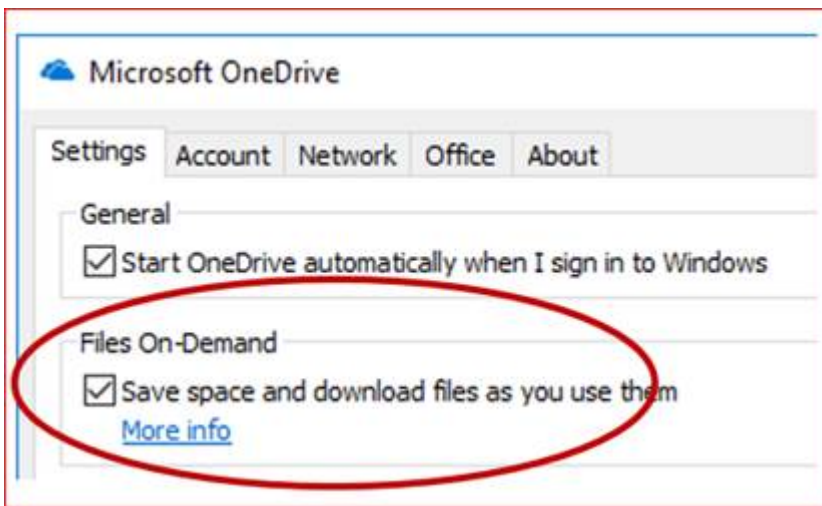


VANKIRK, ROBERT J.

From: HUNT, THOMAS
Sent: Monday, April 16, 2018 10:25 AM
To: _TECHNICAL SERVICES; _LIBRARY TECH EDUCATORS; _LIBRARY TECH TECHNICIANS; ,
SUPPORT CENTER
Subject: One Drive Sync Client - NEW Files On-Demand feature
Importance: High

Although some home users may have seen the new **Files On-Demand** feature in the One Drive sync client (it's been out for a few months), I just noticed that updates to D11's environment are now starting to enable this feature. In the One Drive sync client settings, there's a new option for **Files On-Demand/Save space and download files as you use them**:

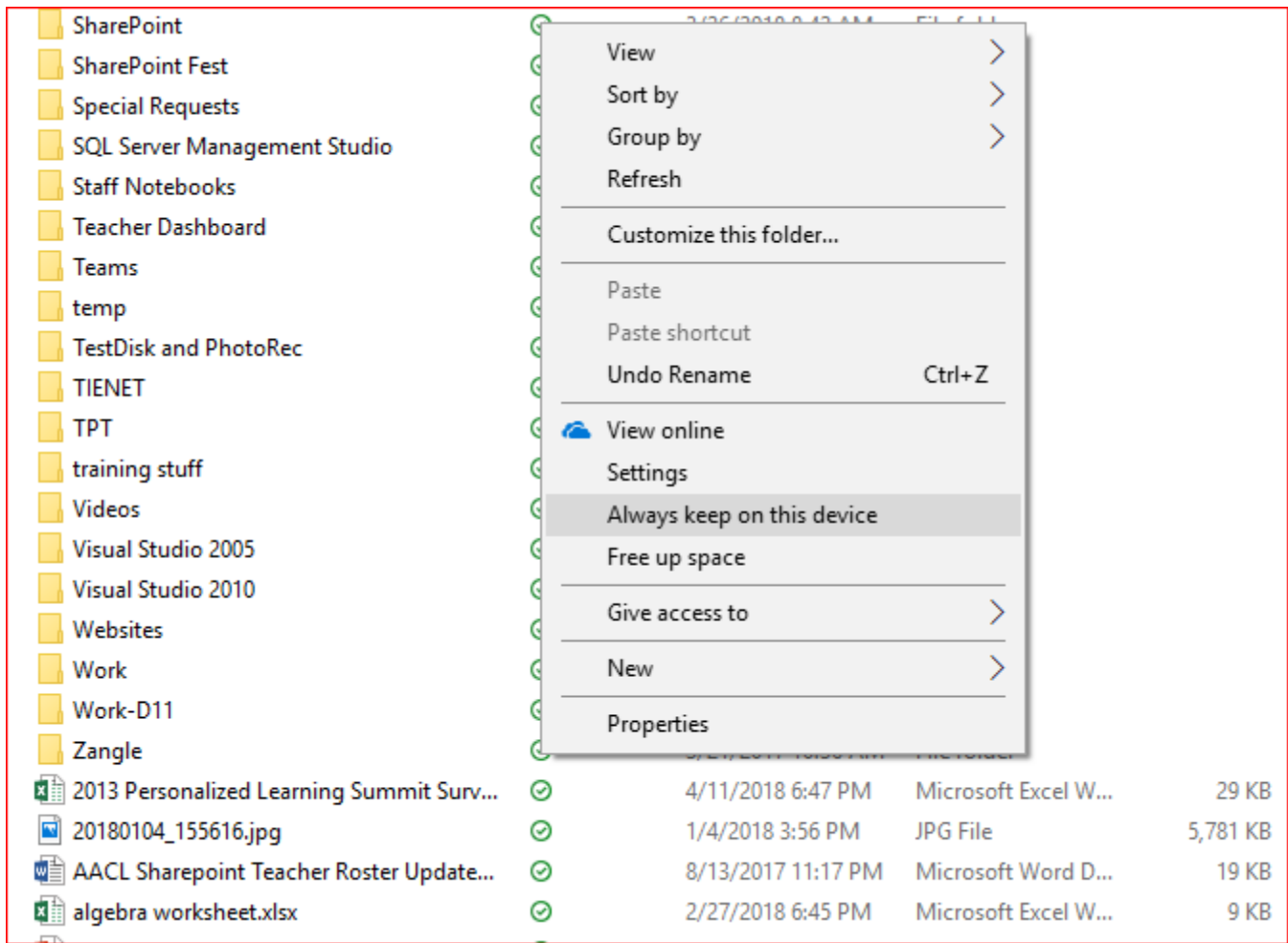


Unchecking the new Files On-Demand option above reverts to the "old" sync client, which always stores selected files/folders locally in the **One Drive – Colorado Springs School District 11** folder. Checking the box above (which seems to be the default!) gives One Drive sync client users the option to store One Drive files/folders on their local workstation OR leave them on the cloud with a link to download as needed. Why do users need to consider this?

Pros of storing content locally: Users can access One Drive content *regardless* of internet connectivity. One Drive files stored in the Microsoft cloud are automatically backed up and continuously synced to the local hard drive when there's an internet connection.

Cons of storing content locally: Files and folders take up hard drive space.

The *right-click* options for the **One Drive – Colorado Springs School District 11** and content in it are illustrated in the screenshot below:

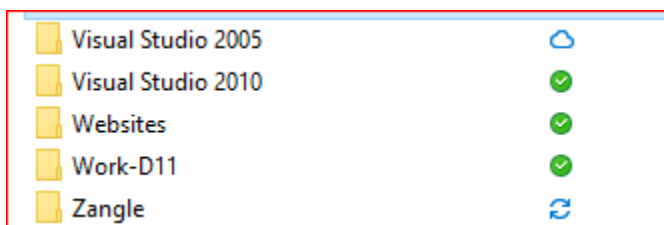


Always keep on this device does just that (and mimics the way the sync client has worked in the past). It is symbolized by a green check mark.

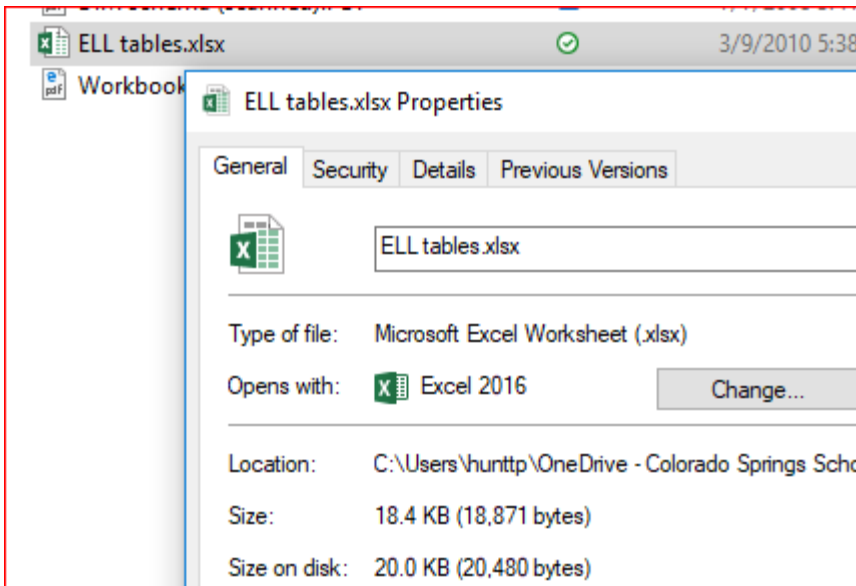
Free up space will show a link to the file/folder in File Explorer with a blue cloud icon next to the file, but the file/folder is actually stored in the cloud. Users can click the link to the file/folder, which will essentially download a copy to their local workstation from which the user can now open, edit, etc. *Note: Once the user opens a file, it is now stored locally. The user will need to right-click then select **Free up space** to restore the link to the file rather than store the file on the local workstation.*

