
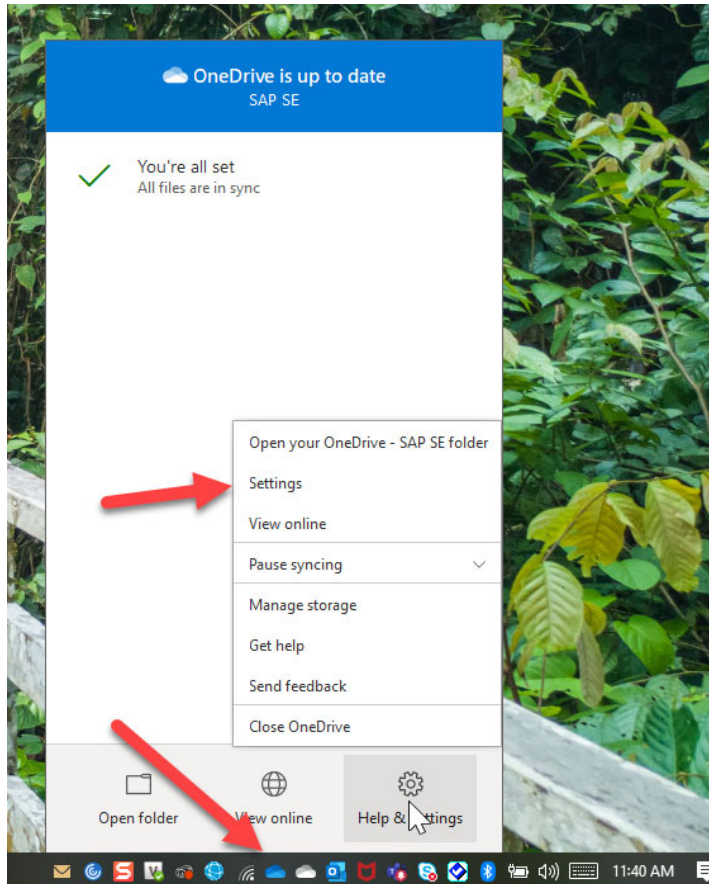



## HOW TO MAKE A SHAREPOINT LOCATION APPEAR IN FILE EXPLORER

### Task 1: Turn on “Files On-demand”

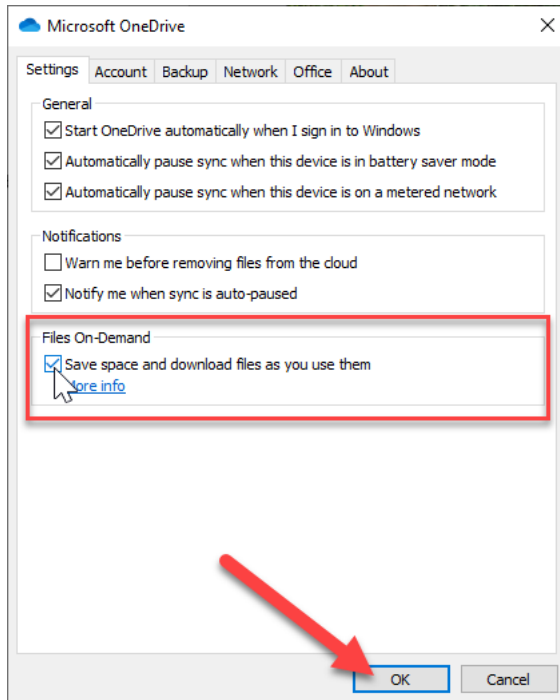
This step is crucial to ensure that the entire SharePoint folder structure and all files are not copied onto your local drive. Files On-demand will only download the files that you are using.

1. Open your OneDrive settings by right-clicking the One Drive icon (you may have a blue one and/or a white one) in your Windows taskbar notification area and selecting  **Help & Settings > Settings**:



NOTE: (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.). If you have more than one OneDrive folder, you may want to change this setting for all of them. For me, the right one is “One Drive – SAP SE” rather than “OneDrive – Personal” because the ACC SharePoint was shared with my sap.com email address.

2. Make sure the “Files On-Demand” checkbox is checked and click “OK”



## **Task 2: Select Folders to Sync to your File Explorer**

Select the file location(s) you wish to sync to your local drive and appear in your File Explorer.

