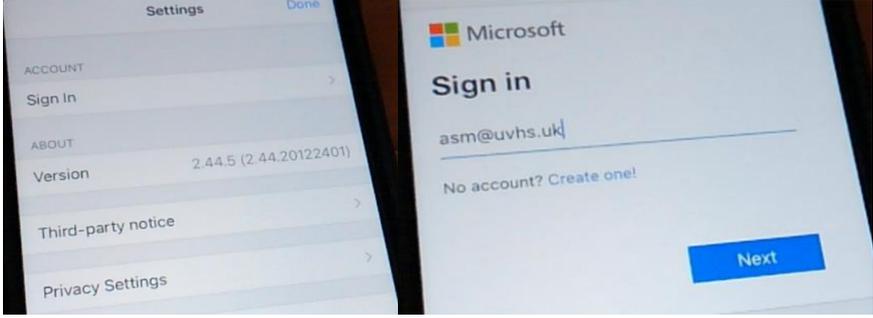
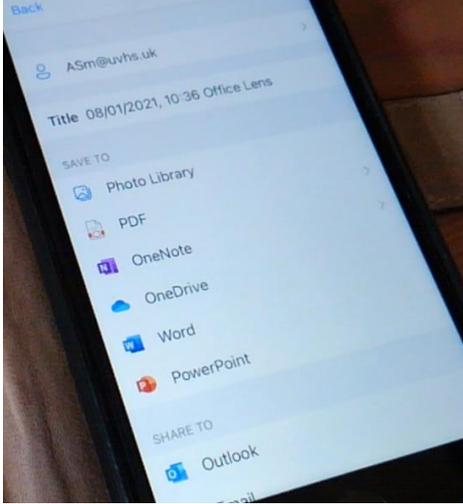
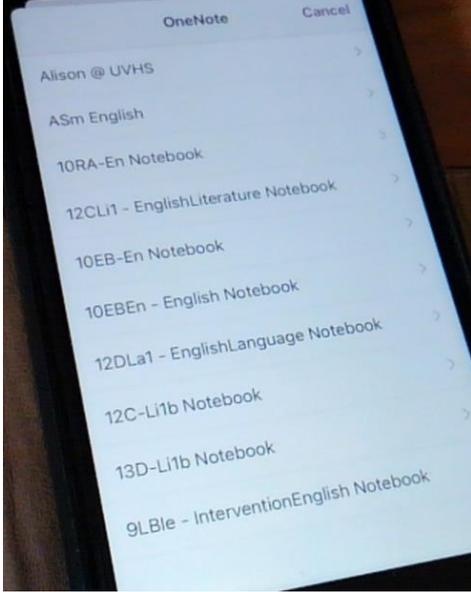
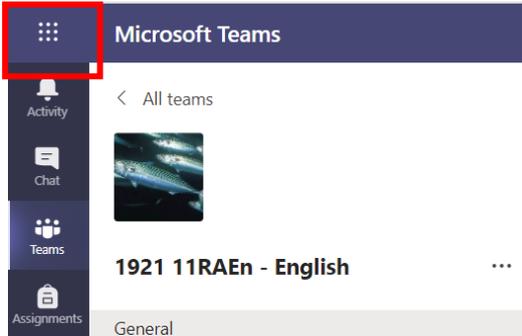
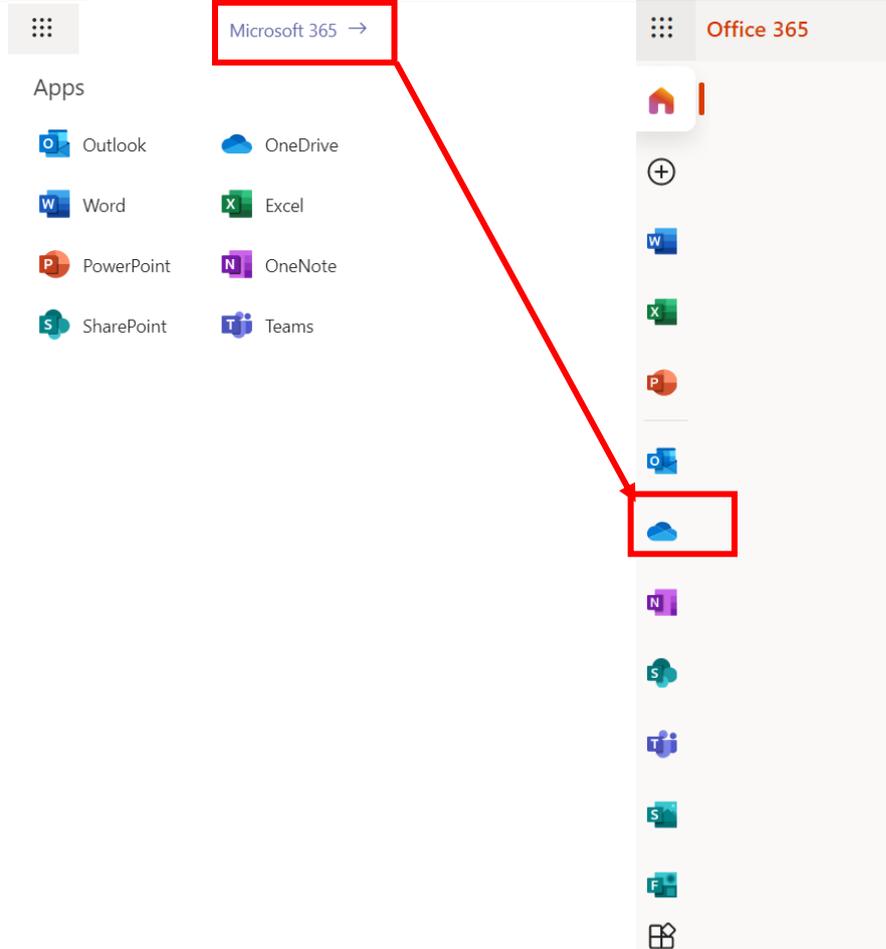
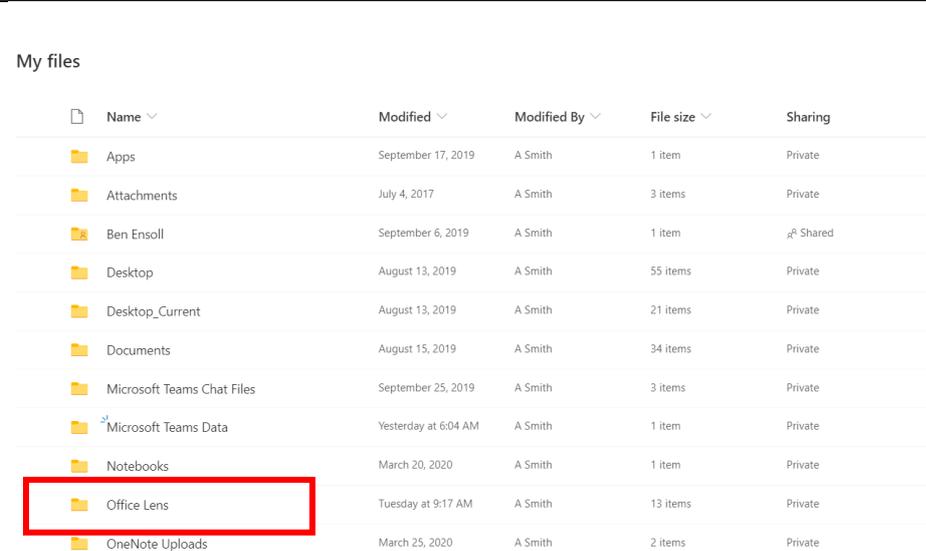


