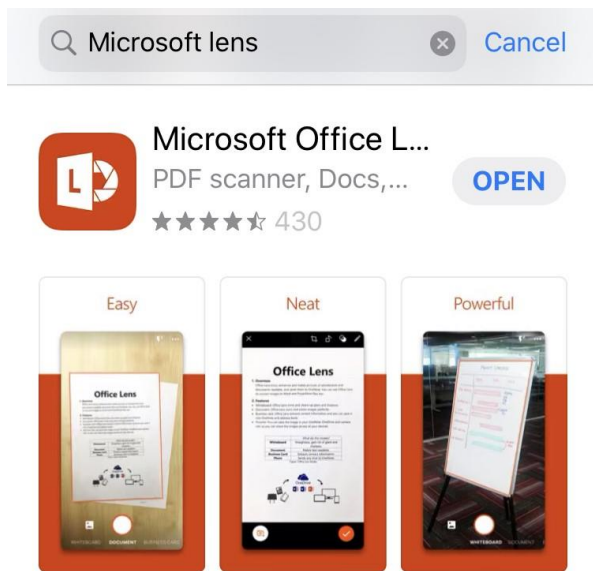
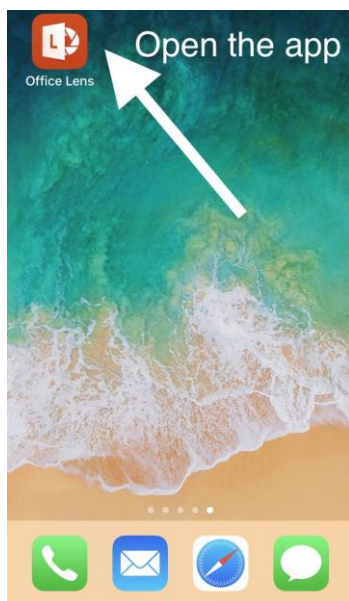


If you haven't already done so, download the Microsoft Office Lens app from the app store.

This is what it looks like in the app store.

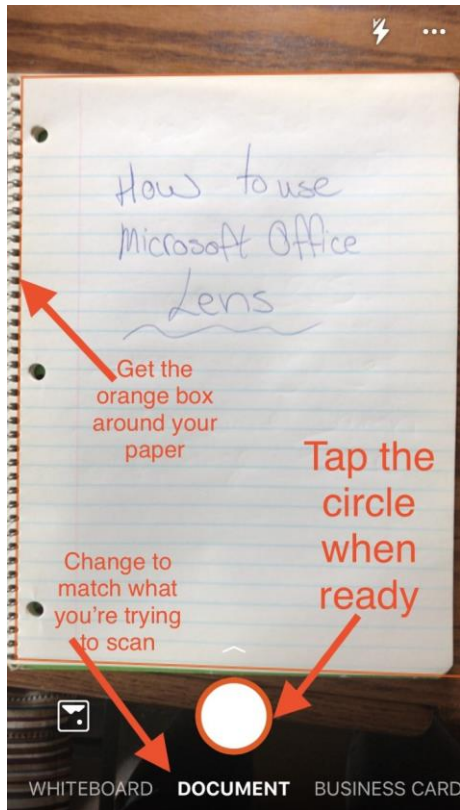


Once installed, open the app.

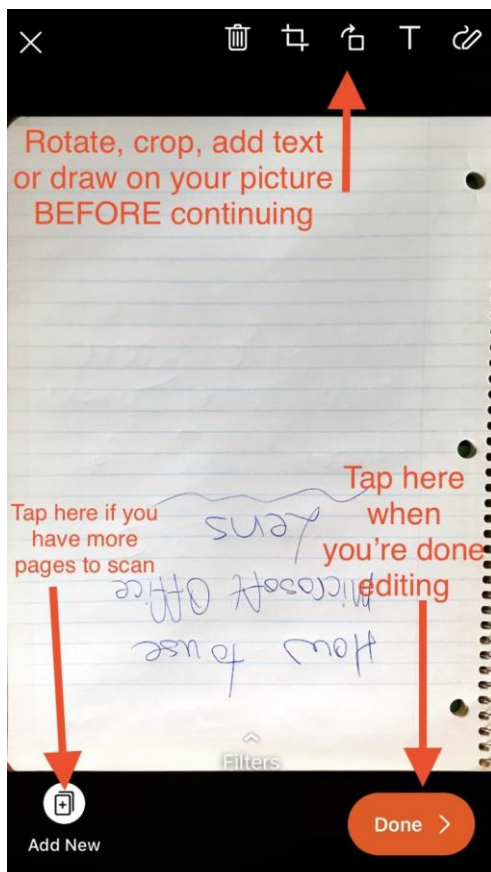


The app requires access to your camera and photos.

