
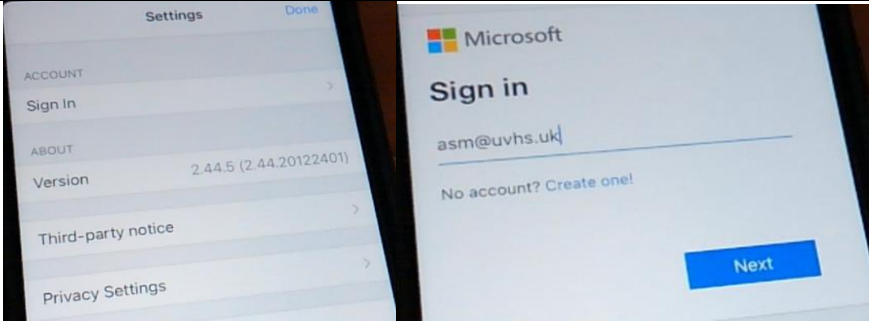
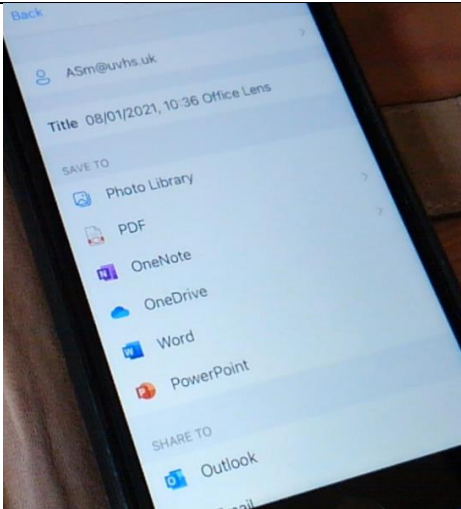
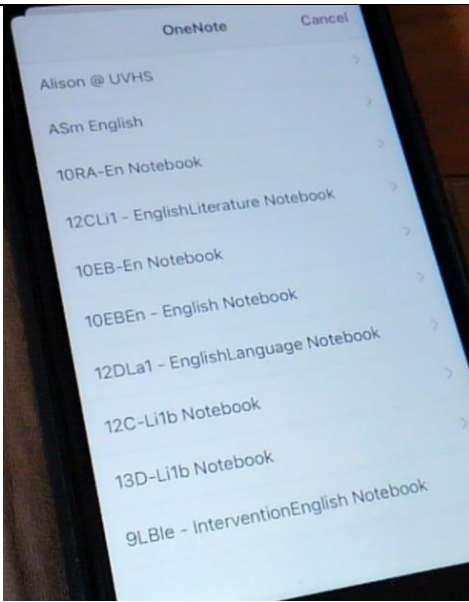
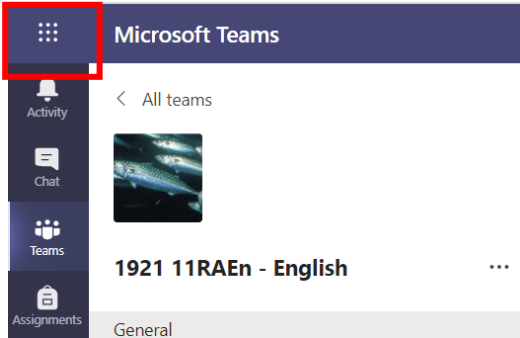
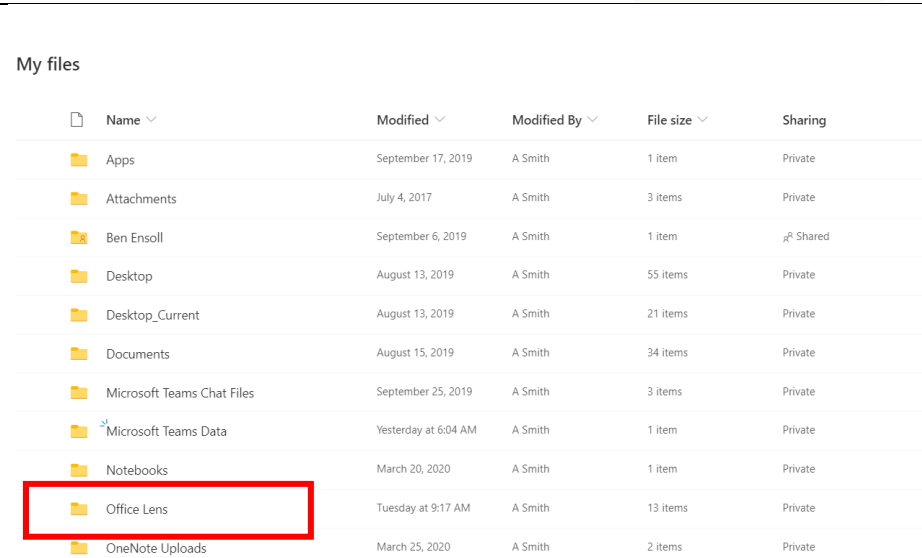


## Using Office Lens to upload work to One Drive, One Note, and Word

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

## 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>	

4	All of your office lens documents will be here	<div>My files &gt; Office Lens</div> <table><thead><tr><th></th><th>Name</th><th>Modified</th><th>Modified By</th><th>File size</th><th>Sharing</th></tr></thead><tbody><tr><td></td><td>05_01_2021 Techniques revision 1.jpg</td><td>19 minutes ago</td><td>A Smith</td><td>732 KB</td><td>Private</td></tr><tr><td></td><td>05_01_2021 Techniques revision 2.jpg</td><td>19 minutes ago</td><td>A Smith</td><td>643 KB</td><td>Private</td></tr><tr><td></td><td>05_01_2021 Techniques revision .jpg</td><td>About an hour ago</td><td>A Smith</td><td>643 KB</td><td>Private</td></tr><tr><td></td><td>05012021, 1638 Office Lens 1.docx</td><td>Tuesday at 9:22 AM</td><td>A Smith</td><td>3.35 MB</td><td>Private</td></tr><tr><td></td><td>05012021, 1638 Office Lens 1.pdf</td><td>Tuesday at 9:18 AM</td><td>A Smith</td><td>1.04 MB</td><td>Private</td></tr><tr><td></td><td>05012021, 1638 Office Lens 2.docx</td><td>Wednesday at 2:53 AM</td><td>A Smith</td><td>4.00 MB</td><td>Private</td></tr></tbody></table>		Name	Modified	Modified By	File size	Sharing		05_01_2021 Techniques revision 1.jpg	19 minutes ago	A Smith	732 KB	Private		05_01_2021 Techniques revision 2.jpg	19 minutes ago	A Smith	643 KB	Private		05_01_2021 Techniques revision .jpg	About an hour ago	A Smith	643 KB	Private		05012021, 1638 Office Lens 1.docx	Tuesday at 9:22 AM	A Smith	3.35 MB	Private		05012021, 1638 Office Lens 1.pdf	Tuesday at 9:18 AM	A Smith	1.04 MB	Private		05012021, 1638 Office Lens 2.docx	Wednesday at 2:53 AM	A Smith	4.00 MB	Private
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5	Open the one you want, then simply use Control+C to copy it, and Control+V to paste it into the One Note page or Word document you have chosen	<div><div>ShareCopy linkDownloadDeleteView originalCopy toVersion history</div></div>																																										
6	Alternatively, choose <u>Insert</u> , then <u>Picture</u>																																											
7	Choose <u>This Device</u> and continue from step 3 above																																											