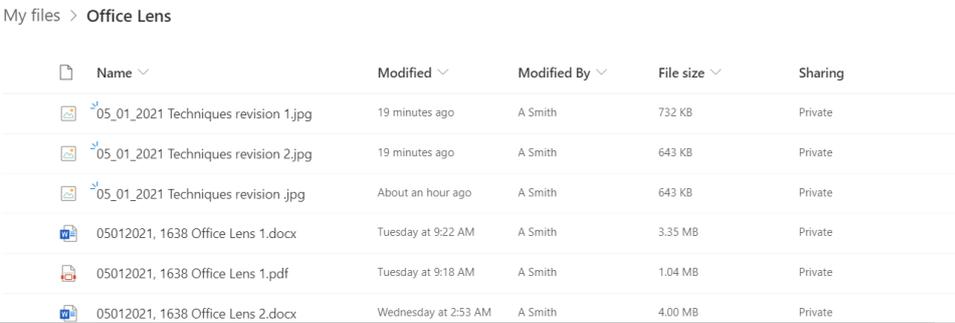
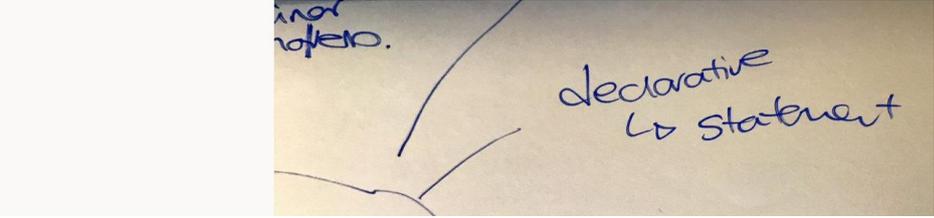
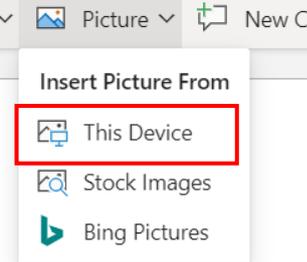
Using Office Lens to upload work to One Drive, One Note, and Word

