

ENABLING ONEDRIVE FILES ON-DEMAND



SUMMARY

The OneDrive Files On-Demand features allows you to initially synchronize only the list of files available in a synchronized SharePoint or Teams site, and OneDrive will automatically download files on-demand when you attempt to access them.

This document walks you through how to enable this feature on Windows.

Updated: January 11th, 2021

PREREQUISITES

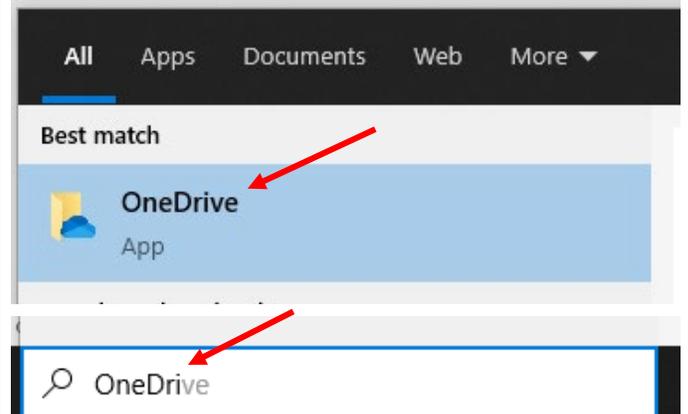
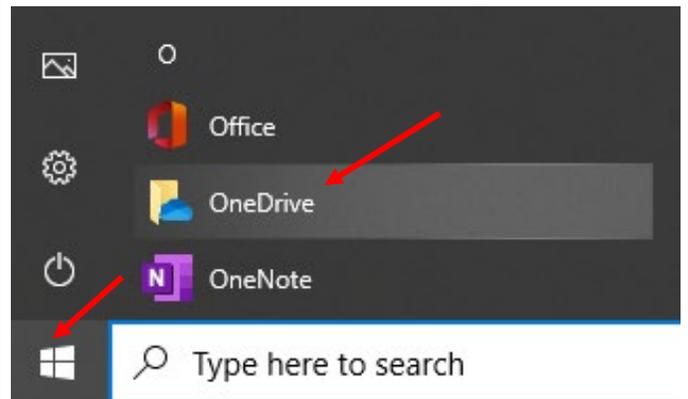
- Microsoft OneDrive needs to be installed and running on your device, and authenticated with your Fullerton College FCNet credentials

INSTRUCTIONS:

1. Confirm that Microsoft OneDrive is running on your computer by looking for the blue cloud icon on your task bar



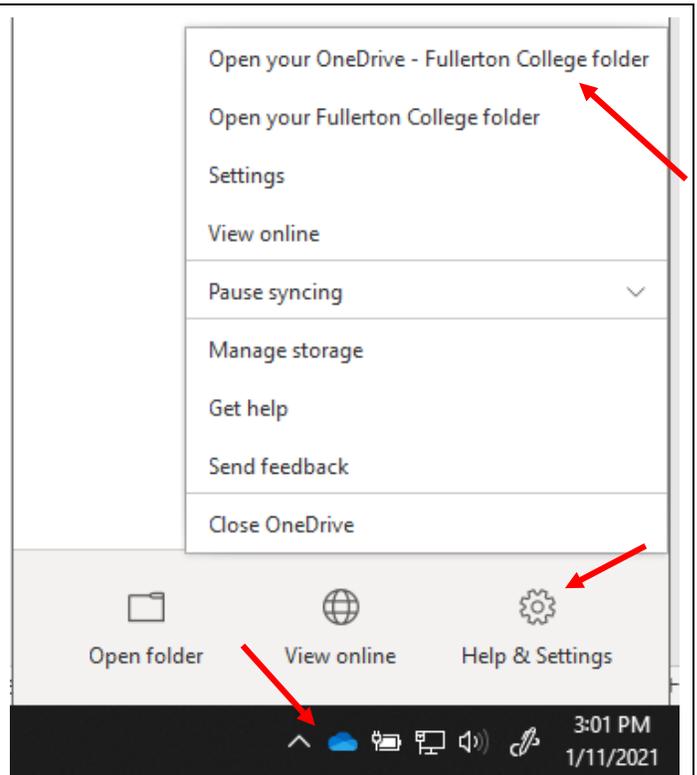
2. If the OneDrive icon is not present, you can start Microsoft OneDrive you can start OneDrive via the Windows Menu or by searching for it on the Windows Toolbar.



