OneDrive Document Syncing

Ministry of Central Services

This document answers questions about accessing your OneDrive files without having to download them all, knowing whether your OneDrive documents are synced and syncing other documents to your local computer.

1. What is Files on-Demand, and how does it work?

OneDrive Files On-Demand helps you access all your files in OneDrive without having to download them all and use storage space on your Windows device. On your computer, you can see the status of each file by the sync status icon associated with it:

A blue cloud icon next to a OneDrive file or folder indicates 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."

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.

2. How do I know if all of my OneDrive documents are synced?

Any documents stored in your OneDrive folder will automatically sync to your local computer.
   a. If you hover your mouse over the cloud in your system tray, you will see the following message:

   b. If your files are not yet synced, you will see small blue sync arrows on the cloud and if you hover your mouse over it you will see the following message:
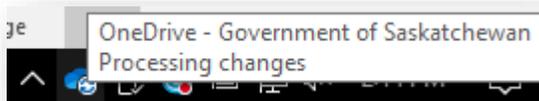
Saskatchewan

OneDrive Document Syncing

Last revised: January 2020
Last reviewed: January 2020
Next review: January 2021

Ministry of Central Services

This document answers questions about accessing your OneDrive files without having to download them all, knowing whether your OneDrive documents are synced and syncing other documents to your local computer.

3. How will I know if a specific file is synced?

Open File Explorer by pressing the [⊞] +E keys. You will notice a "green checkmark" ✅ on each file that is successfully synced.

As documents are in the process of syncing, instead of the green checkmark you will see blue "spinning arrows" 🔄 on the file until it's completed its sync.

4. How can I make my other documents also sync to my local computer?

Any documents that you save in OneDrive will be accessible from any device connected to the internet. If you wish to have any of these documents in OneDrive accessible on your GoS laptop when not connected to the GoS network, you will need to right click on those files or folders and select "Always keep on this device".