

Microsoft Office Lens

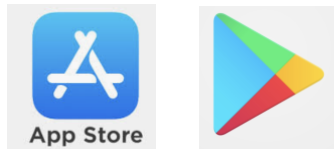
Introduction	1
Installation	1
Capturing and editing	2
Exporting	4
Exporting to OneDrive	5
Locating Office Lens uploads in OneDrive	5

Introduction

This guide will show how to install the Microsoft Office Lens app on a mobile device. The Office Lens app allows you to capture and digitize notes, documents, business cards, whiteboards, etc., and convert these to Word documents, PDFs, or PowerPoints – all from your mobile device.

Installation

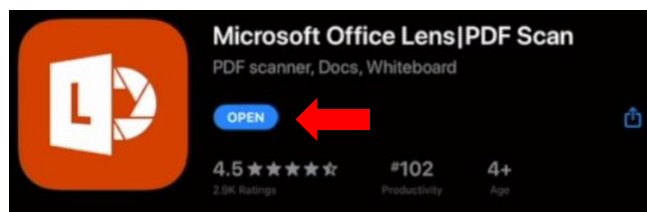
1. Open the App Store if using an iOS device, or the Play Store if on an Android device.



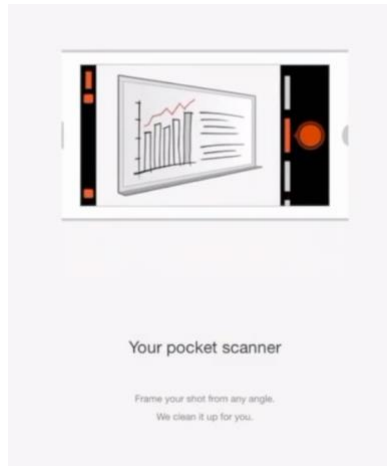
2. Search for Office Lens. When found, select the app and install by selecting “Get” or the cloud icon if previously downloaded.



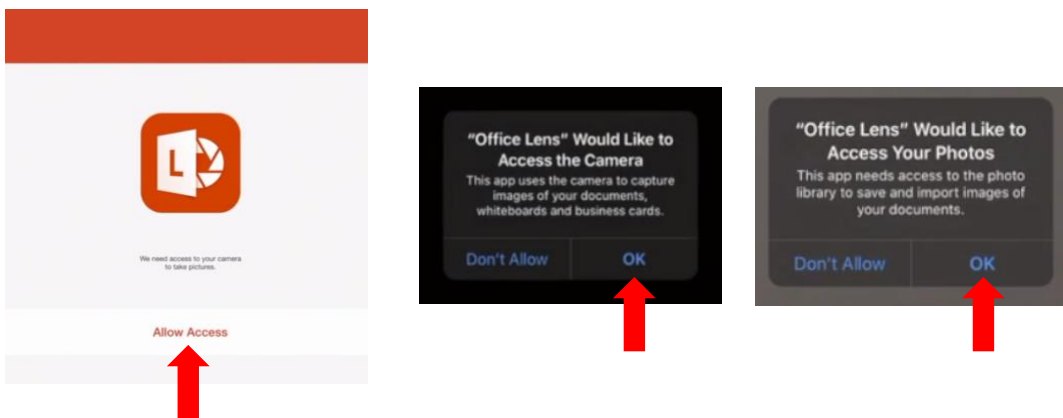
3. Open when finished.



