



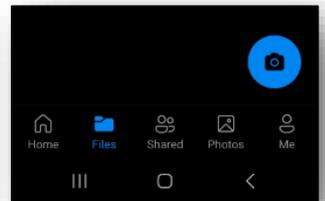
How to Scan Documents into OneDrive with a Mobile Device

The OneDrive app can be downloaded from the **Apple App Store** or **Google Play Store**. With the OneDrive app on your mobile device, you can scan documents, whiteboards, business cards, or photos.

1. **Open the OneDrive app.** Sign in using your NM TAFE Microsoft 365 account.



2. In the **OneDrive app**, tap on the camera icon near the bottom of the screen.
3. Tap "Allow" to give the app permission.



4. To **scan** the document:
 - **Select** the material type you wish to scan.
 - **Align** the page to fit within the blue borders (for Android) or white corners (for Apple).
 - **Tap** the circle to scan.



5. **Adjust** the image by **dragging** the white corners ensuring the whole page is shown. **Press** confirm.

Tip: If you make an error or wish to retake the image, tap the **arrow icon** in the upper-left corner to delete the scan and try again.

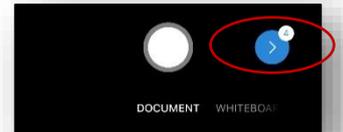
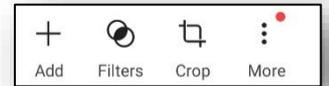




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6. To scan multiple pages

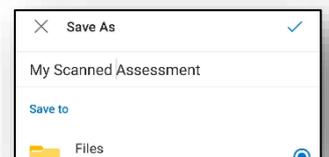
- Tap '+ Add',
- Repeat steps 4 and 5 for each additional page
- When all pages are scanned, Press >



7. Once you have completed scanning the document, tap 'Done'.



8. Give your document a title, then tap ✓ to Save.



The document file will now appear in your Onedrive.

