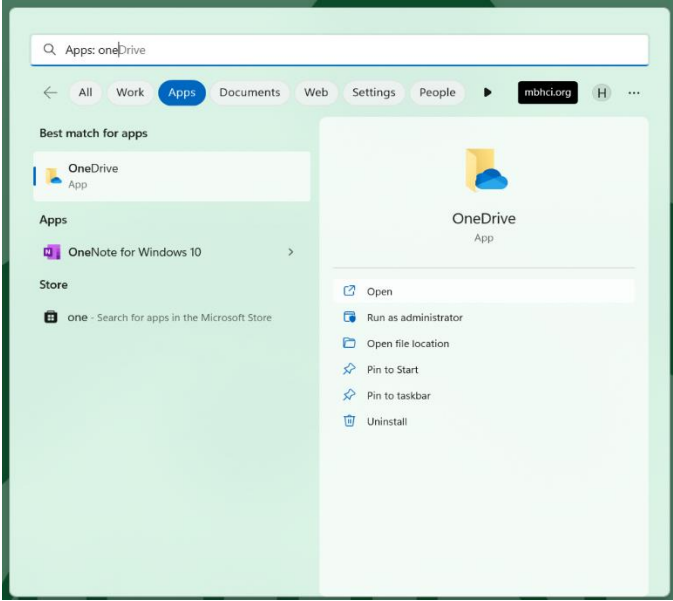
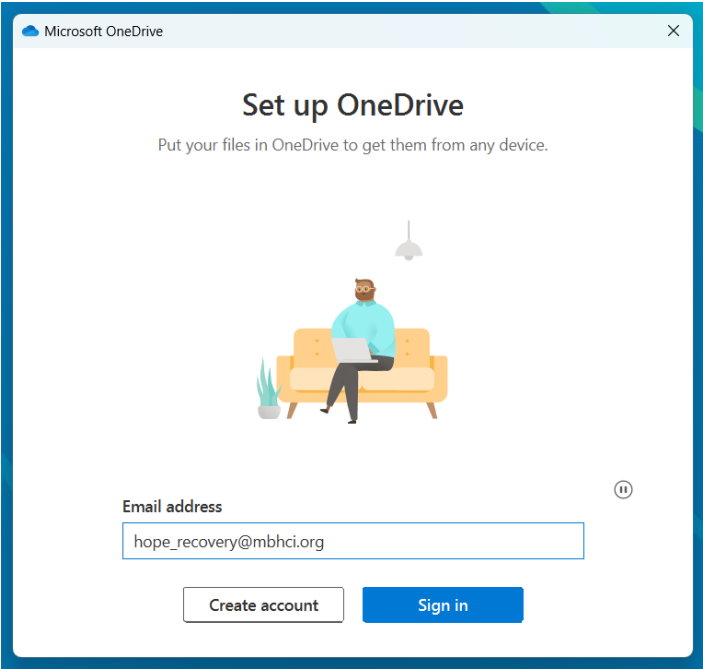
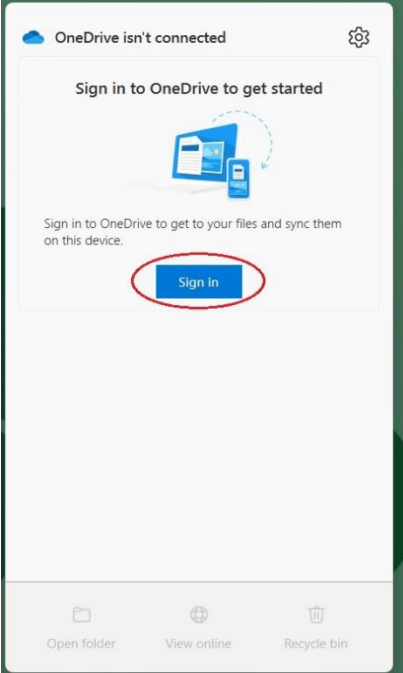


