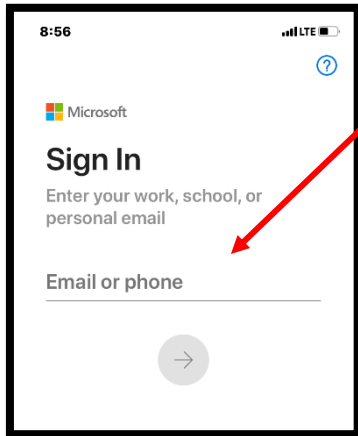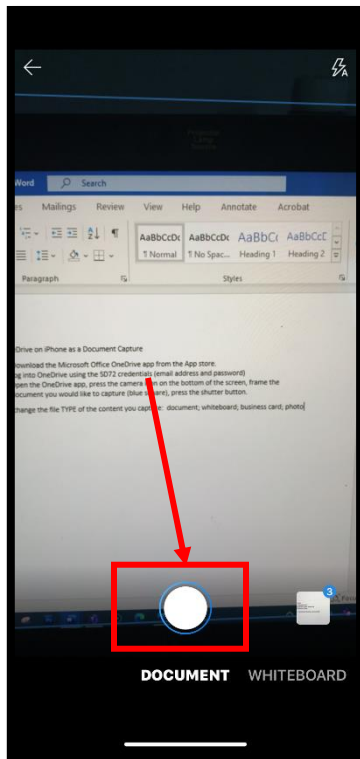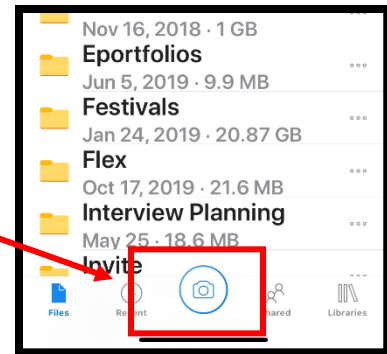# Using OneDrive on iPhone as a Document Capture

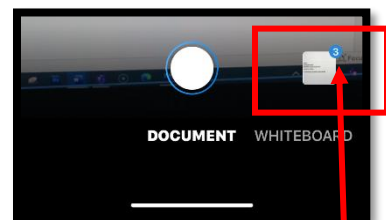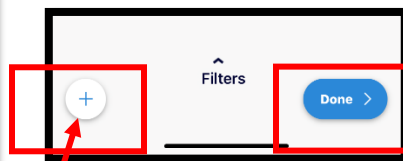Download the Microsoft Office OneDrive app from the App store.

Log into OneDrive using the SD72 credentials (email address and password)

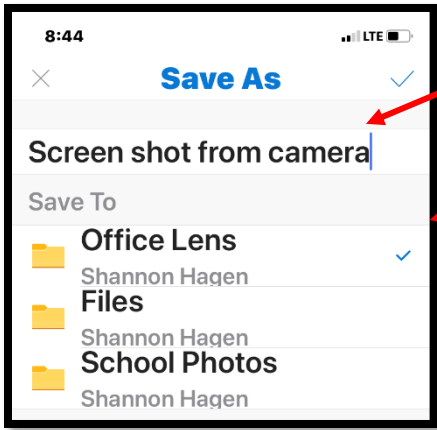Open the OneDrive app, press the camera icon on the bottom of the screen,

Frame the document you would like to capture (blue square), and press the shutter button.
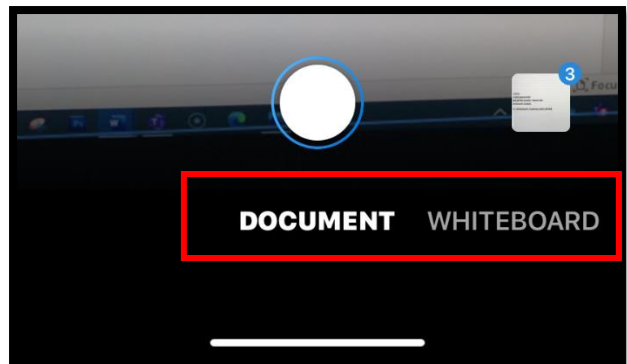
If you have a document that is more than one page long, press the '+' icon on the bottom left of the screen and just keep capturing each page until you are done. It will just keep adding each page to the "file". Press "Done" when you've captured all of the pages.

1. You have the option to edit . . .

2.   name the document AND redirect to a specific folder before you save it.

You can change the file TYPE of the content you capture: document; whiteboard; business card; photo. Capturing it as a document will save it as a PDF.

The file will be saved to your OneDrive file and can be accessed from the OneDrive app on your phone AND your OneDrive folder from Office.com.