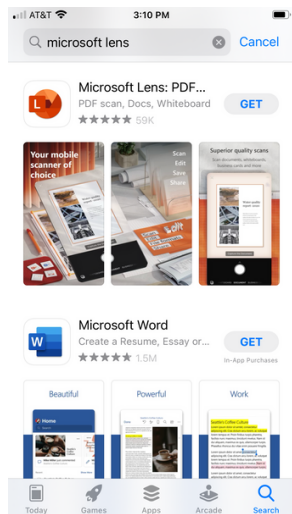


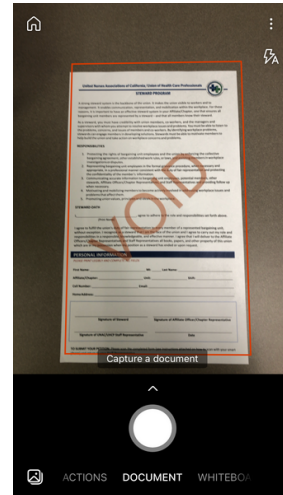
Microsoft Lens Document Scanning For iPhone

Download Free App

Download the **Microsoft Lens** app from the App Store.



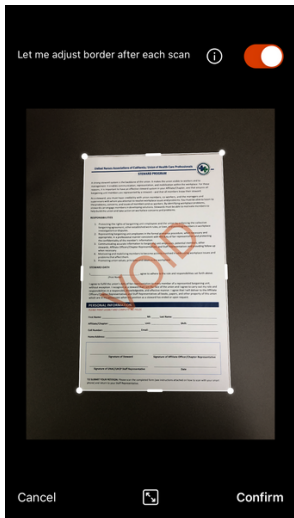
STEP 01



Capture

With the Microsoft Lens app open, place your documents on a flat well-lit surface. Align the red border around your first document and capture.

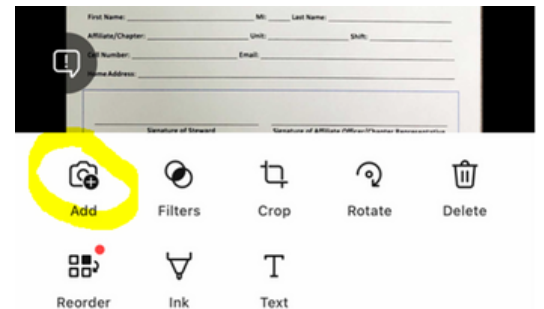
STEP 02



Adjust

Adjust your borders or crop the document if necessary. **Confirm.**

STEP 03



Add Page 2

To add the second document, click on **More** and press **Add**. Repeat steps 2-3 with your second page.

STEP 04



Send from email

Press **Done**, and you will now have the option to send the scanned documents using your preferred email app. **Send to your Staff Representative or Designee.**

STEP 05

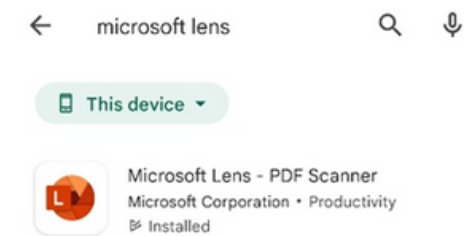
For a video tutorial, scan the QR code



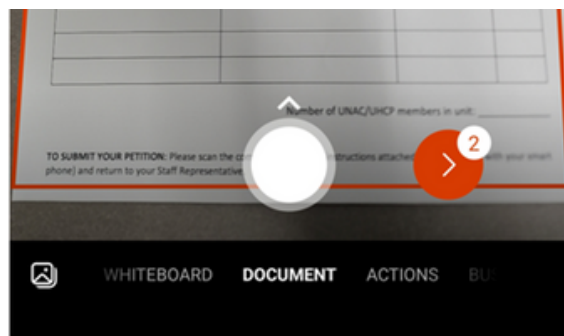
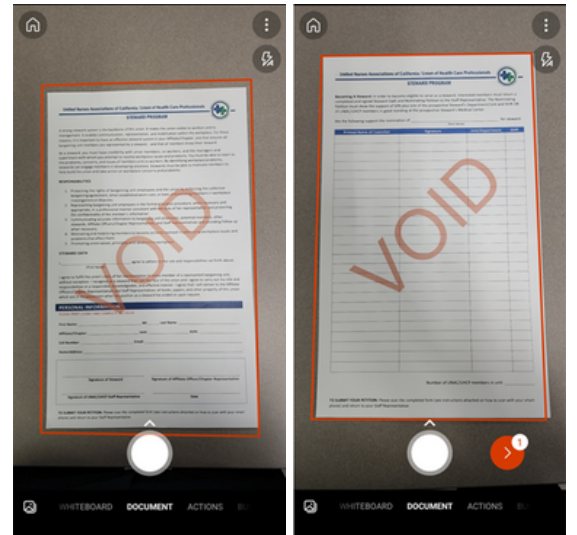
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STEP 01



STEP 02

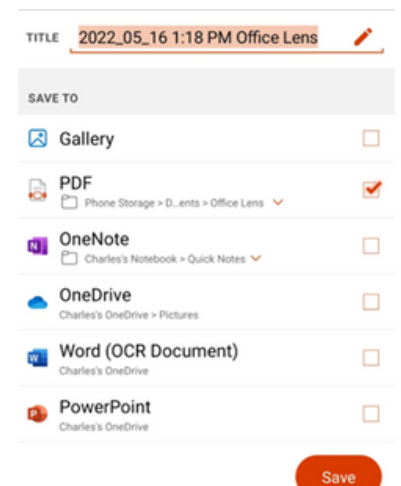
Capture
With the Microsoft Lens app open, place your documents on a flat well-lit surface. Align the red borders so that it surrounds the document. Capture both documents, one after the other.

Upon capturing both documents, select the red arrow with the number 2, indicating two documents have been captured.

STEP 03



STEP 04



Rename & Save

The next screen will allow you to rename the file and save it as a PDF.

STEP 05

Send from email

Upon saving, you will be brought to the **My Scans** page. Select the options button represented by the three dots, and **share** the document with your preferred email app.



For a video tutorial, scan the QR code