# How to Scan to One Drive

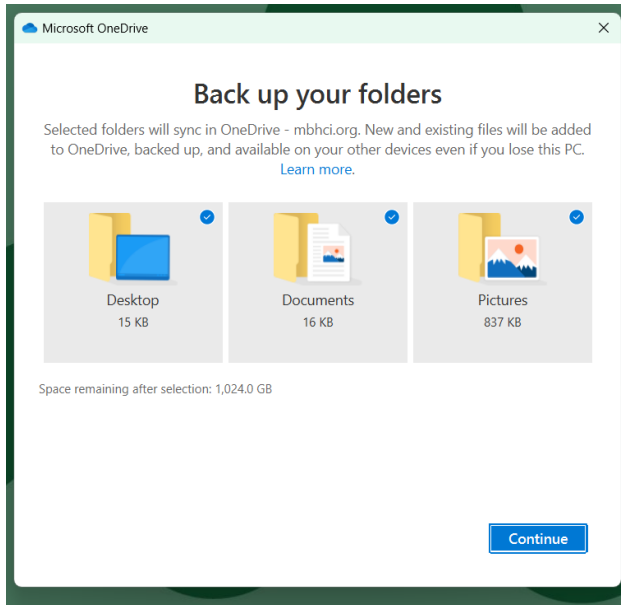
Select the Gray OneDrive at the bottom of the taskbar or search for OneDrive using the windows search bar.



Select the Sign in button and use your Meridian Email.

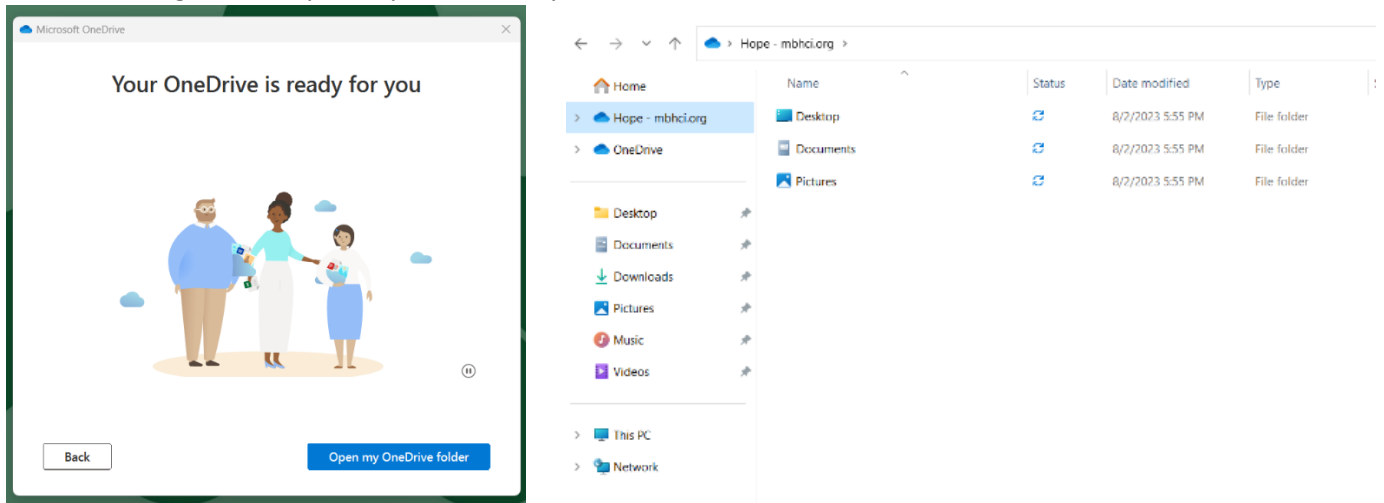


Proceed through the setup until you see this screen.