1. **ENSURE YOU HAVE COMPLETED TASK 1**
2. Navigate to the “ACC Greater Philadelphia Chapter” SharePoint site:  
<https://accglobal.sharepoint.com/sites/ACCGreaterPhiladelphiaChapter/> - sign in if necessary.
3. Scroll to the “Documents” section to see the Chapter files:

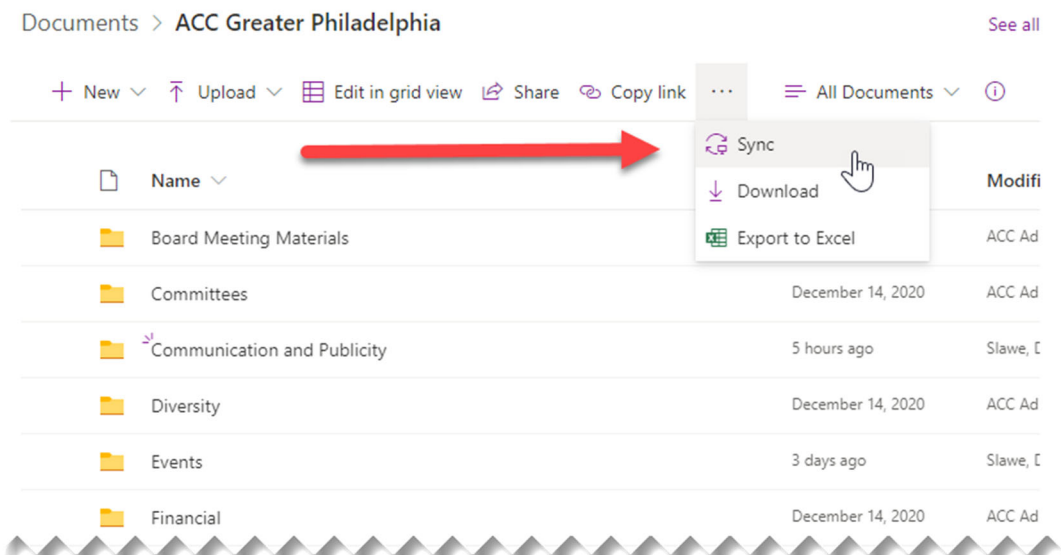
**Documents** See all

+ New ↑ Upload ⌂ Edit in grid view ↻ Sync ⋮ ≡ All Documents ?

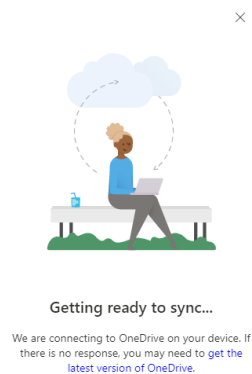
Name	Modified	Modifi
ACC Greater Philadelphia	December 14, 2020	ACC Ad
2021 Lapsed Member Letter with In-transition and Retired Reference from ...	4 days ago	ACC Gre
2021 New Member Welcome Letter from Lisa-FINAL.docx	4 days ago	ACC Gre

4. Select the “ACC Greater Philadelphia” folder or a subfolder to which you have been granted access (e.g. “Committees”)

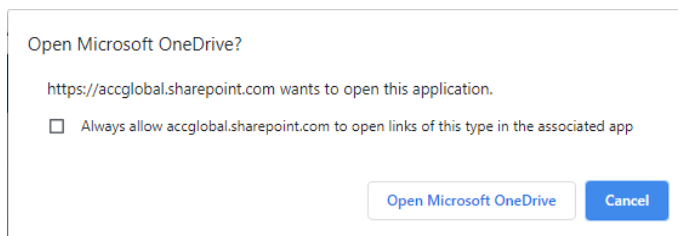
5. Once you are in the folder you want to sync, click “Sync”, which may be behind the ellipsis:



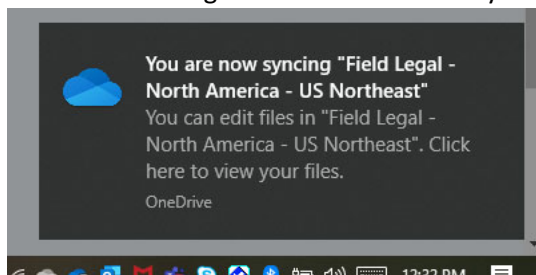
6. You will see a message saying “Getting Ready to Sync” and indicating that you might need to download the latest version of OneDrive.



