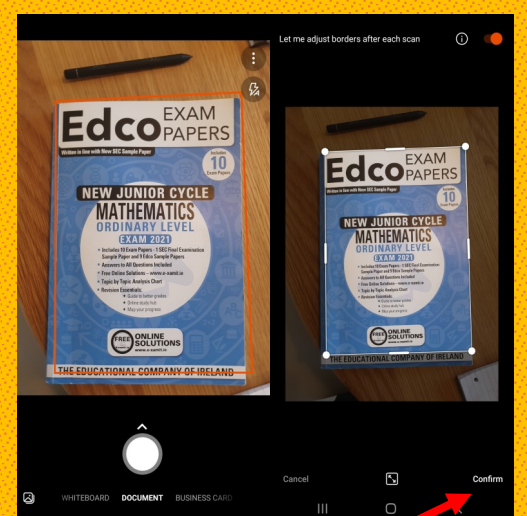
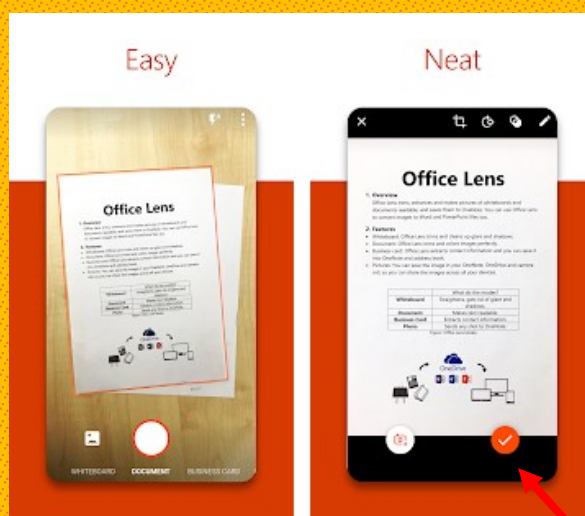


USING OFFICE LENS

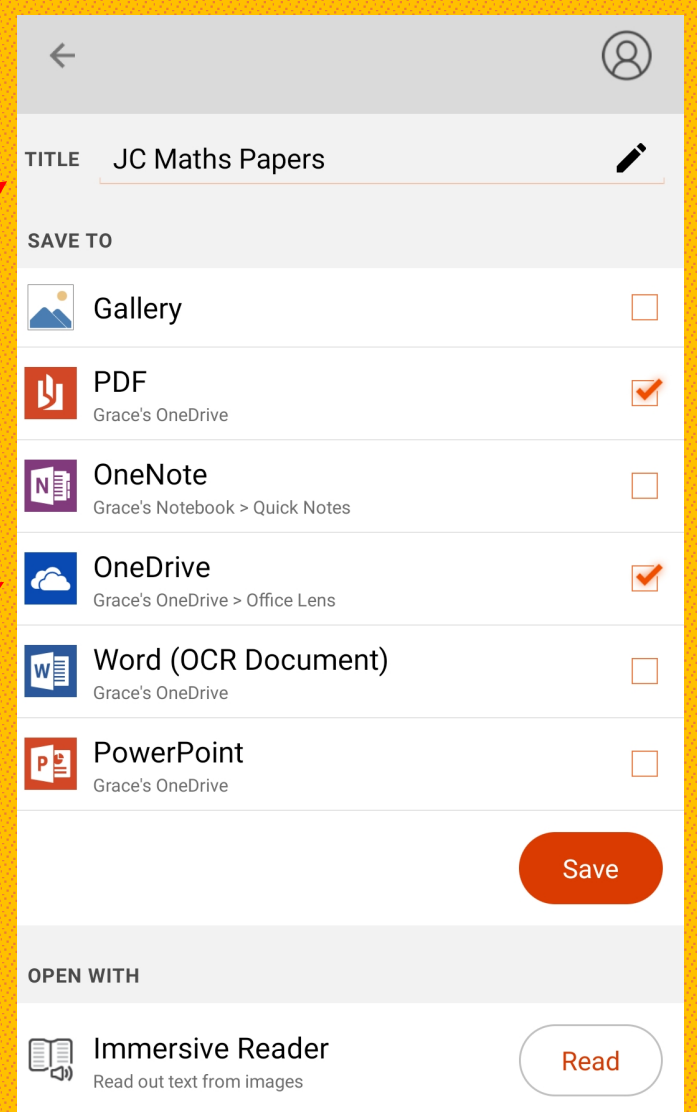
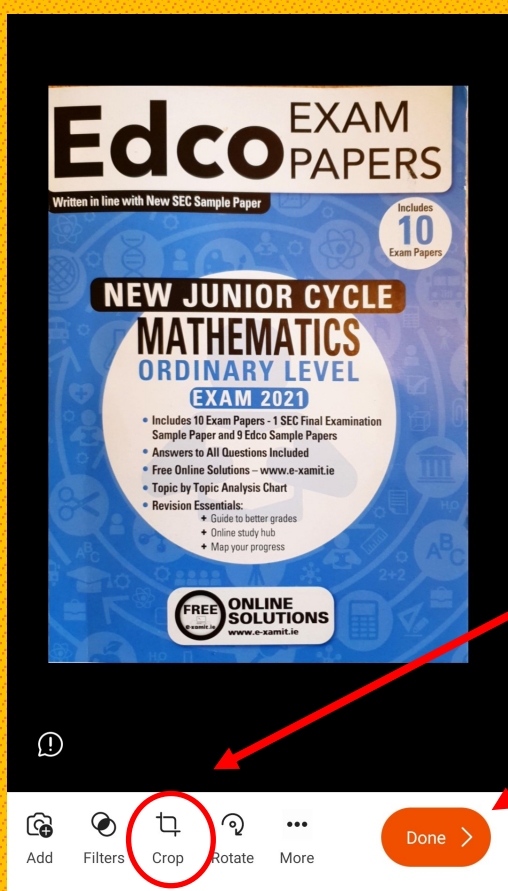


1. Download office lens to your phone

2. Take a picture of your work on your phone. Press Confirm.



3. Crop the picture and when you are happy press done.



4. Title your picture appropriately. Select where you want to save the picture—Choose OneDrive. Press Save.

*There will be a folder called Office Lens in your OneDrive where you will then find all your files.