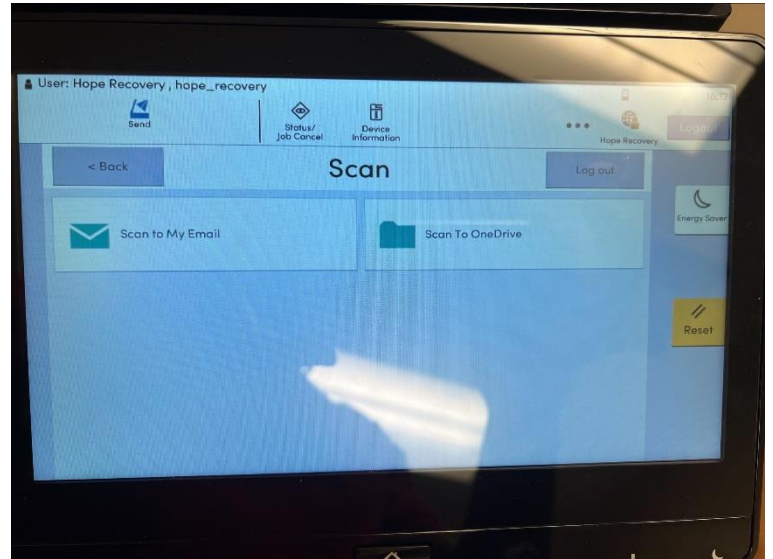
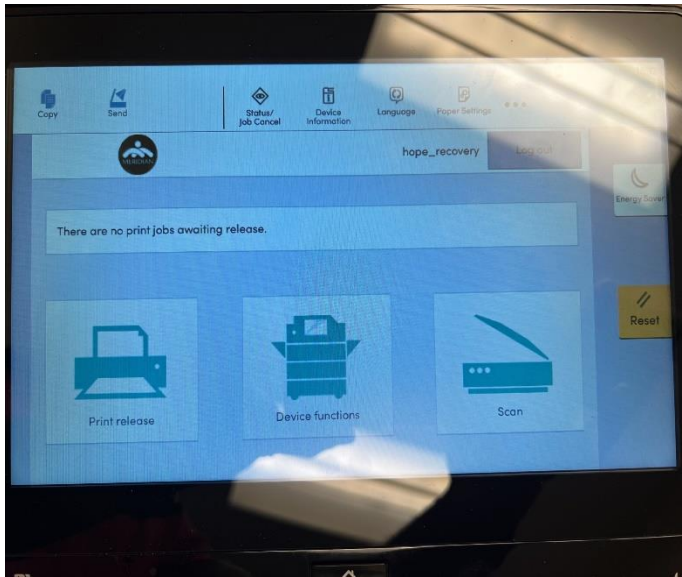


Ensure these three options are selected and enabled.

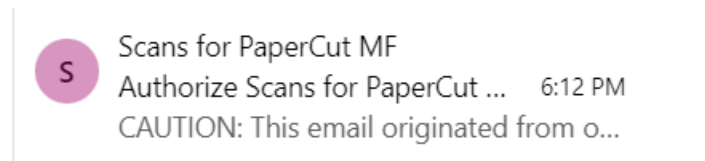
Proceed through the setup until you can view your OneDrive folder



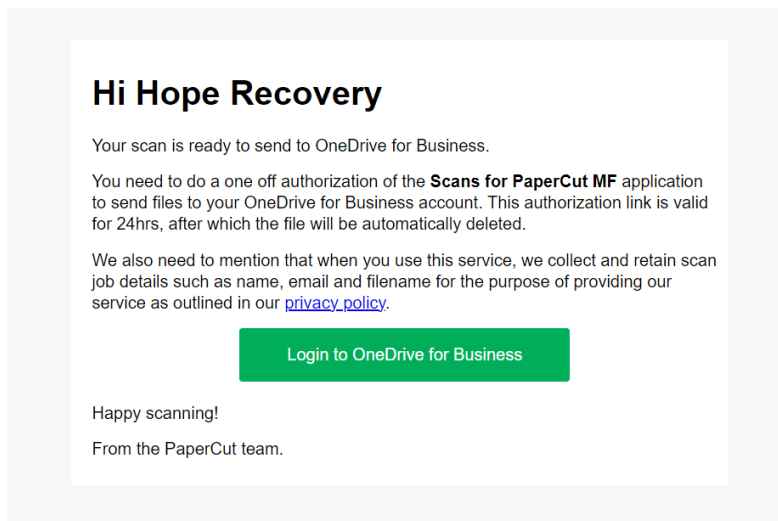
Now go to your local printer and navigate to the Scan to OneDrive Option



