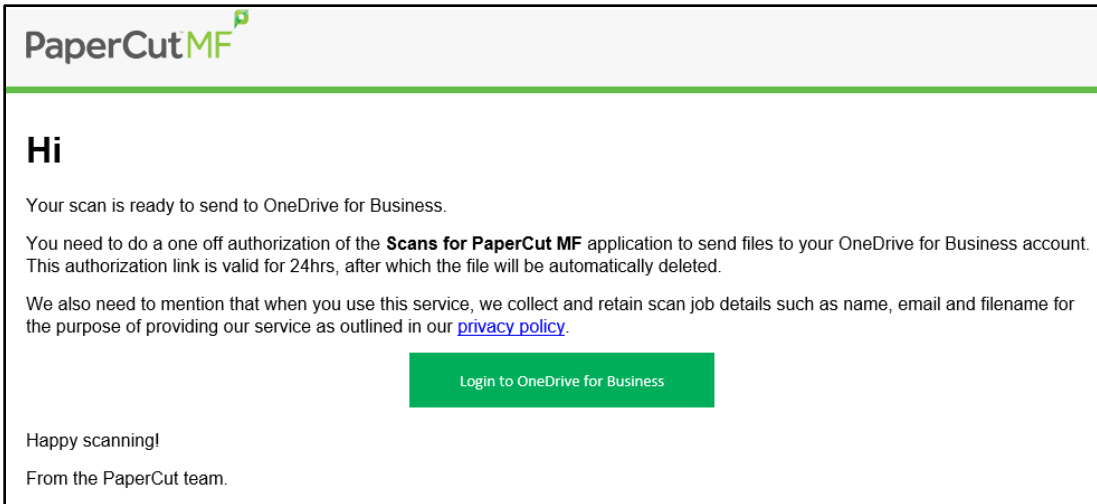# Scanning to OneDrive

The first time you Scan to OneDrive, you will need to authorize PaperCut access to your OneDrive. The first time you scan, you will receive a one-time email from scans@papercut.com.

1) Open this email and click "Login to OneDrive for Business"
2) A browser will then open asking you to sign into your Microsoft account. You will login with your UTAD@rockets.utoledo.edu account.
3) After signing in, you will see a screen like →.
4) Click Accept.
5) You will receive another email confirming your scan completed and link to "Go to your scan".
6) Clicking this link will open your scan in your browser.

To navigate to your scan.

1. Open a browser and navigate to https://office365.utoledo.edu and login.
2. Click the OneDrive cloud on the left.
3. Navigate to Apps\Scans for PaperCut MF.