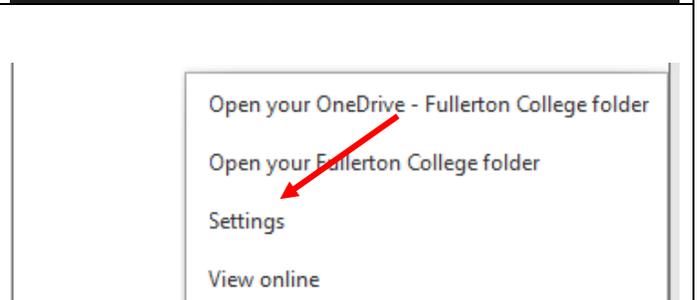
3. Confirm that OneDrive is running with your Fullerton College FCNet Credentials:

- a. Click on the blue cloud icon
- b. Click on "Help & Settings"
- c. You should see "Fullerton College folder" mentioned at the top of the menu.

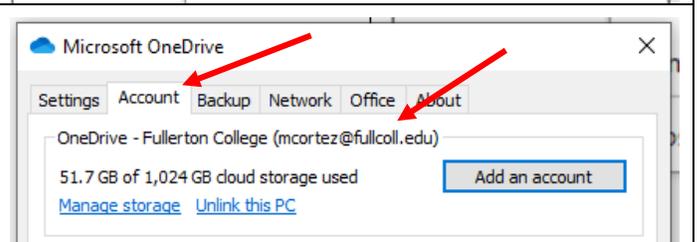
If you do not see Fullerton College mentioned, then OneDrive is not currently connected to your Fullerton College account. Contact the Academic Computing Technologies Help Desk for assistance in connecting OneDrive with your FCNet account.



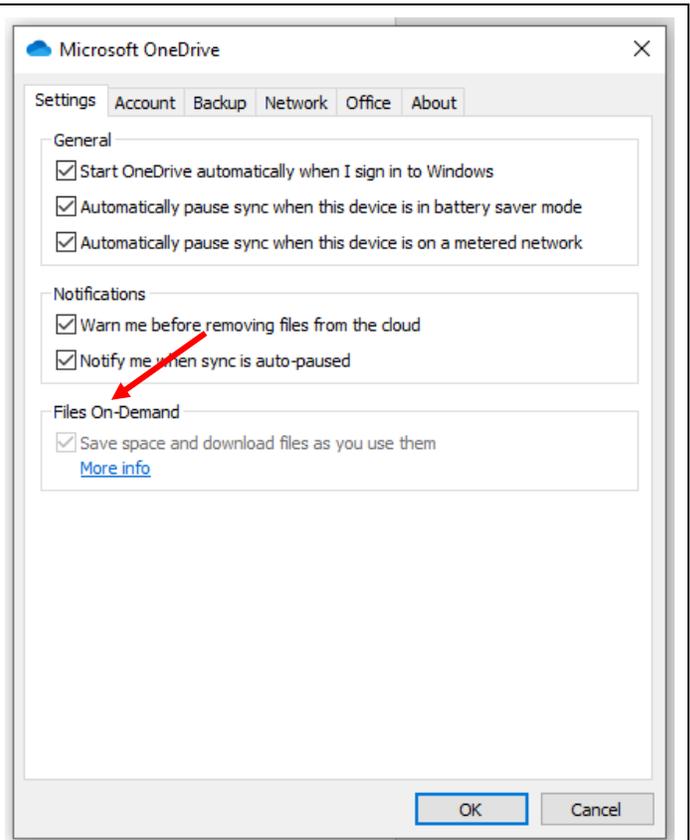
4. Click on Settings



5. You can confirm the specific account that is being used by clicking on the Accounts tab.



6. Go to the Settings Tab
7. Confirm that the check box for “Save space and download files as you use them” is selected.
8. Click Ok



ADDITIONAL INFORMATION AND SUPPORT

OneDrive should now use the Files On-Demand feature when synchronizing the contents of your SharePoint and Teams document libraries.

If you encountered any difficulties while following these directions, if you have any questions, or would like additional information, please visit the FCNet website at <https://fcnet.fullcoll.edu> or contact the Academic Computing Technologies (ACT) Help Desk via email at helpdesk@fullcoll.edu or by calling 714-992-7111