



Knowledgebase > Desktop Computing and Printing > MyPrint > Authorize Papercut for use with OneDrive

Authorize Papercut for use with OneDrive

Michael Connetta - 2025-06-13 - Comments (0) - MyPrint

After sending a scanned document to OneDrive, you'll receive an email notification from Papercut that your scan is available. Papercut is the engine behind the MyPrint system that manages the scanning process. When you send your first scan, Papercut will send an email requesting permission to communicate with your OneDrive folder. After that, scans will show up automatically in your OneDrive folder whenever you use the service (scanned files can be found in the **Scans for Papercut MF** folder, within the Apps folder, on your OneDrive).

The instructions below will guide you through the process for setting up your OneDrive account to receive scans from the MyPrint system. If you're not familiar with using your OneDrive account, please visit the [Get Started with Microsoft OneDrive](#) article.

1. After sending a scan from the device, you'll receive an email to authorize Papercut to create a folder in your OneDrive account that it will upload scanned files to.



2. Within the email, click **Login to OneDrive for Business**. The link will take you to a Microsoft terms and agreement page.

Hi

Your scan is ready to send to OneDrive for Business.

You need to do a one off authorization of the **Scans for PaperCut MF** application to send files to your OneDrive for Business account. This authorization link is valid for 24hrs, after which the file will be automatically deleted.

We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our [privacy policy](#).

Login to OneDrive for Business

Happy scanning!

From the PaperCut team.

3. Select **Accept** to allow Papercut to upload files to your OneDrive account.



username@ad.brown.edu

Permissions requested



This application is not published by Microsoft or your organization.

This app would like to:

- ✓ Have full access to your files
- ✓ Maintain access to data you have given it access to
- ✓ View your basic profile

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel

Accept

4. Congratulations! Papercut can now begin sending scans to your OneDrive account.



Authorization Successful



Fantastic! You did it!

You've successfully authorized Scans for PaperCut MF to upload to your OneDrive for Business account.

Your files are uploading. If they aren't there already, they won't be far away.