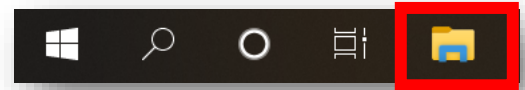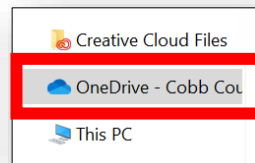# How to Free Up Space in OneDrive Folder

These directions will show you how to change locally available OneDrive files back to online-only to free up space on your laptop.
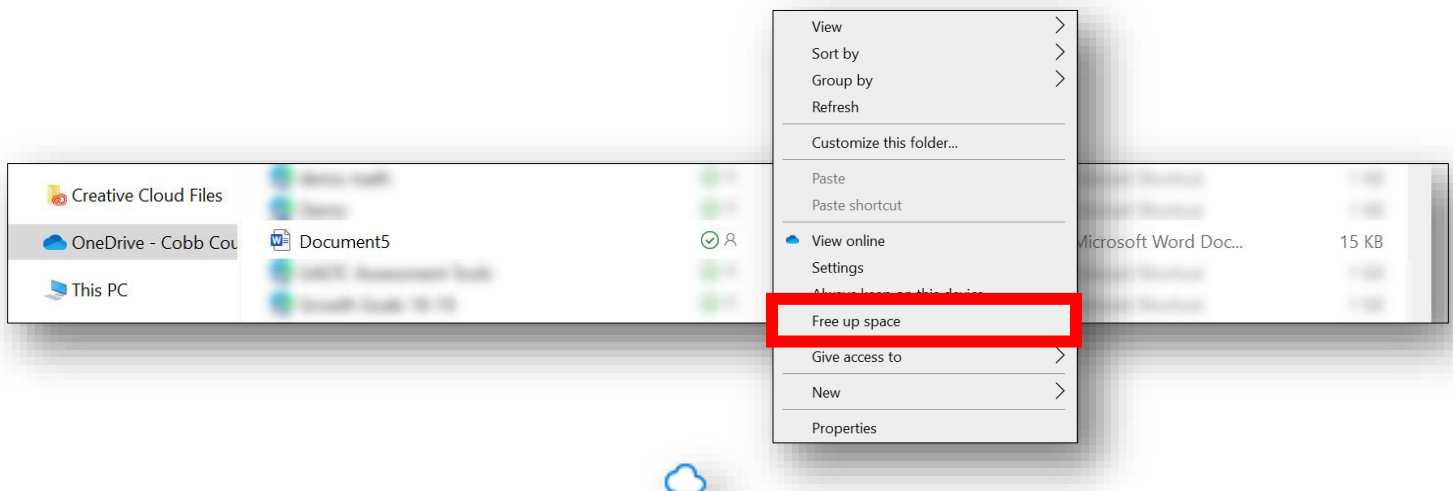
1. From the Windows desktop, click on **File Explorer**.
   Note: File Explorer can also be located by right clicking on the Start Button or typing into the Search.

2. Click on **OneDrive**.

3. The icon to the right of the folder/file will indicate its status.
   a. **Cloud** – files are located on OneDrive in the cloud, online-only.

   b. **Circle with check** – files are located in the cloud and the laptop, locally available.

4. To free up space and return files/folders back to the cloud, right-click on a file/folder that has a circle with a check and select **Free up space**.

5. The file/folder icon will change to a cloud.
   Note: Changing a file to online-only does NOT delete it from your OneDrive. When you open an online-only file on your device, it downloads to your device and becomes a locally available file again.