The icon with the *two curved blue arrows* indicates the file/folder is being processed: It could indicate the file is being downloaded if **Always keep on this device** has been selected, or it may indicate the file is being removed from local storage and replaced by a link if **Free up space** has been selected.

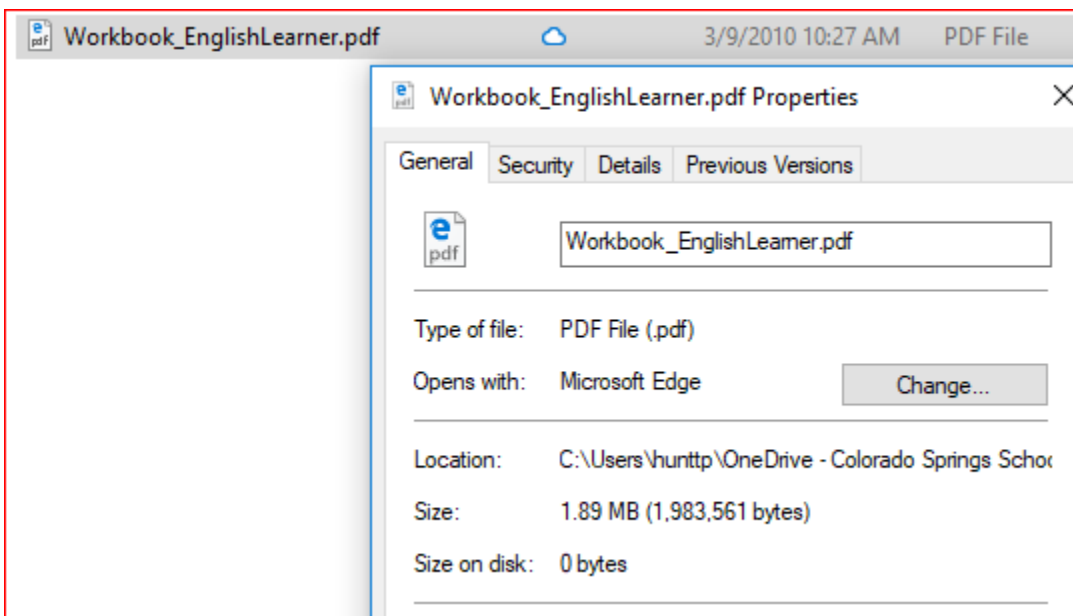
Here's a screenshot to help visualize what the new Files On-Demand feature looks like in File Explorer:



Notice that the file *ELL tables.xlsx* below has the green check mark and is actually using disk space:



In this screenshot, the file *Workbook_EnglishLearner.pdf* is stored in the cloud, so essentially is not using disk space:



Note: It's very easy to accidentally select either **Always keep on this device** or **Free up space** for all your One Drive files by right-clicking without actually selecting a file/folder. To avoid this, users need to *make sure the file/folder is highlighted before right-clicking* and making a selection.

Here's an excellent (and short) video by Microsoft for the Files On-Demand feature:

<https://support.office.com/en-us/article/Learn-about-OneDrive-Files-On-Demand-0E6860D3-D9F3-4971-B321-7092438FB38E>

Let me know if you have questions, etc.

Tom