

# How to install and use the Office Lens camera app.

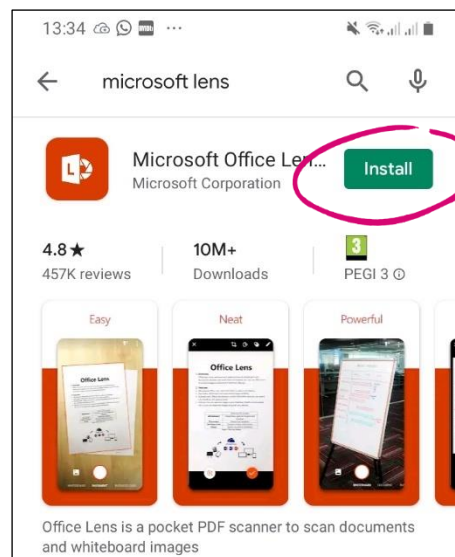
This help guide will explain to install the Office Lens app on your iOS or Android device. The Office Lens app allows you to photograph documents, diagrams, posters or whiteboards and format the so they easier to read, the correct shape and in proportion.

It is a very useful too if you need to photo of any work you produce for assessment. This could include written documents, posters or whiteboards.

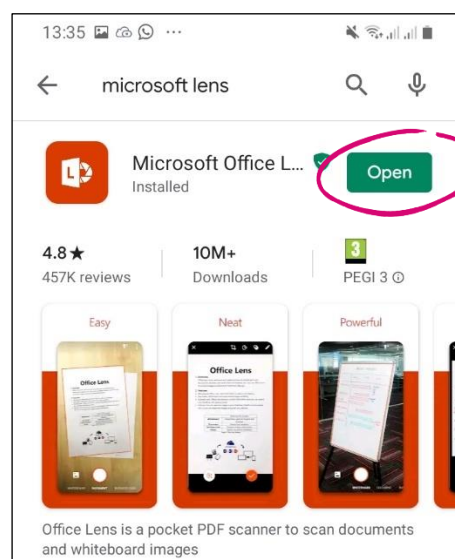
## Android Device

- 1 Open the Play Store and search of **Office Lens**.

Click **Install**.



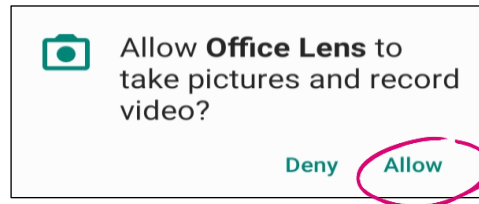
- 2 Once it has installed, click **Open**.



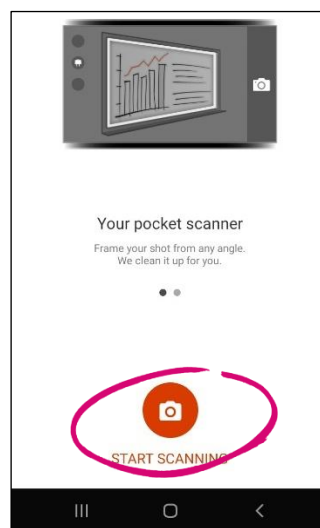
- 3** When prompted, click **Allow**.



- 4** When prompted, click **Allow**.



- 5** Click the **START SCANNING** to begin using Office lens.



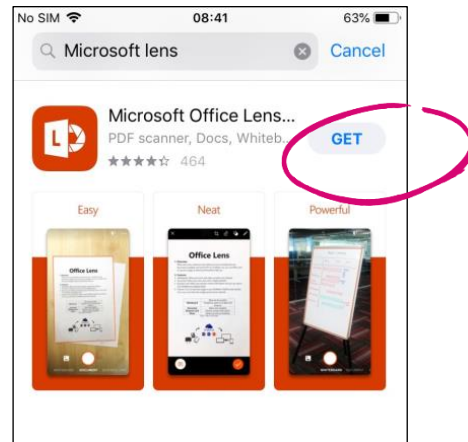
You can view a help guide for using Office Lens for Android at:

<https://support.office.com/en-gb/article/microsoft-office-lens-for-android-ec124207-0049-4201-afaf-b5874a8e6f2b>

## iOS devices (iPhones or iPads)

- 1 Open the App Store and search of **Office Lens**.

