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Scanning to Onedrive

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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. At one of the MyPrint multifunction devices located throughout campus, load your document(s) on the scanner bed or into the document feeder, and follow the guide below.

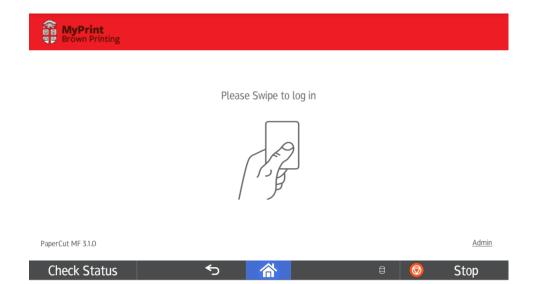
If you are an undergraduate student, there are MyPrint multifunction devices located at the Rockefeller and Sciences Libraries that are available for you to scan from.

If you have not yet set up your Brown OneDrive account, please visit the <u>Get Started with</u> Microsoft OneDrive article.

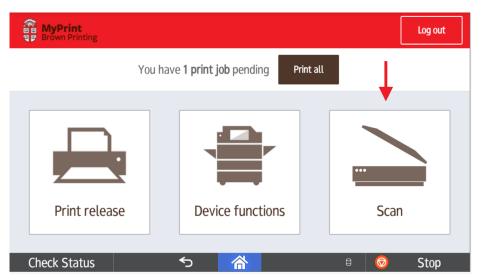
Important! If you are scanning to OneDrive for the first time, the print system will request access to your OneDrive account, via email notification, to create a folder where the scans will be saved. For guidance on how to allow access, see <u>Authorize Papercut for use with OneDrive</u>. If access is not provided, scans will not show up in your OneDrive folder.

Note: Scanned files can be found in the **Scans for Papercut MF** folder, within the Apps folder, on your OneDrive.

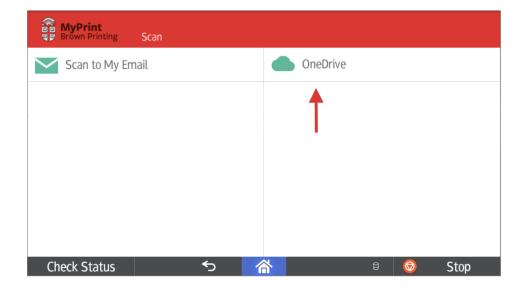
1. Swipe your ID at the device



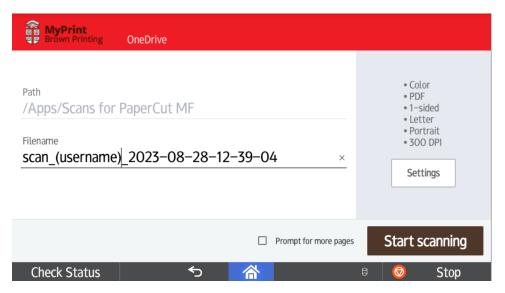
2. Tap **Scan** from the options screen.



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



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



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

