

Shared Folder Icons Status



Blue Cloud Icon

File is only available *online*. Online-only files do not take up space on your computer



Sync Pending arrows with OneDrive icon

File sync is in progress. This includes when you are uploading files, or when OneDrive is syncing new files from the cloud to the PC



People Icon next to File or Folder

File or folder has been shared with other people



Green Tick Icon

File resides in the cloud and *temporarily* on the PC. It downloads to your devices and becomes a locally available file. You can open a locally available file anytime, even without Internet access



Solid Green Circle with White Tick

File resides in the Cloud and is *permanently* on the PC. These files download to your device and takes up space, but are always available when you're offline



Red Circle with White Cross

File/folder cannot be synced