**Using the Adobe Scan App from your Phone/Mobile device**

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| **Step 1:**  Open Adobe Scan App | **Step 2:**  Sign in using KU email | **Step 3:**  Select Company or School account |
| **Step 4:**  Login with your KU credentials | **Step 5:**  Position document for phone camera to find it | **Step 6:**  The app will automatically find the borders of the document |

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| **Step 7:**  You can then save document to your phone |

Documents will be saved to a folder on your phone/mobile device. You can then upload to Blackboard.