

There are several methods for scanning documents to your iPhone. This guide provides details of two methods.

Scanning to OneDrive from your iPhone

Please ensure you follow this guide step-by-step

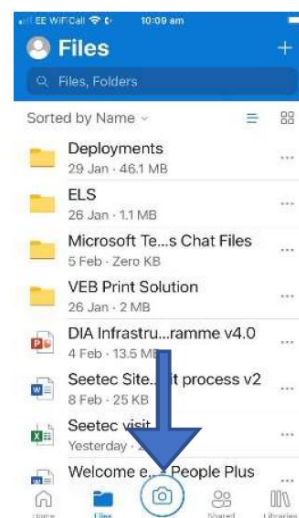
Tips before you start

- Stand directly above the document you want to scan, not on an angle
- Make sure you have sufficient light and not casting a shadow over the document
- You may find that the darker the background, i.e. a brown desk will make the camera take an automatic picture of the document
- You can crop the document

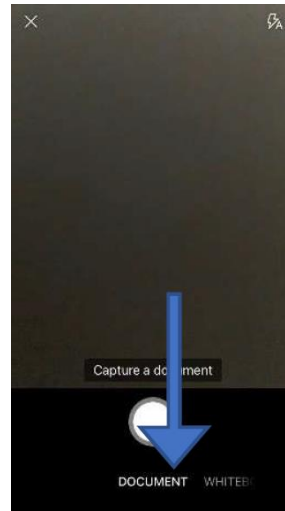
1. **Open OneDrive:**



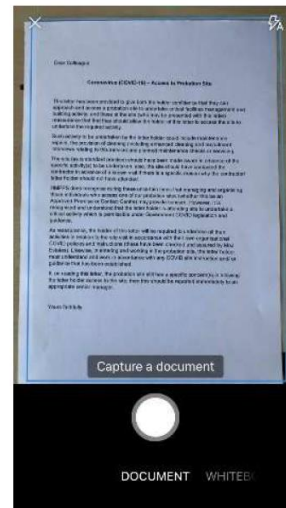
2. You will see all of your files (if you have any) in “OneDrive” with icons at the bottom. **Click** on the centre Camera icon as shown:



3. You may get messages asking for your camera to be used - click “Allow” as required. At the bottom of the screen you will have options (Document, Whiteboard, Business Card or Photo) swipe to choose Document:



4. Position your phone over the document until you see a light blue box surround the item you wish to scan. The phone will scan all the items within the blue box, click the white picture button to scan:



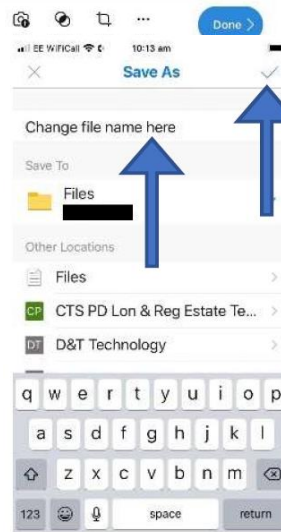
5. You can reposition the borders by pressing the centre icon and dragging each corner as required, once done **click “Confirm”**



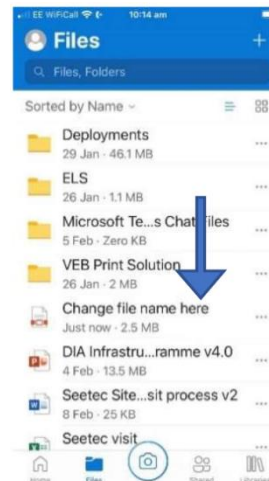
6. You will see more options at the bottom to add more scans, filters, crop etc. When you have finished adjusting, **click** “Done”:



7. The “Save As” screen appears, **change** the name of the scan in the top box as indicated, then **click** the “tick” in the top right corner:

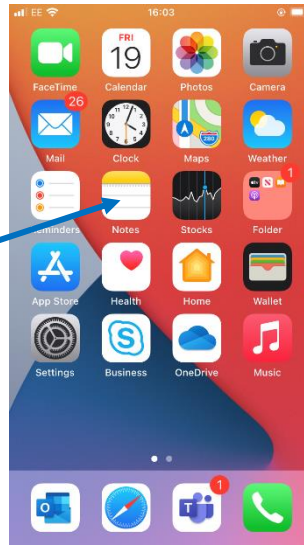


8. You will now see your new document in your “OneDrive” folder on your phone and your Laptop. From here it can be shared as required (Outlook/Teams etc.):

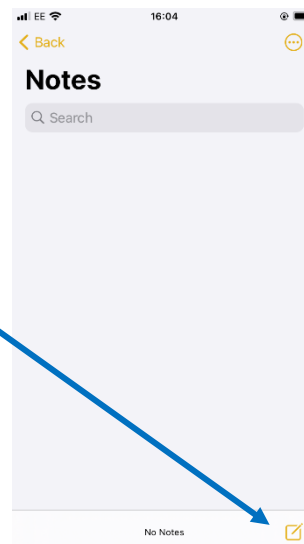


Scanning to OneDrive and/or Outlook from your iPhone

1. On the Home screen **press** to open the Notes App:

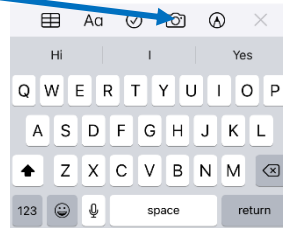


2. **Press** the 'create a new note' icon in the bottom right corner:

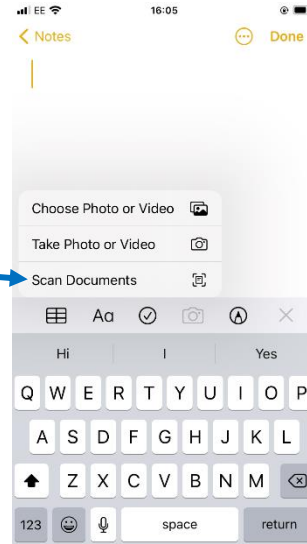




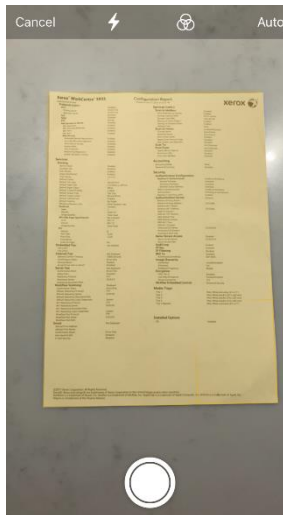
3. Press the Camera icon:



4. Press the Scan Documents option:

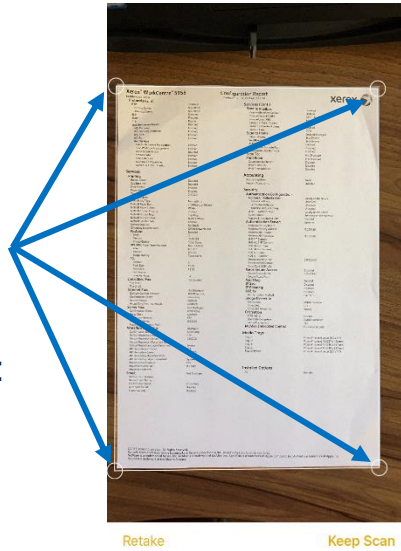


5. Press the take a picture icon once you are happy you have the document in view:

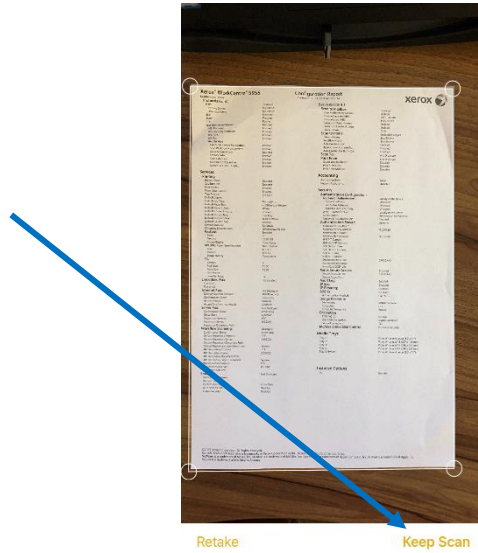


Depending on the background and lighting the camera might take the picture of the document automatically, if it does and you only have 1 page to scan move to Step 8, if more than 1 page, keep taking pictures of all the pages till complete then move to Step 8.

6. When the picture is taken, you may have some of the background in the picture, this can be cropped out by **moving** the white circles in each corner:

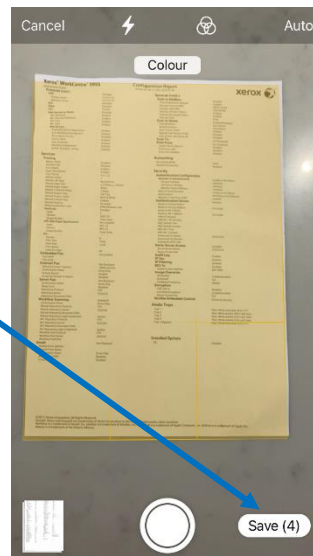


7. Once happy with the document **press** the Keep Scan option:

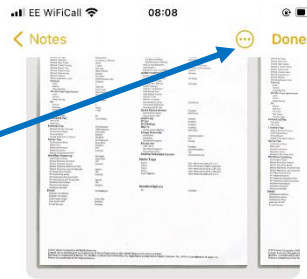


If the document you want to scan has more than 1 page, after Step 7, scan the rest of the pages as you did from step 5.

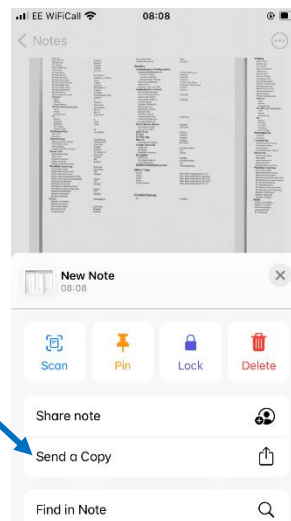
8. Once you have all the pages scanned, **press** the Save option



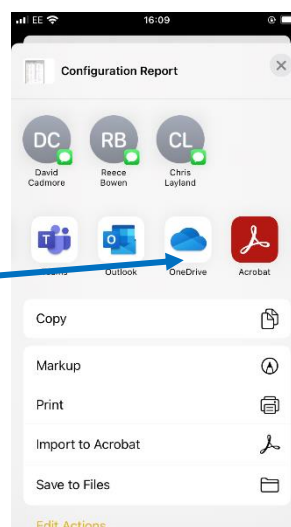
9. On the next screen **press** the Circle with 3 dots in icon:



10. On the next screen **press** the Send a Copy option:



11. On the next screen **press** the OneDrive icon:



**** You can send to Outlook (email) or to Teams from this screen too ****

Note that from Step 11, the document will pick up the 1st line of text from the page; this will then give the document its name

12. On the next screen **press** Upload to OneDrive option, this will upload and now be on your OneDrive