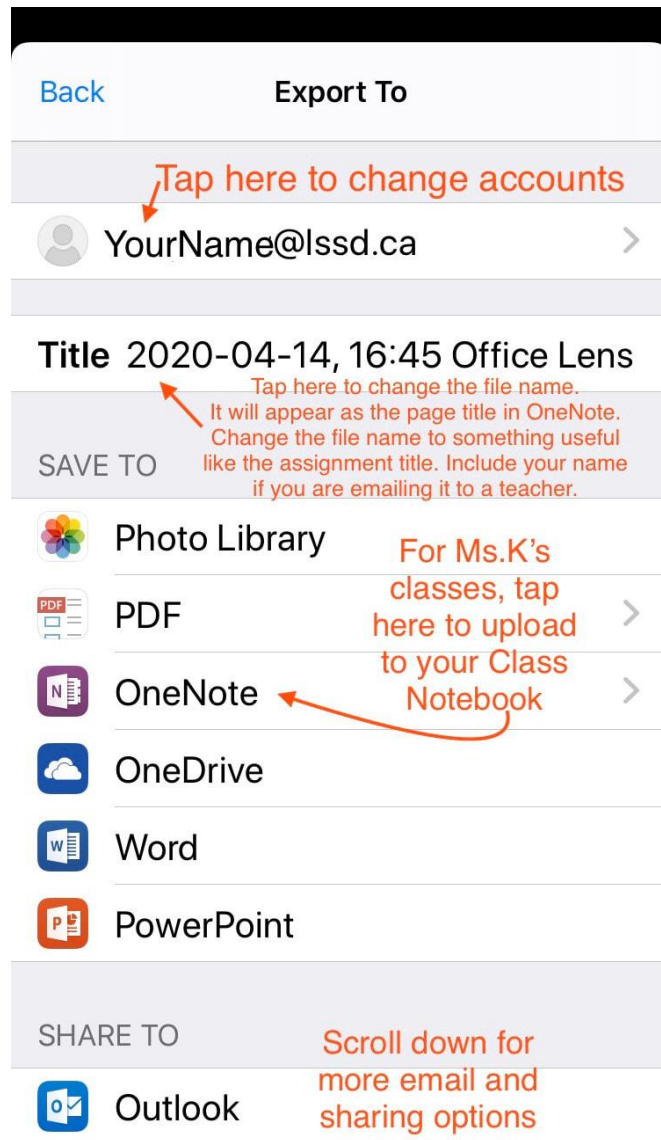
Hold your device over your paper. Tap the circle to take a photo when ready.



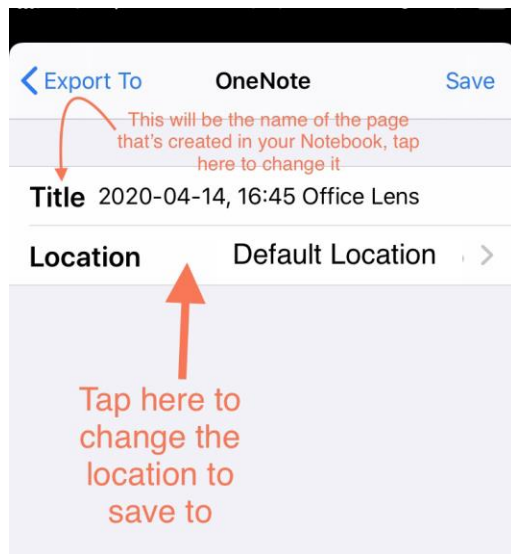
Edit image as needed. "Add New" if you have more pages, otherwise tap "Done".



