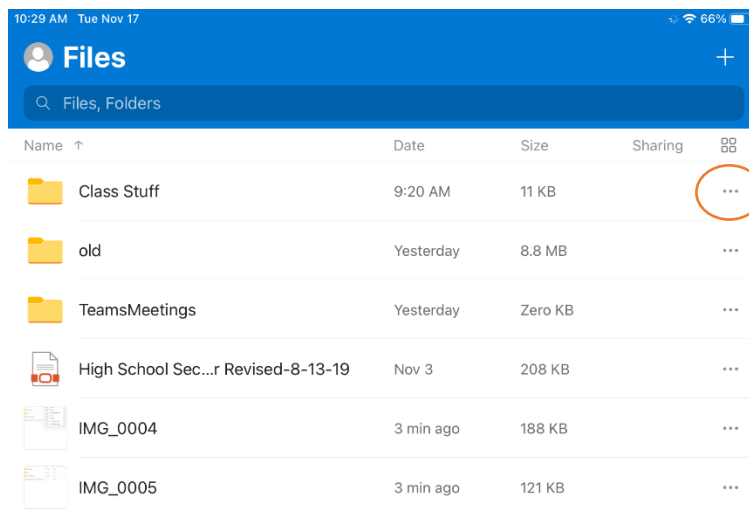# Making Content Available Offline – OneDrive iOS

JSASD Technology Department

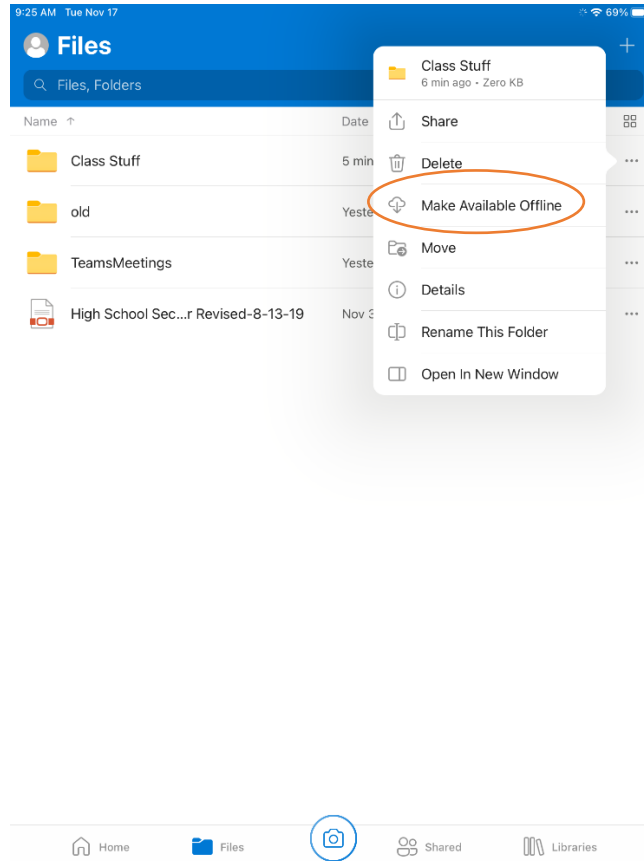Created **11-17-2020** by *Levi Cramer*
Last Updated **11-17-2020** by *Levi Cramer*

OneDrive storage is a cloud-based storage system meaning you typically need internet access to access your files. This can pose an issue with students/teachers that do not have an internet connection or might be going somewhere that does not have an internet connection. This guide will show how to make specific folders available offline allowing you to access them without an internet connection.
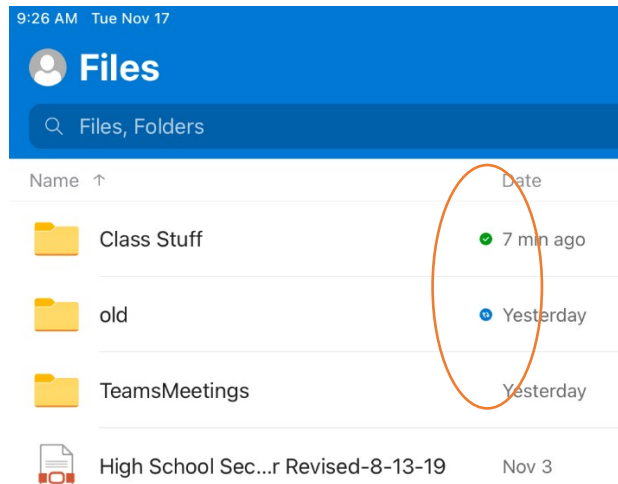
1) Open the OneDrive app and browse to the folder that you wish to make available offline.
2) Select the 3 dots on the far right of the folder.

3) Select "Make Available Offline"

4) OneDrive will begin to download all content within the folder making it available without an internet connection. You may have noticed new icons that appear next to the folders. An explanation of what each file means can be found below.

OneDrive Offline Content icon Meaning

-- Files marked with this icon are files that are "Always kept on the device". Meaning they are downloaded locally and do not require an internet connection.

-- Files marked with this icon are files that are actively syncing from the internet to be made available offline. Once the sync is down the file will be marked with the above icon signifying that it is now available offline.

-- Files marked with this icon are files that are stored in the cloud. These files WILL NOT be available offline.

Extra Help

Microsoft Guide for making content available offline:

https://support.microsoft.com/en-us/office/read-files-or-folders-offline-in-onedrive-for-ios-60ffb5d6-ac87-4bea-b142-01f301b22e4c

Microsoft Guide for Syncing Symbols:

https://support.microsoft.com/en-us/office/what-do-the-onedrive-icons-mean-11143026-8000-44f8-aaa9-67c985aa49b3

Revision History
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