Step 1: After downloading Microsoft Office Lens, open the app, and take a picture of the document that you want to scan by pressing on the icon in the middle.
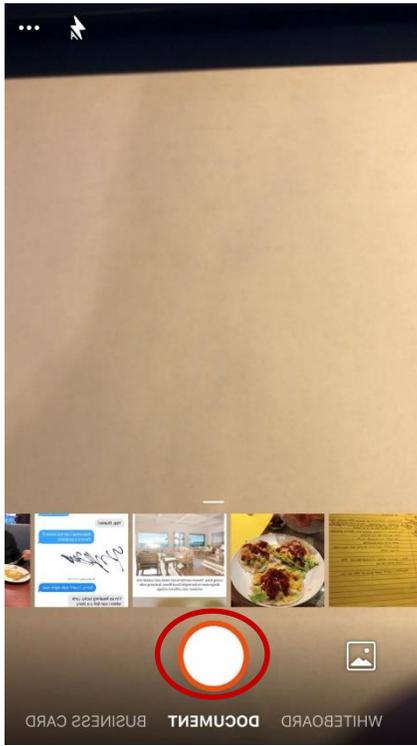
Step 2: After the document is scanned the user can delete the file 🗑, crop it ⊡, rotate it ↻, add text T, or draw ✐ on the document.

Step 3: After all the edits are completed, if any, click done at the bottom right corner to email or save the scanned document.

Step 4: Choose whether to email or save the scanned document.