

Microsoft Office Lens

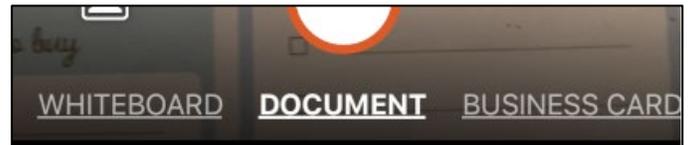


Available for Apple and Android

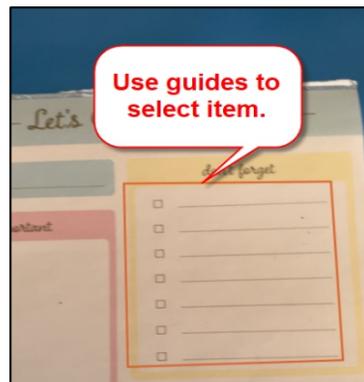
1. After installing the Microsoft Office Lens App from your App Store/Play Store, click on the icon to open the app.



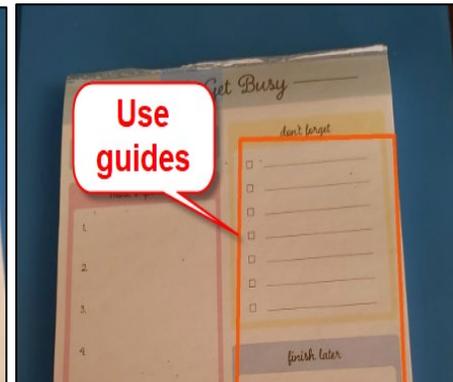
2. Select the item type (Whiteboard, Document, Business Card, Photo)



3. There will be red placement guides that you will need to line up with the edges of the document.

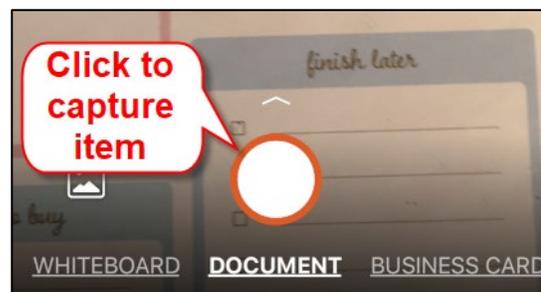


(Apple)



(Android)

4. Click button to take screen capture



5. Preview of image will show, click “Done” button to proceed with saving and sending the screen capture



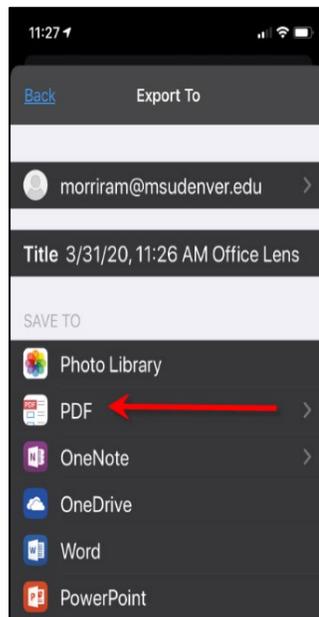
(Preview)



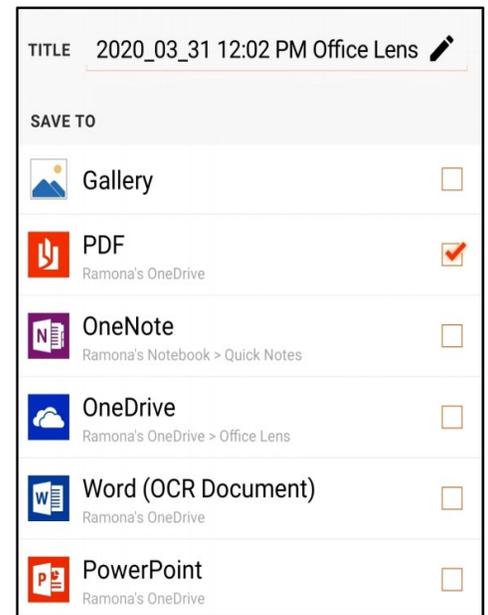
6. For those with an MSU Denver account you may connect Office Lens to your OneDrive account.

- a. Under the “Save To” section, select “PDF” and then save to “OneDrive”, it will prompt you to log in with your MSU Denver credentials. If you select “OneDrive” directly it will save as jpg file.

- b. This is now saved in your OneDrive and can be accessed from your laptop/desktop.

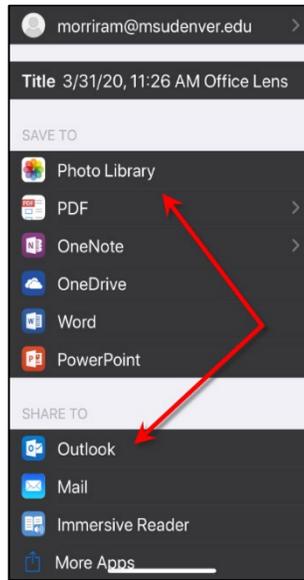


(Apple)

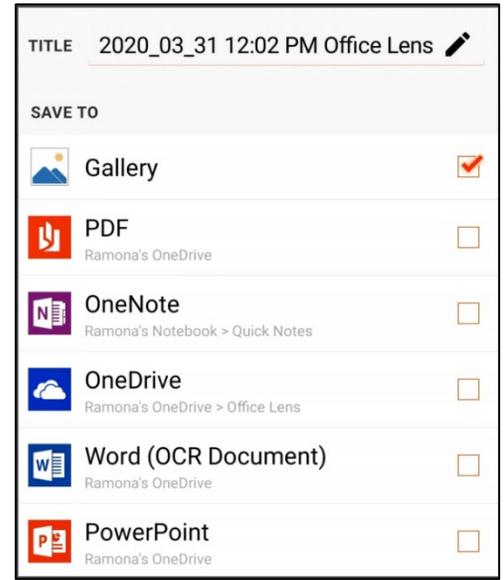


(Android)

7. For those without an MSU Denver account, they may save to their Photo Library/Gallery or email the image.



(Apple)



(Android)

8. Once you've saved and sent your item you may keep or delete the item and close out your app.



(Apple)



(Android)