Office Lens gives you the ability to easily share images of handwritten work or pages that you would have otherwise scanned via a range of other apps.

1	<p>Download Office Lens to your phone. It's free.</p>		
2	<p>Sign in with your school account</p>		
4	<p>This gives you access to a range of options when using Office Lens.</p> <p>If you save your photos to One Drive, you can access them from there</p>		
5	<p>Alternatively, you can create a page in One Note and save it directly to the Class Notebook you want.</p>		

To get to One Drive from Teams:

1	In your team, go to the apps section																																																													
2	Then go to <u>Microsoft 365</u> , and to <u>One Drive</u>																																																													
3	Go to <u>Office Lens</u>	 <table border="1"><thead><tr><th>Name</th><th>Modified</th><th>Modified By</th><th>File size</th><th>Sharing</th></tr></thead><tbody><tr><td>Apps</td><td>September 17, 2019</td><td>A Smith</td><td>1 item</td><td>Private</td></tr><tr><td>Attachments</td><td>July 4, 2017</td><td>A Smith</td><td>3 items</td><td>Private</td></tr><tr><td>Ben Ensoll</td><td>September 6, 2019</td><td>A Smith</td><td>1 item</td><td>Shared</td></tr><tr><td>Desktop</td><td>August 13, 2019</td><td>A Smith</td><td>55 items</td><td>Private</td></tr><tr><td>Desktop_Current</td><td>August 13, 2019</td><td>A Smith</td><td>21 items</td><td>Private</td></tr><tr><td>Documents</td><td>August 15, 2019</td><td>A Smith</td><td>34 items</td><td>Private</td></tr><tr><td>Microsoft Teams Chat Files</td><td>September 25, 2019</td><td>A Smith</td><td>3 items</td><td>Private</td></tr><tr><td>Microsoft Teams Data</td><td>Yesterday at 6:04 AM</td><td>A Smith</td><td>1 item</td><td>Private</td></tr><tr><td>Notebooks</td><td>March 20, 2020</td><td>A Smith</td><td>1 item</td><td>Private</td></tr><tr><td>Office Lens</td><td>Tuesday at 9:17 AM</td><td>A Smith</td><td>13 items</td><td>Private</td></tr><tr><td>OneNote Uploads</td><td>March 25, 2020</td><td>A Smith</td><td>2 items</td><td>Private</td></tr></tbody></table>	Name	Modified	Modified By	File size	Sharing	Apps	September 17, 2019	A Smith	1 item	Private	Attachments	July 4, 2017	A Smith	3 items	Private	Ben Ensoll	September 6, 2019	A Smith	1 item	Shared	Desktop	August 13, 2019	A Smith	55 items	Private	Desktop_Current	August 13, 2019	A Smith	21 items	Private	Documents	August 15, 2019	A Smith	34 items	Private	Microsoft Teams Chat Files	September 25, 2019	A Smith	3 items	Private	Microsoft Teams Data	Yesterday at 6:04 AM	A Smith	1 item	Private	Notebooks	March 20, 2020	A Smith	1 item	Private	Office Lens	Tuesday at 9:17 AM	A Smith	13 items	Private	OneNote Uploads	March 25, 2020	A Smith	2 items	Private
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