

How to Scan/Send files from your Mobile Device

VERSION: 1.0

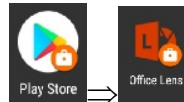
Tuesday, April 14, 2020

Purpose:

Microsoft Office Lens allows you to scan and save documents from your mobile device.

Procedure:

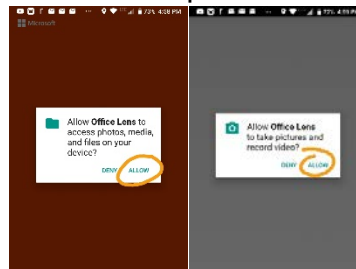
1. Install Office Lens on your device. For Android devices, this is found in the work container's Play Store.



For iOS devices, you will find it in Work Apps folder.

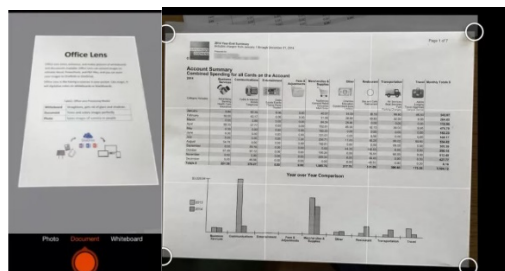


2. Launch the app. It will ask permission to access device folders, and for permission to access your camera. Accept both.



3. The default "view" in the app is a live camera viewfinder. Choose one of the four available image types -- Whiteboard, Document, Business Card or Photo -- then point the camera at whatever you want to capture.

For documents and whiteboards, the app will attempt to frame the image automatically as you move the image around. Once the frame encompasses the desired area, tap the shutter button.



4. After a moment of processing the image, Office Lens will give a preview of it.
 - a. If the image needs cropping, tap the Crop icon in the upper-right corner. When ready to save the image, tap "Done".

5. Choose the destination for this item, then give the image a title and choose the where to file it.

You can use Office Lens on your device to export to Word or PowerPoint. Other export options include PDF, e-mail, and your photo library.

Additional Troubleshooting Information

If you have any questions or concerns, please call the Help Desk at 416-590-7111 or email us at ithelpdesk@fsrao.ca.

Document Revision History and Version:

Version	Date	Name	Revision
1.0	03/19/2020	Mark Barbera	Procedure Created