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## Authorize Papercut for use with OneDrive

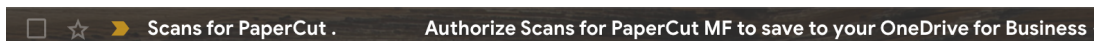
Michael Connetta - 2023-09-27 - Comments (0) - MyPrint

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.

The instructions below will guide you through the process for setting up your OneDrive account to receive scans from the MyPrint system.

**Note:** If you're not familiar with how to use your OneDrive account, please visit the [Get Started with Microsoft OneDrive for Students](#) 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.

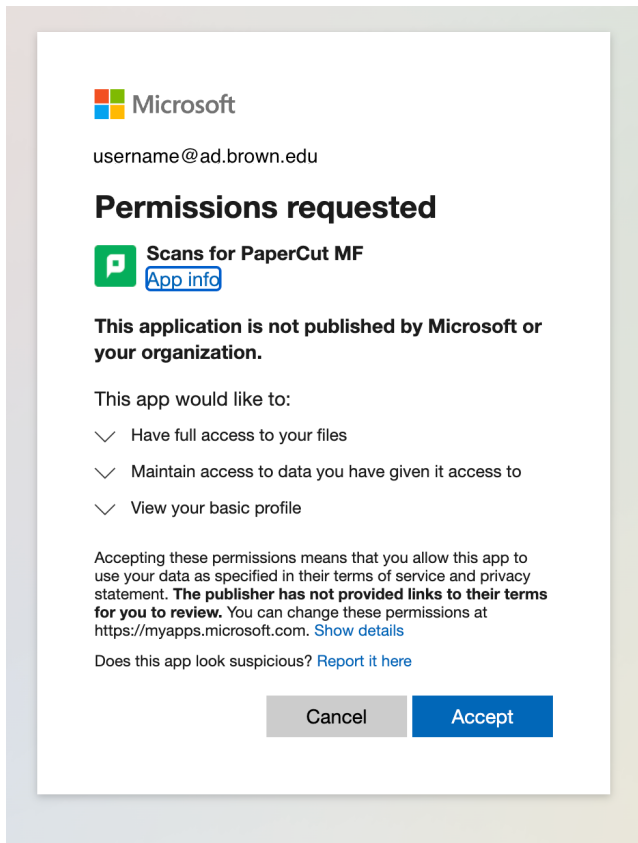
We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our [privacy policy](#).

Login to OneDrive for Business

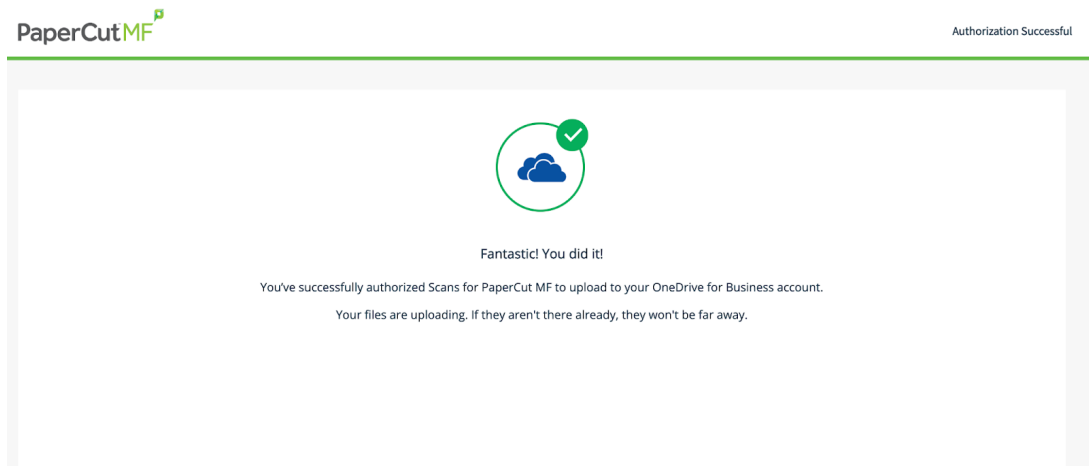
Happy scanning!

From the PaperCut team.

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



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



**NOTE:** A folder called Scans for Papercut MF will be created within the Apps folder, on your OneDrive.