

## Scanning to Onedrive

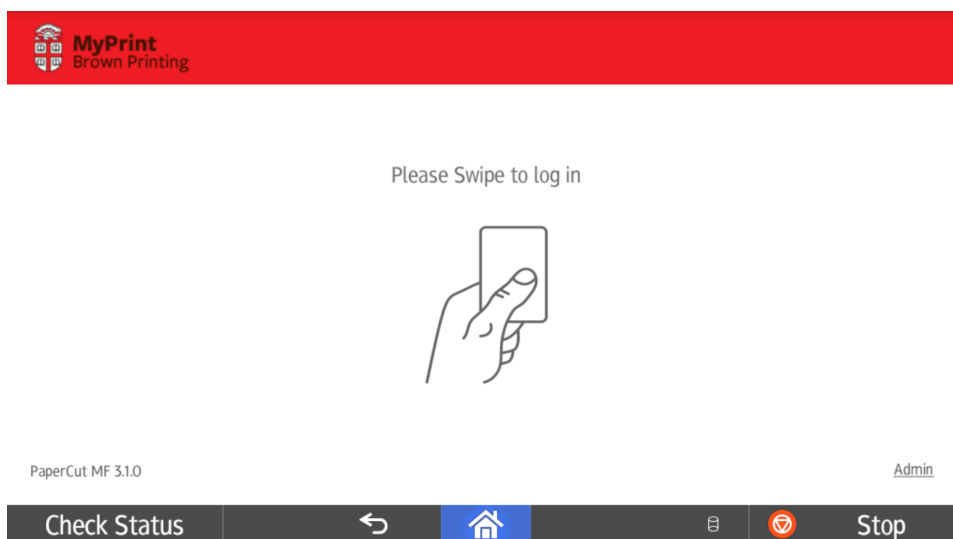
Michael Connetta - 2023-09-27 - Comments (0) - MyPrint

Need to scan something? Here's how to scan to your Brown OneDrive storage from OIT's MyPrint devices.

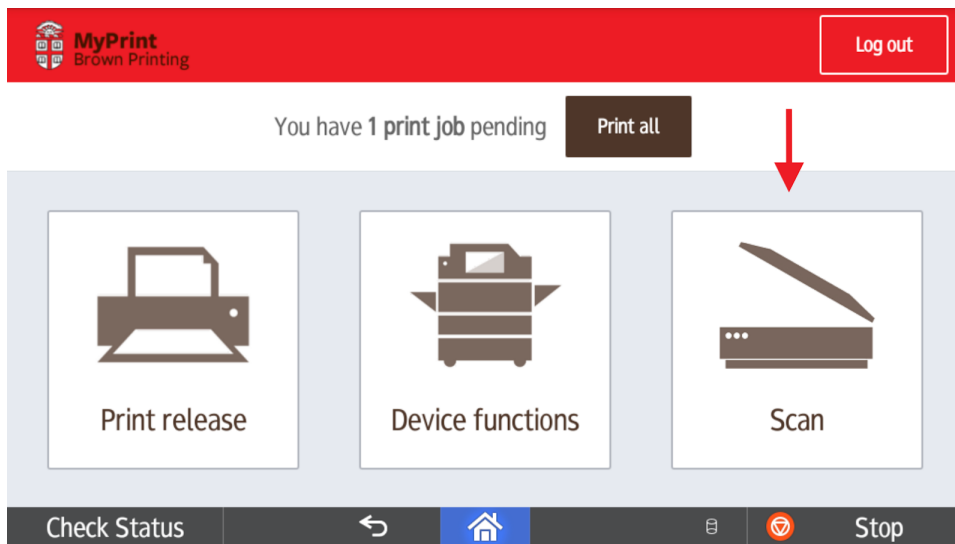
Scanning to your OneDrive works the same way as scanning to your email and home folder. At one of the MyPrint multifunction devices at the Rockefeller Library or Sciences Library, load your documents on the scanner bed or document feeder, and follow the guide below.

**Note:** If you have not yet set up your Brown OneDrive account, please visit the [Get Started with Microsoft OneDrive for Students](#) article.

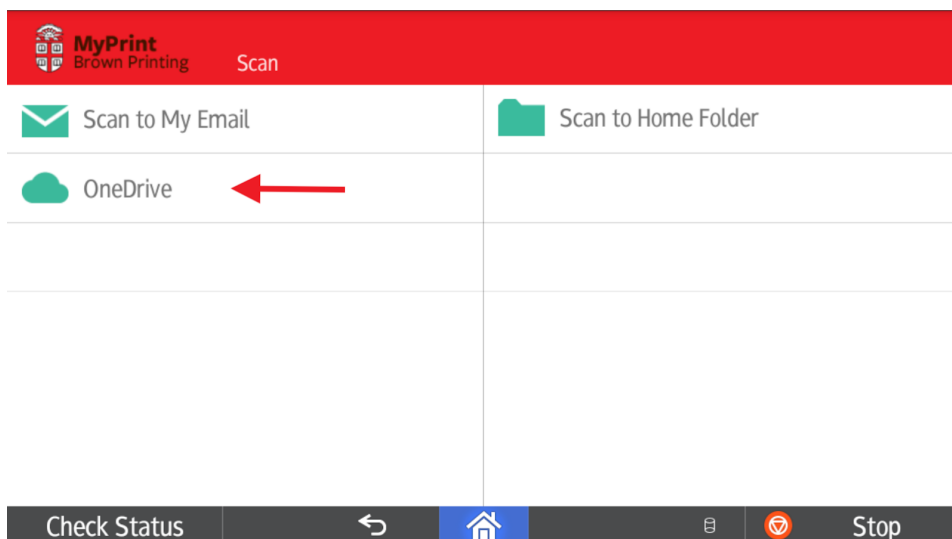
### 1. Swipe your ID at the device




### 2. Tap **Scan** from the options screen.



3. On the next screen, tap **OneDrive**.



4. Name the scan file, and tap **Start scanning**.

 **MyPrint**  
Brown Printing

OneDrive

Path

/Apps/Scans for PaperCut MF

Filename

scan\_(username)\_2023-08-28-12-39-04

• Color

• PDF

• 1-sided

• Letter

• Portrait

• 300 DPI

Settings

☐ Prompt for more pages

Start scanning

Check Status

↶

🏠

📄

🔄

Stop

5. A message will appear confirming the scan is complete.

