

Scan Documents With Mobile Device

Any mobile device can be turned into a high-resolution scanner that can securely save files to your MBU OneDrive online file storage.

Step-by-step guide

1. Install the Office Lens application on your mobile device. Search the app store for "Office Lens", or browse to the page below on your mobile device and click **Install**:
 - a. Android: https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en_US
 - b. iOS: <https://apps.apple.com/us/app/microsoft-office-lens-pdf-scan/id975925059>
2. Open the app and sign in with your MBU email address and password.
3. Set the document on an uncluttered, well-lighted surface.
4. Aim the device camera at the document. The application will attempt automatically crop and adjust for viewing angle distortion. Make adjustments to the viewing angle and lighting for best results.
5. Press the document capture button.
6. Select **PDF** for the document type, and the .PDF will be saved to the "Office Lens" folder in your OneDrive. If you prefer a .JPG graphic file, select **OneDrive** for the destination and that will be saved to your OneDrive instead.
7. More help from the application provider can be found at:
 - a. Android: <https://support.office.com/en-us/article/microsoft-office-lens-for-android-ec124207-0049-4201-afaf-b5874a8e6f2b>
 - b. iOS: <https://support.office.com/en-us/article/microsoft-office-lens-for-ios-fbdca5f4-1b1b-4391-a931-dc1c2582397b>

Related articles

- [Scan Documents With Mobile Device](#)