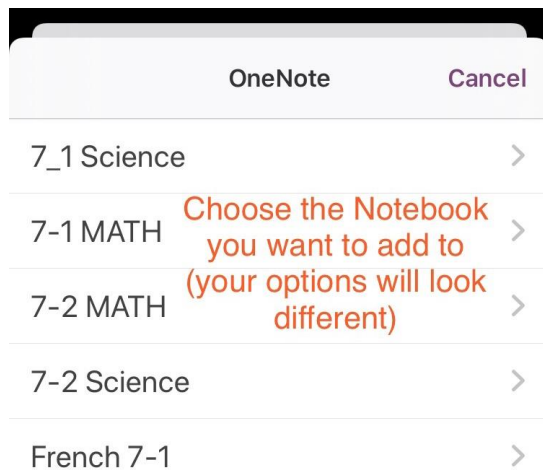
Once you're done, you can choose to save the file or share it. Scroll down further for mail options. Change the account to be your student email address. Tap on OneNote to save to a Class Notebook.



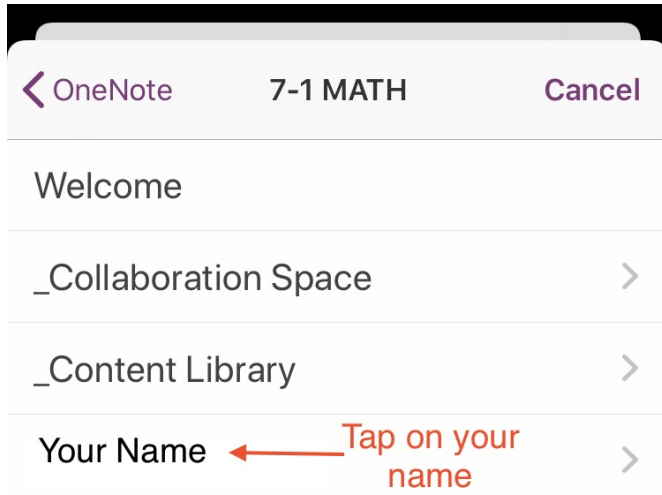
When you tap on OneNote, you can change any settings you want on the screen that comes up.



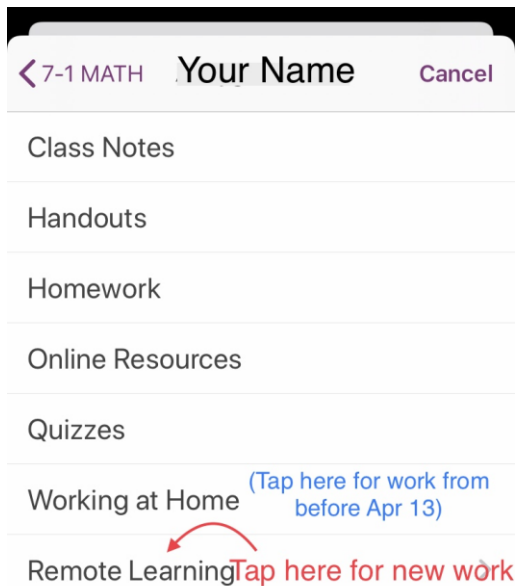
When you tap on Location, all of your OneNote Notebooks will be listed. I will show you how to upload your math homework.



Once you choose a Notebook, you will see your name and the header sections in the Notebook. Tap on your name to go into your personal sections.

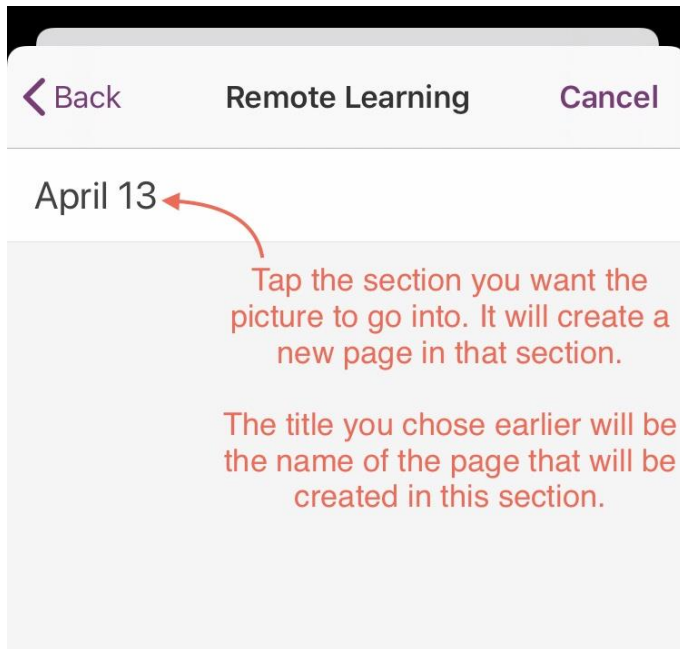


For Ms. Kurjewicz’s Math class, tap on the section your work is from (“Working from Home” for March work, “Remote Learning” for anything after April 13).