4. Swipe through the brief tutorial.

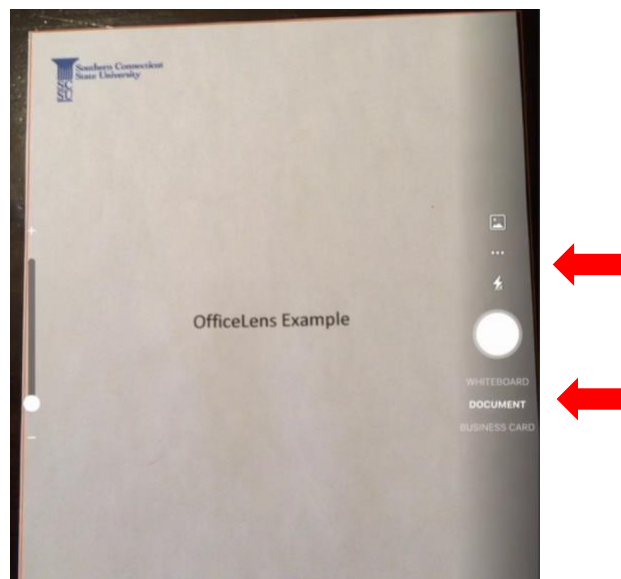


5. When prompted, allow the application to access the device's camera and photos.

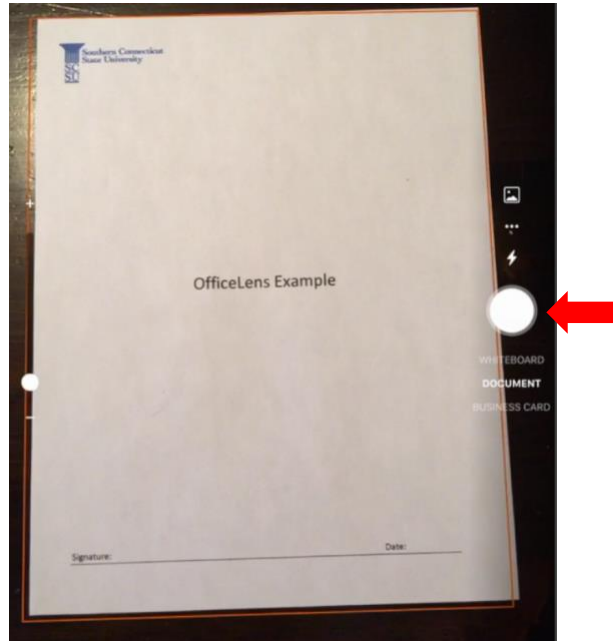


Capturing and editing

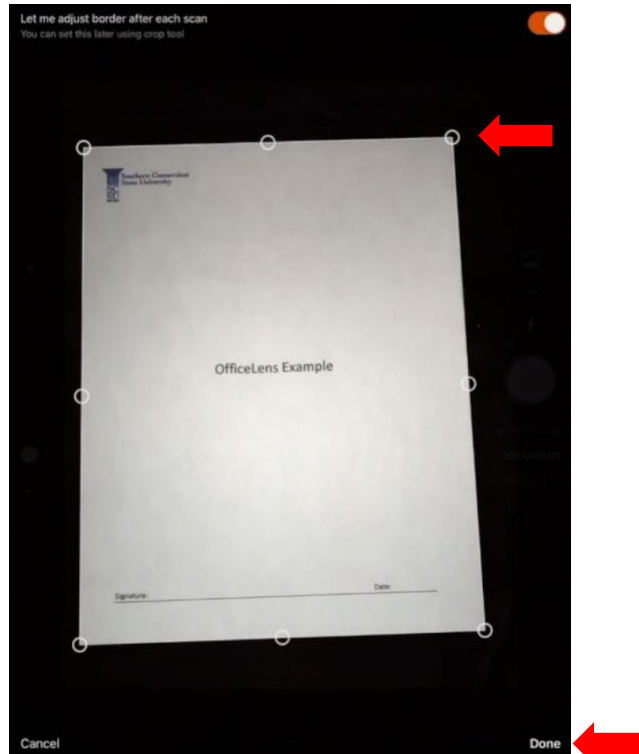
1. Choose your document type on the right menu (document, whiteboard, business card, photo) and explore other options such as flash and zoom settings.



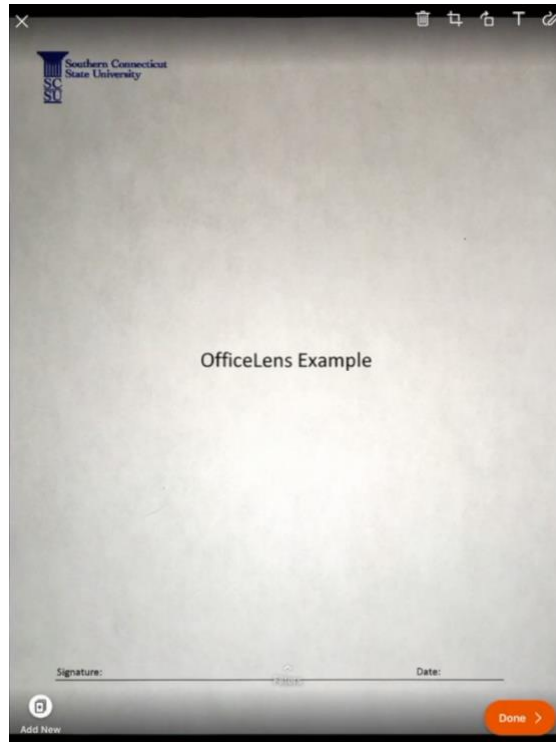
- When you are ready to capture, hover over the document, making sure to include all parts of the document within the frame. A red box will appear around the shape the app identifies. You may crop this later. Don't worry if you are at an angle or off-center, as the app will adjust the image once taken. Select the large white circle to capture.



