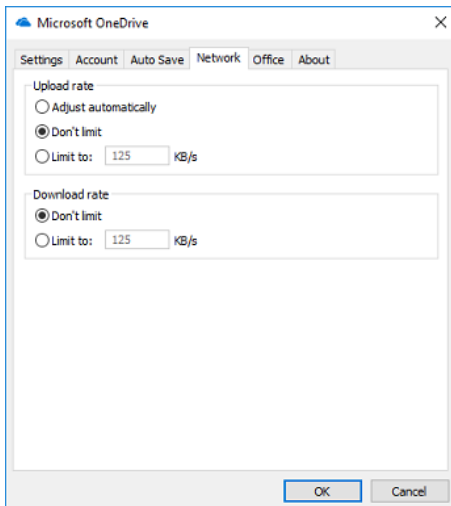
2. Select ⚙ **Help & Settings** > **Settings**.

(You might need to click the **Show hidden icons** arrow next to the notification area to see the **OneDrive** icon.)

3. Select the **Network** tab.

4. If you're syncing work or school files and don't see the **Network** tab, the settings are managed by your IT department.

5. Select an option under **Upload rate** and **Download rate**, and then select **OK**.

You can limit the upload and download throughput to a fixed rate (the minimum rate is 50 KB/sec, and the maximum rate is 100,000 KB/sec). The lower the rate, the longer it will take your files to upload and download. Instead of limiting upload throughput to a fixed rate, you can also set it to "Adjust automatically." This setting enables the OneDrive sync client (OneDrive.exe) to upload data in the background by only consuming unused bandwidth and not interfere with other applications using the network.

**Tips:**

- If you're on a slow network temporarily, you can pause syncing instead of setting limits on the upload and download rates. To do this, click the OneDrive icon in the notification area on your taskbar, select ⚙️ **Help & Settings** in the activity center, click **Pause syncing**, and then select how long you want to pause syncing.

- If you have large files to upload, try to do so when you're on a fast network.

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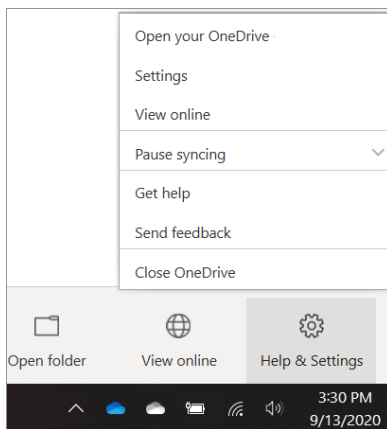### Choose which OneDrive folders to sync to your computer

If you don't want to sync all of your folders in OneDrive to your computer, you can specify which folders you'd like to sync.

1. Select the white or blue OneDrive cloud icon in the Windows taskbar notification area.



**Note:** You might need to select the **Show hidden icons** arrow ∧ next to the notification area to see the OneDrive icon.

2. Select ⚙ **Help & Settings** > **Settings**.



3. Select the **Account** tab, and select **Choose folders**.

4. In the **Sync your OneDrive files to this PC** dialog box, uncheck any folders you don't want to sync to your computer and select **OK**.
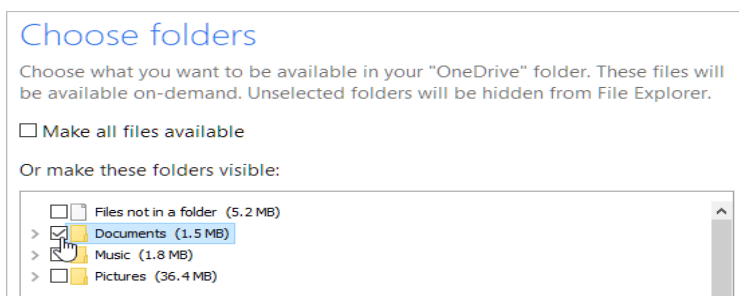


**Note:** You cannot add non-OneDrive folders (such as C: and D:)

- If you uncheck a folder you are syncing to your computer, the folder will be removed from your computer. The folder and its contents will still be available online.
- The sync settings you choose are unique to each computer unless you're syncing everything everywhere. Also, if you're choosing folders on two computers and you create a new folder on computer A that you want to sync to computer B, you'll need to go to computer B and select the new folder there.

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### Use Office applications to sync Office files that I open

With Office and OneDrive, you can co-edit and share files right in your Office apps, such as Word, Excel, PowerPoint, and Visio. The sync app and Office work together to sync documents in OneDrive and let you work with other people on shared documents at the same time.

For more information, please refer to the Microsoft training resource page HERE