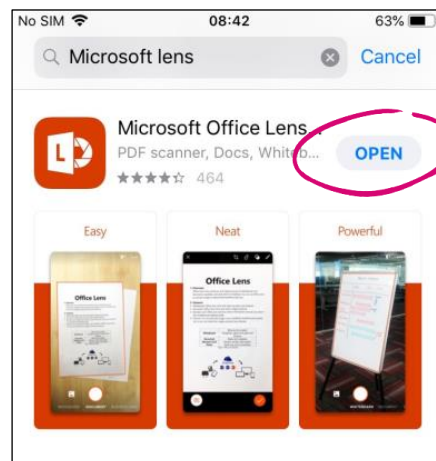
Click **GET**.



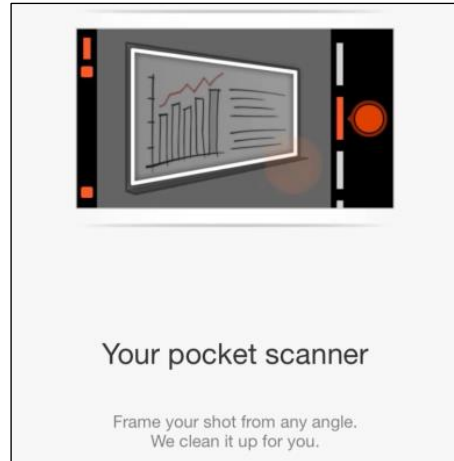
- 2 Click **Install**.



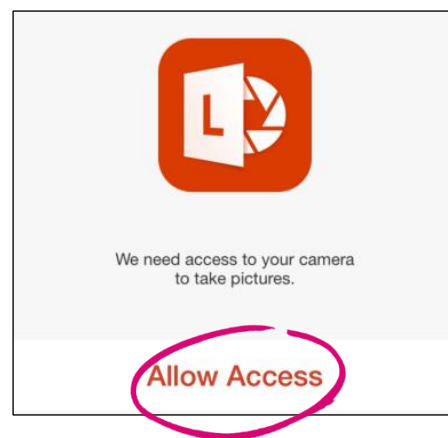
- 3 Once it has installed, click **OPEN**.



- 4** Swipe until you an **ALLOW ACCESS** screen.



- 5** Click **ALLOW ACCESS**.



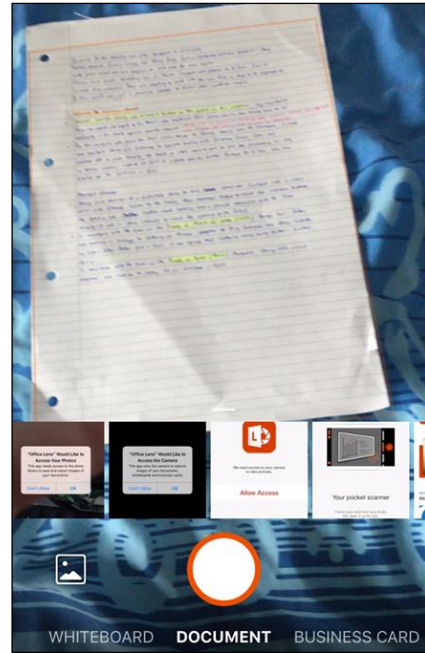
- 6** When prompted, click **OK**.



- 7** When prompted, click **OK**.



Office Lens is now ready to use.



You can view a help guide for using Office Lens for iOS at:

<https://support.microsoft.com/en-us/office/microsoft-office-lens-for-ios-fbdca5f4-1b1b-4391-a931-dc1c2582397b>

### **IT Support - open 24 hours, 365 days a year**

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