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Scanning Documents with the OneDrive App

Using the OneDrive app on one's mobile device goes beyond file-storage. There is also a handy scanning function that works especially well if you are working out at placement, and need to scan in a signed document for many uses, such as portfolios, assessment, etc.

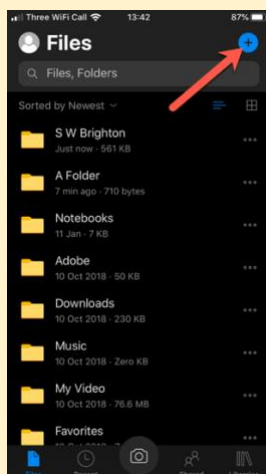
First make sure you've installed the Microsoft OneDrive app to your device. Sign in to the app, and it will remember your details.

[Make a Folder to store your scans](#)

Click on the app in your mobile device to launch it. (The first time you do this, you'll need to log in, use your normal university username and password. It will remember your details moving forward.)

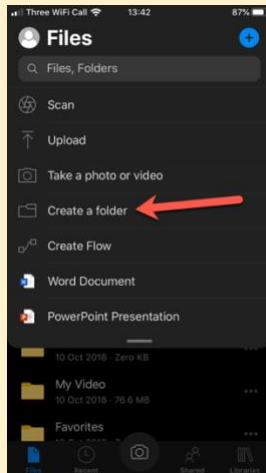


The first time you wish to scan a document, you should probably create a new folder in your OneDrive, so that scans will all live in the same place, and be easy to find later. Click on the plus-symbol in the top right-hand side of the app to add a new file.

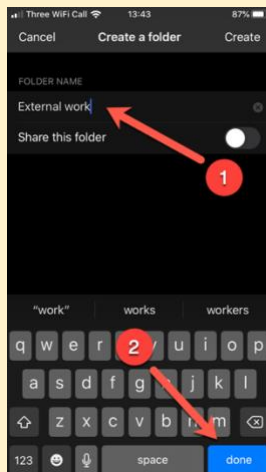




Choose 'Create a folder' to make a new folder in your OneDrive



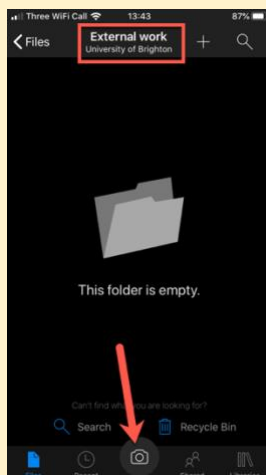
Name the folder something that makes sense to you, and then click 'done'.



Now you're ready to start scanning documents into a folder.

Scanning a Single-page document

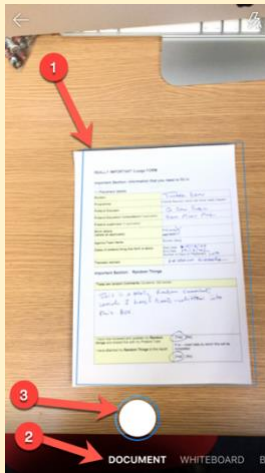
Make sure you're in your folder, and then click on the Camera-button on the bottom of the screen.





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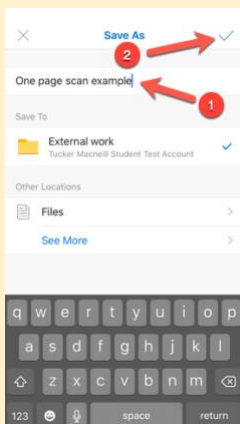
You will be using your device's camera to do the scanning. A Blue-guide should show up around your document that you're scanning (1). You may need to move things about a bit, for the app to locate the edges properly. The app will default to 'Document' (2) but there are other options, depending on what you're doing. Finally, press the round button to scan (3).



If you only need the one page document for your purposes, then press the done button.



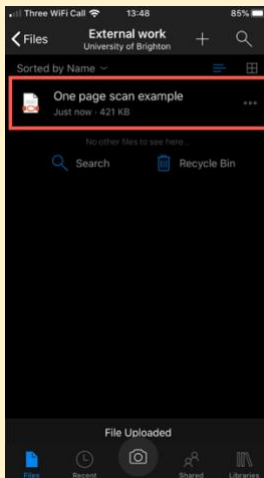
Name the scan something that works for you, and that will allow you to find it later, and then click on the tick-mark in the upper right side of the app, to save this to your OneDrive in the folder you've chosen.





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Here's the file living in my OneDrive on my device (in its folder 'External Work')

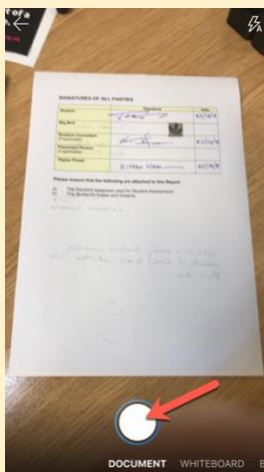


Scanning a multiple page document

Do the exact same work-flow as written above. Scan the first page of the document, but instead of clicking 'done' rather click on the plus-symbol button on the lower left.



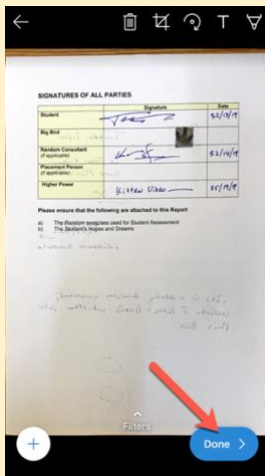
Scan the next page, and the next, and the next in the same manner, adding each page by clicking the plus-symbol button, until you're done.



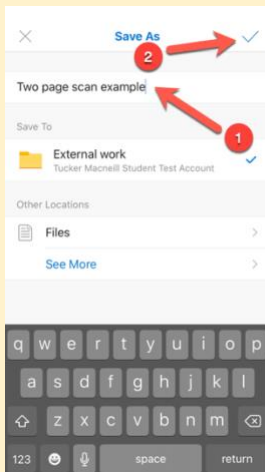


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Once you've scanned all of your pages for the multi-paged document, then you can click 'done'.



Save as before, by naming the file something useful to you, and clicking on the tick-mark in the upper right side.



Now your documents are saved into your OneDrive, and you can access these documents from any device on campus or at home, by logging into your OneDrive through a browser.