- Click and drag the box around the image if portions need sizing adjustments, then select "Done". Remember, the app will adjust the aspect of the document if needed.



4. Here, you can see the application has flattened the image as needed.



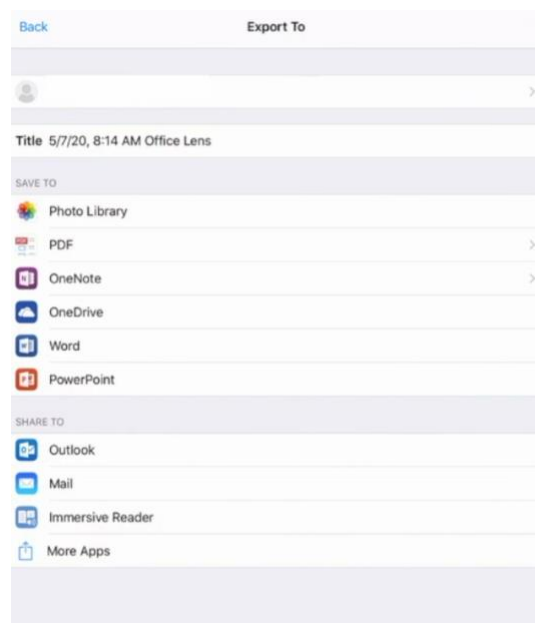
5. Edit the document further by using the menu options above such as cropping, rotating, adding text, or drawing.



6. When finished, select "Done".

Exporting

1. Choose where you'd like to export to.

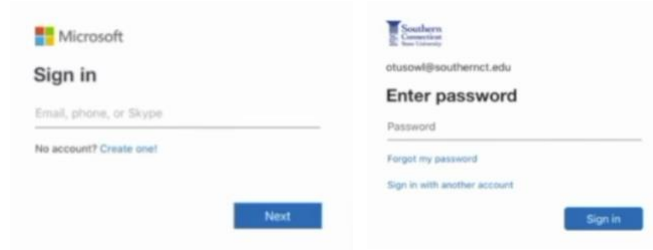


Exporting to OneDrive

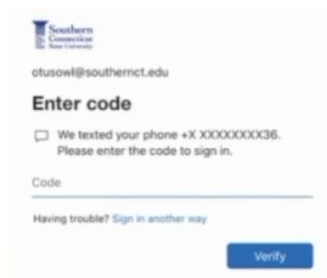
1. To upload to your university OneDrive account, select “OneDrive”.



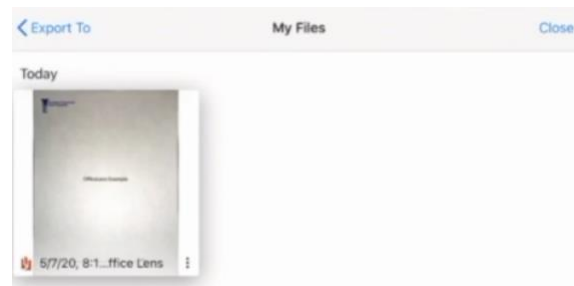
2. If you’ve logged into other Microsoft apps on the device, you may already be logged in. If not, you’ll be prompted to log in using your full SCSU email address and password.



3. If you are off the campus network, you’ll be prompted to authenticate your account.



4. Your uploads will appear here.



Locating Office Lens uploads in OneDrive

1. Using the OneDrive app, or accessing your OneDrive in a web browser, you’ll now see a folder titled “Office Lens”. Any Office Lens uploads to OneDrive will be placed here.