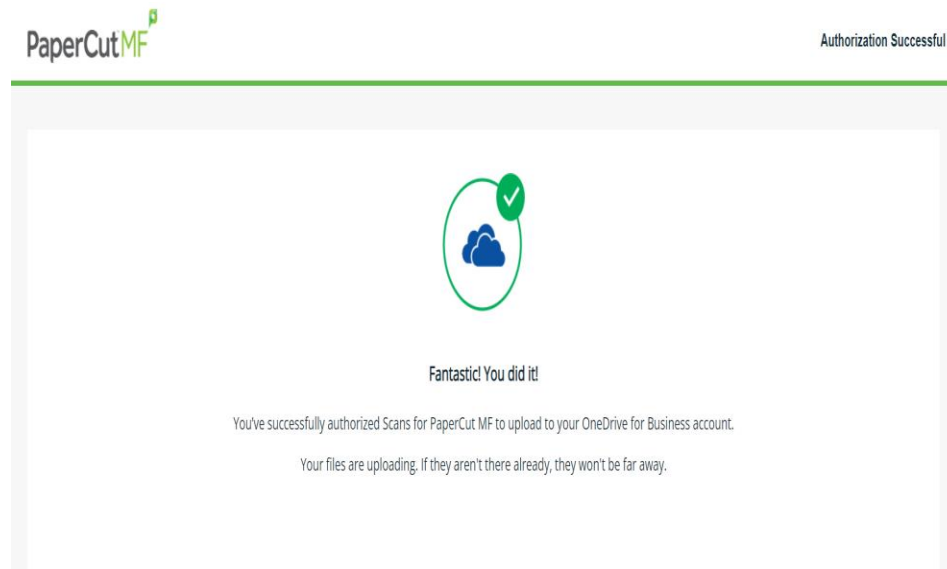
After scanning return to your computer and open your outlook email. You will receive an email titled "Scans for PaperCut MF."



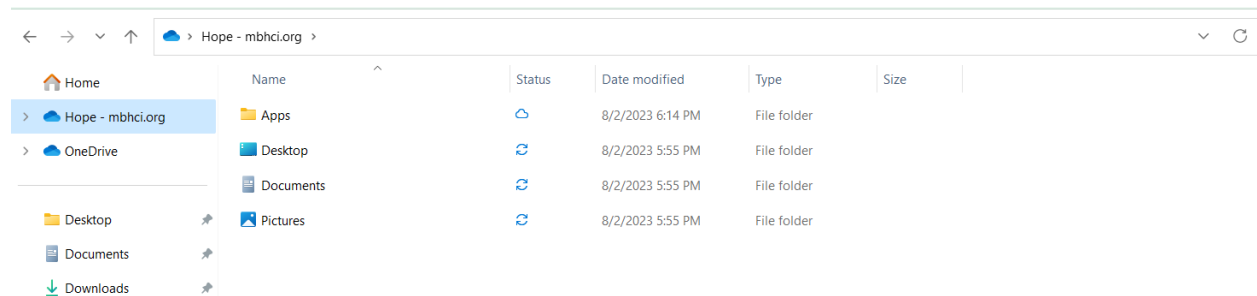
After Opening the Email scroll down the email until you see a green button titled "Login to OneDrive for Business."



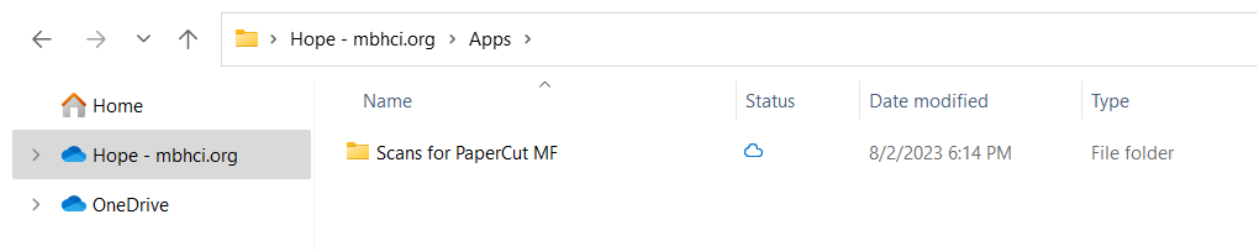
After clicking that button your browser will open a tab with this message.



Return to your OneDrive folder and select the **“Apps”** folder.



Open the folder **“Scans for PaperCut MF.”**



You should see the Scanned document.

