# How to scan documents using the Office app on A mobile device

**CREATION DATE:** March 18, 2020

The purpose of this guide is to assist users with scanning and uploading documents using a mobile device.

**Scanning and Emailing Documents:**

**Steps include:**

*First Log into your mobile device*

**Step 1:**Click the**Office App** on your mobile device.



**1:** Click **Office**.

**Figure 1**

**Step 2:**Click the**Plus Sign** at the bottom of the Home screen.



**2:** Click **Plus Sign**.

**Figure 2**

**Step 3:**Select the **Documents Icon** to access your documents (there are 3 options, select what is needed).



**3:** Click **Documents Icon**

**Figure 3**

**Step 4:**Select the format of the **Document to be scanned** (Word, Excel, Power Point) *(you will get a notification for the camera to be accessed. Make sure your camera is on).*



**4:** Select **Document Format**

**Figure 4**

**Step 5:**Click **Button** to take picture.



**5:** Click **Button**

**Figure 5**

**Step 6:**Click **Done**.



**6:** Click **Done**

**Figure 6**

**NOTE:**

You can tap the image to edit, crop or send if needed.

The document is also saved on the Home screen and can be accessed by clicking the back arrow at the top of the screen.

**Step 7:**Tap the **Document** to upload.

**Step 8:**Tap the **Arrow** on the top right of your screen to give the document a name, location, and/or keep a copy.

**8:** Tap **Arrow**



**7:** Tap **Document**

**Figure 7**

**Step 9:**Click **Upload** *(The document is also saved on the Home screen and can be accessed by clicking the back arrow at the top of the screen).*



**9:** Tap **Upload**

**Figure 8**

**Step 10:**Tap the **Document**, using to tool bar at the top of the screen you can email the link.



**10:** Tap **Arrow**

**Figure 9**

**Step 11:**Enter **Email Address**

**Step 12:**Click **Send**



**12:** Click **Send**

**11:** Enter Email

 **Figure 10**