

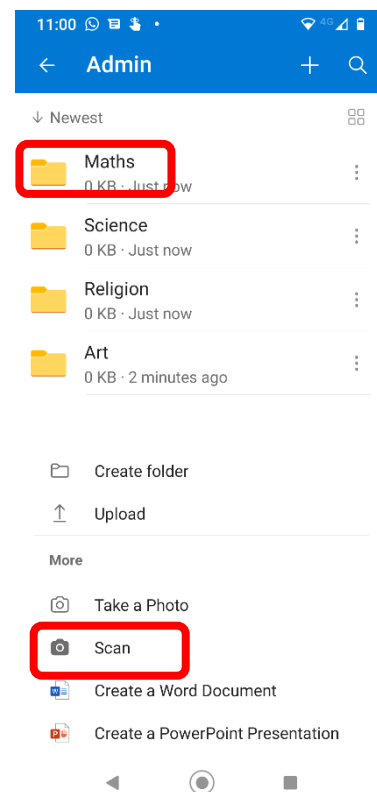
Instructions for taking good quality images of homework to upload to TEAMS



1. **Download the OneDrive app** from your app store on your mobile
Log into the app with your school email address and password



2. **Select the folder** that you are saving the images to



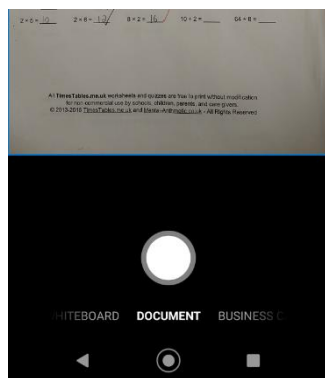
3. **Click the +** to add the image to the subject folder



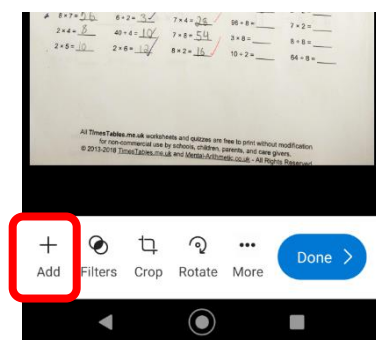
4. **Select the Scan** option



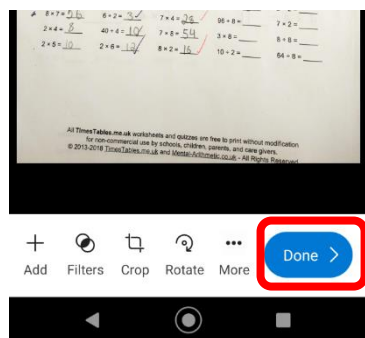
5. **Hold the phone parallel** to the page, directly above it **until the blue frame surrounds the required text** on the document. **Hit the white document button** and click confirm



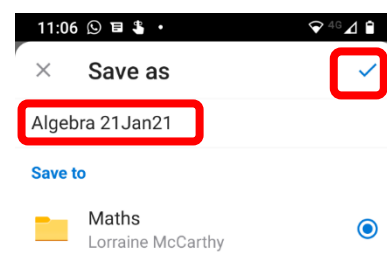
6. If you have more than one image/page to upload for your homework, **select + Add** and then confirm



7. At the end of the process to add 2 or more pages, **select the blue Done button**



8. **Rename your document/image** with a meaningful name e.g. Algebra 21Jan



Hit the blue tick to complete the process

When you go to the assignment section in the subject's team, you can then easily upload the file that is saved to the subject folder in your OneDrive.

