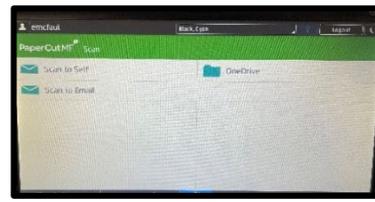
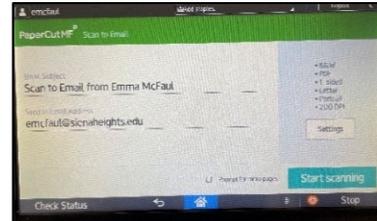


Scanning to e-mail or Microsoft One Drive

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 documents, directly to your **network location**.



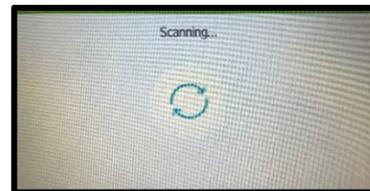
From your selection, **Tap on the settings** button for detailed features.



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**.

