

# 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 Microsoft Lens application on your mobile device. Search the Google Play or Apple App store for "Microsoft Lens", and click **Install**.



### Microsoft Lens|PDF Scan

PDF scanner, Docs, Whiteboard

Microsoft Corporation

#109 in Productivity

★★★★★ 4.5 • 5.5K Ratings

Free

2. Open the app and sign in with your MBU email address and password. If you are not asked for this, add your MBU account in the app settings menu.
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. Make adjustments to cropping as needed and confirm document capture.
7. 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.
8. More help from Microsoft can be found at:
  - a. Android: [Microsoft Lens for Android - Office Support](#)
  - b. iOS: [Microsoft Lens for iOS - Office Support](#)

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