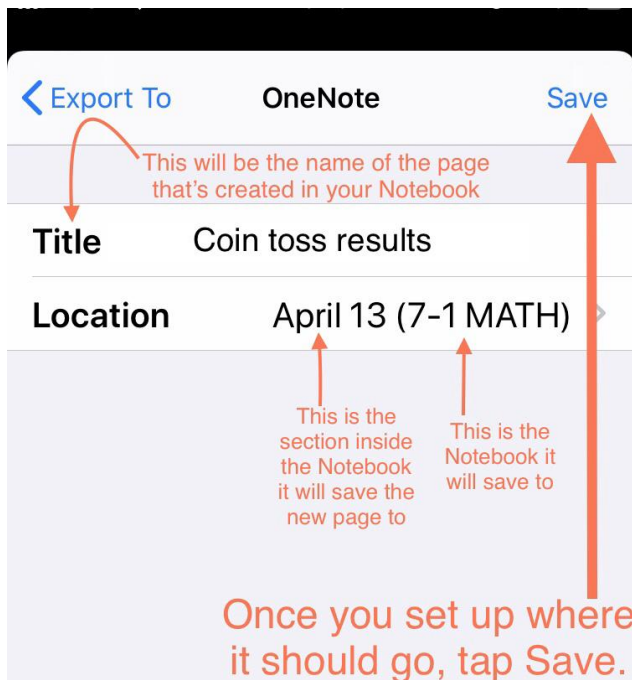


At the moment, the “Working at Home” section in any of my OneNote Class Notebooks does not have subsections, so if you choose that it will create the new page and you are done. In the Math Notebooks, “Remote Learning” has more subsections to choose from.

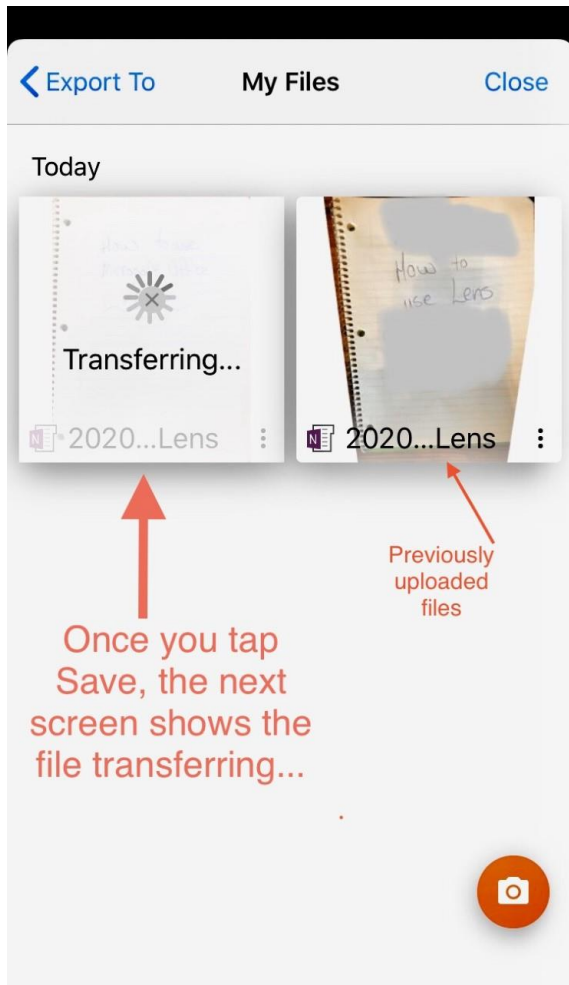
Choose the subsection where you want to save your work.



As soon as you select a section, it will take you back to the Save screen. If you're happy with everything, tap Save.



After you tap Save, you will see a screen showing the file transferring until it's finished.



Once you tap Save, the next screen shows the file transferring...

Previously uploaded files



Tada!  
It's done!

It's now in your Notebook on it's own page

Your images are now saved on pages in your Notebook.