

How to scan a document from your iOS device using the OneDrive app

Summary

Now you can scan whiteboards, business cards, documents, or photos with the OneDrive app, and automatically save them to your OneDrive for later use.

STEP 1: Download & Install the OneDrive Mobile App on your iOS Device from the App Store:

<https://apps.apple.com/us/app/microsoft-onedrive/id477537958>

NOTE: Once you have installed the OneDrive Mobile App on your device, launch the app and sign in with your full BW email address and BW password.

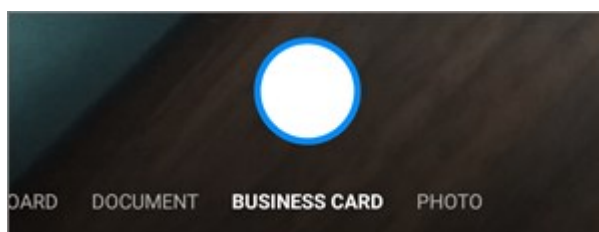
STEP 1: In the OneDrive app, tap **Scan**

NOTE: You can also tap **Add** at the bottom of the screen, then tap **Scan**

To exit Scan mode without scanning anything, just tap the “X” icon in the upper left corner of your screen.

STEP 2: Touch the appropriate flash setting (on, off, automatic, or torch) by tapping the Flash icon in the upper right corner.

STEP 3: Select either **Whiteboard**, **Document**, **Business Card**, or **Photo**, then tap the white circle icon to scan the item.



NOTE:

Office 365 subscribers have the option for multi-page scanning, allowing you to combine multiple scans into a single PDF. To utilize that option, tap **Add**, then scan your next document.

The maximum number of pages/images that can be multi-page scanned is 10.

STEP 4:

Once you've scanned your item, you can crop it, rotate it, or modify the filter you selected earlier (Whiteboard, Document, Business Card, or Photo). (If you don't like the image, tap the X icon in the upper left to delete the scan and try again.)

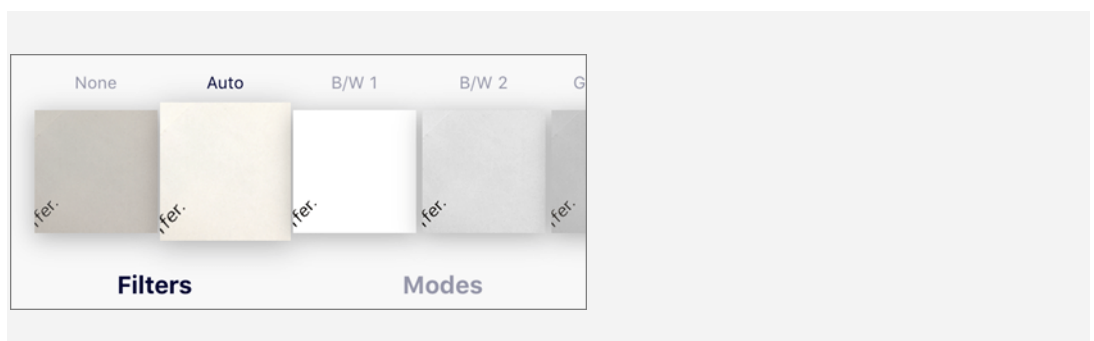


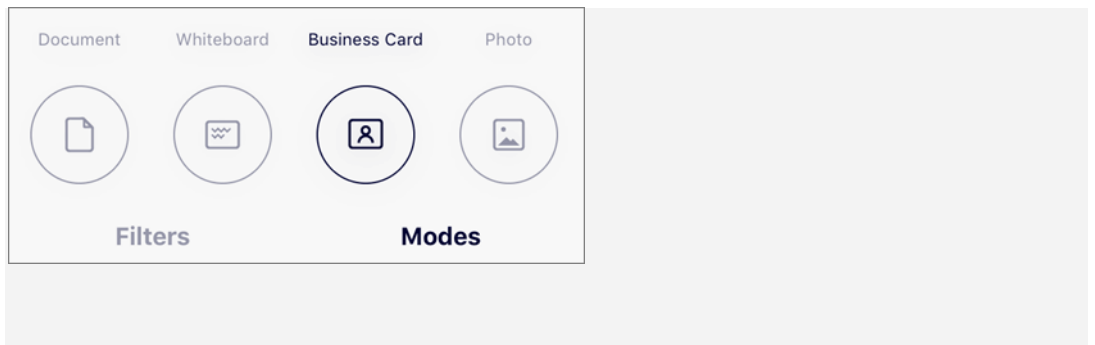
Once you're done editing your item, tap **Done**, enter a file name, then tap **Save**.

NOTES:

Files are automatically saved as PDFs.

You can also modify the filter you selected earlier (Whiteboard, Document, Business Card, or Photo), or change the mode (lighting adjustments and grayscale), by tapping **Filters** at the bottom.





Once you're done editing your item, tap **Done**, enter a file name, then tap **Save**.