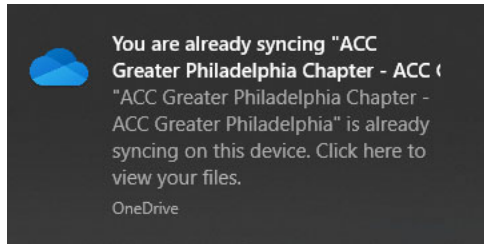
7. If a pop-up appears asking you to allow SharePoint to open OneDrive, click the button “Open Microsoft OneDrive”:



8. You should now get a confirmation that your folder is syncing:

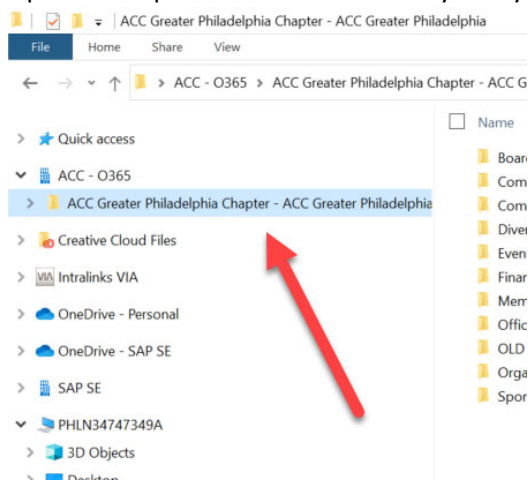


(sorry this screen cap is from my work SharePoint – yours will say “You are now syncing ACC Greater Philadelphia Chapter”) like this:



### **Task 3: Confirm folders appear in your File Explorer**

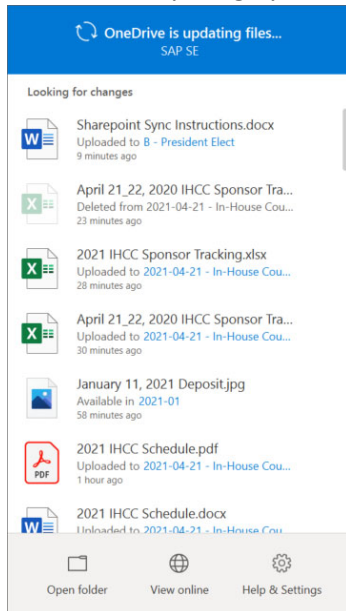
1. Open File Explorer and confirm that your synced folders appear under a new “SAP SE” Location:



TIP: To make this folder (or a favorite subfolder) easier to find, right-click on a the folder and select “Pin to Quick access”. The folder will appear at the top of the navigation page in the “Quick access” area.

2. Wait patiently. Due to the number of files, it may take some time for the actual files to appear, even with Files On-demand enabled. Don’t worry if it says “This Folder is Empty” at first. You

can see files syncing by clicking on your OneDrive icon again:



3. Assuming you have properly enabled Files On-demand, files and folders 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.

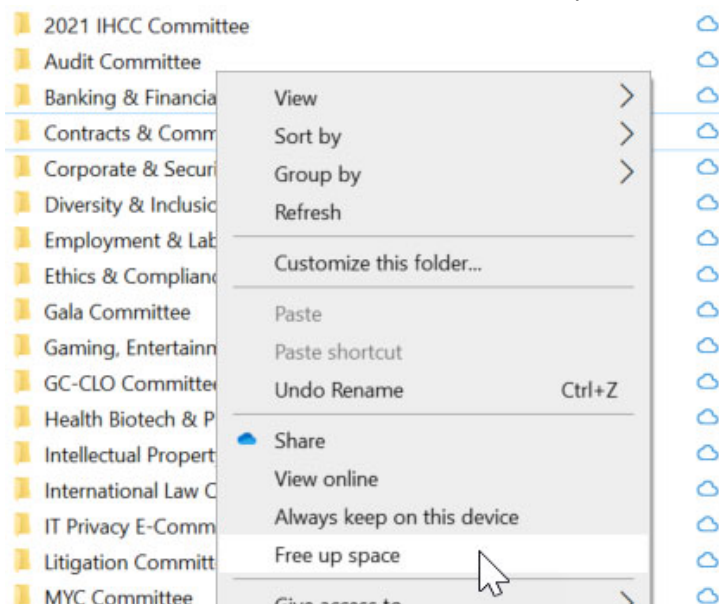
#### **Task 4: Mark files or folders for offline use or as online-only**

1. Because files are not stored on your computer, you will only be able to access most files if you are connected to the internet. If you would like to ensure that certain files or folders (for example those related to a particular committee or event) are always accessible, you can mark them for "offline use" and they will always be downloaded.

2. To mark a file or folder as available for offline use, right click the file or folder and select “Always keep on this device”



3. When you no longer need those files or folders on your computer, click “Free up Space” and those files or folders will be available online-only



4. Some notes about Files On-demand:
  - a. 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.
  - b. If a folder is online-only, you can still mark individual files within that folder as always available.
  - c. 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