

Tutorial: how to securely transmit physical signatures and other documents

Tools you will need to install on your device first:

For Android:

[InTune](#)

[Office Lens](#)

[OneDrive](#)

For Apple:

[InTune](#)

[Office Lens](#)

[OneDrive](#)

InTune is required to be able to sign in and utilize the Microsoft resources on hand held devices which are available to ENMU members with their sd\ or ad\ credentials.



Phone Model/OS Version agnostic instructions on how to use Office Lens can be found here:


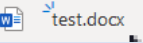

For Android: [Link](#)



For Apple: [Link](#)

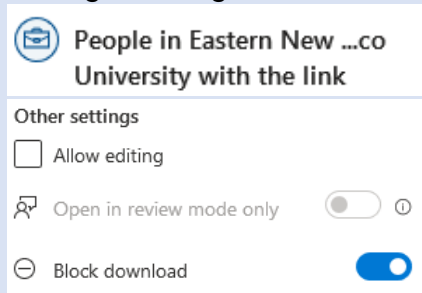
While there are multiple pathways to bring content into One Drive, Office Lens allows you to take a physical document, such as one with a ink signature on it, and transfer it to your ENMU OneDrive as a PDF. Such a document may then be securely shared to other parties in a safe, encrypted manner as can be seen in Microsoft's Encryption documentation located [here](#).


The following are instructions on how to share a document from OneDrive:

- Go to my.enmu.edu and log in with your ad\ or sd\ credentials
- Left Click on  [LaunchPad](#)
- Left Click on  [Office 365](#)

- Left Click on 
- Go down to the document you wish to share, in this example 
- and Left Click on  which appears when you hover over the document.


- Left Click 
- Left Click on this location 
- Change Settings to





 People in Eastern New ...co
 University with the link

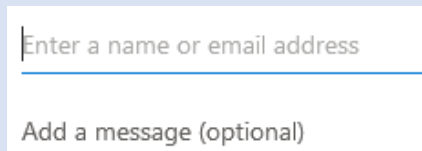
Other settings

Allow editing

 Open in review mode only

 Block download

- Left Click 
- Enter the ENMU member you wish to share the document with, and add a message if desired, as seen below:



Enter a name or email address

Add a message (optional)

- Left Click 

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–ENMU Portales ITS Technical Trainer