

# How to make a folder available offline in Google Drive

## Steps

1. **Open File Explorer.** Look for Google Drive Stream Files folder.
2. **Navigate to the folder** you want offline.
3. **Right-click the folder.**
4. From the drop down menu select '**Show more options**'
5. Select '**Offline access**' → '**Available offline**'. This downloads the entire folder and keeps it synced.
6. A **green checkmark icon** will appear when the folder is fully synced offline.

## How it works

If your Google Drive is setup to 'Mirror', then ALL folders/files are locally store on the Laptop as well as in the Cloud.

If your Google Drive is setup to 'Streaming', then ALL folders/files are stored in the Cloud only.

Therefore you must be connected to the Internet to access them.

I recommend making your latest folder(s) your working on available 'Offline'

I hope this helps 😊