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.

 Microsoft OneDrive 		×					
Back up your folders Selected folders will sync in OneDrive - mbhci.org. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. Learn more.							
Desktop 15 KB	Documents 16 KB	Pictures 837 KB					
Space remaining after selection: 1,	124.0 GB	Continue					

Ensure these three options are selected and enabled.



Procced 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."

S Scans for PaperCut MF Authorize Scans for PaperCut ... 6:12 PM CAUTION: This email originated from o...

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

• Your scap is roady to	e cond to OneDrive for Business			
You need to do a on to send files to your for 24hrs, after which	e off authorization of the Scans for Pa OneDrive for Business account. This a h the file will be automatically deleted.	perCut MF application authorization link is valid		
We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our <u>privacy policy</u> .				
	Login to OneDrive for Business			
Happy scanning!				
From the PaperCut	team.			

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



Return to your OneDrive folder and select the <u>"Apps"</u> folder.

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>	lope - mbhci.org		Apps		8/2/2023 6:14 PM	File folder			
>	OneDrive		Esktop	C	8/2/2023 5:55 PM	File folder			
			Documents	C	8/2/2023 5:55 PM	File folder			
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	Documents	*							
	↓ Downloads	*							

Open the folder "Scans for PaperCut MF."

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A Home	Name	Status	Date modified	Туре		
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You should see the Scanned document.

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>	OneDrive						
>	OneDrive						