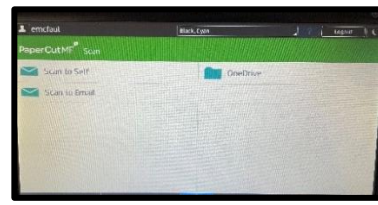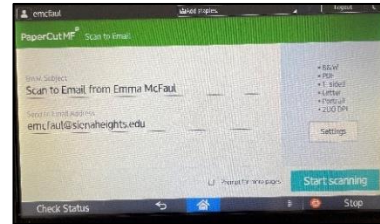# Scanning to e-mail or Microsoft One Drive
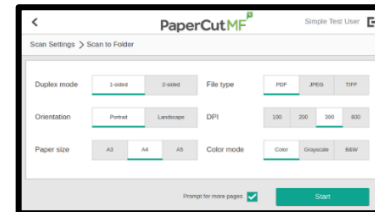
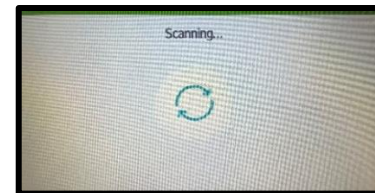|	
Swipe your ID card on the copier card reader. Tap on the **Scan icon** to the right. You have the option to **scan to your e-mail** or **Microsoft OneDrive**. **OneDrive** saves your document, directly to your **network location**.	
From your selection, **Tap** on the **settings** button for detailed features.	
The detail features such as **size**, **two-sided scan, and change resolution setup for photos. Tap on the Start Scanning, button.**	
A **scanning** and **completed message** to follow. If you picked **E-mail** for a location, the scan file will go directly to your **inbox** and will be from **Doit-MFP** Scanned Date: You can proceed to save your scan file to **a network location**.	
One-step **tap to save** your scan file **to OneDrive** Microsoft has a go-to **scan button**, once the scan completed message appears, **tap on** it and directly to your **Microsoft One Drive folder**.	