## Scanning and Saving Documents

To eliminate the need for personal contact, while still collecting a legally binding signature for bills of lading (or any other documents), a good option is to utilize the Microsoft Office app on your phone or tablet. If you are already using Microsoft Office, this is a simple solution.

In your device's app store, search Microsoft Office and download the app:



You can also follow these links: App.google.com https://play.google.com/store/apps/details?id=com.microsoft.office.officehubrow&hl=en\_US

apps.apple.com https://apps.apple.com/us/app/microsoft-office/id541164041

The login for the app is the same that you use to log into your other Microsoft Office products or computer (consult your IT support for more information).

Instructions:





<ol><li>'Send a Copy' allows y recipient(s) and how y</li></ol>	ou to choose your ou want to send it.		Share	Done
Ex: text message, em	il, save to files	Upload this file to the cloud to share.		
		Name	Sample Scan	
		Location OneDrive - Ars Associat		sociation >
		Keep Local C	сору	
			Upload	
			🖞 Send a Copy 🛛	