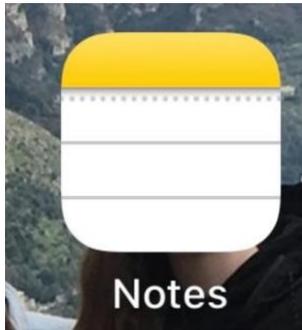


IPHONE USERS

1. Open the Notes app on your phone (see below):



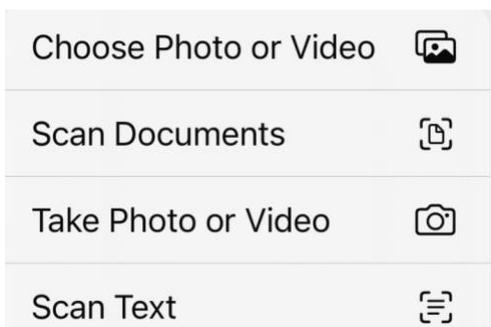
2. Click on the box with a pencil (bottom right corner -see below):



3. Click on the camera (above the keyboard -see below):



4. Select Scan Documents (see below -2nd one down):



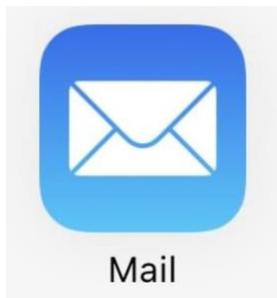
5. Hold over the document you want to scan. It should automatically take a photo. If not, click on the white circle to take a photo.

6. Save

7. Click on the box with an up arrow (upper right corner -see below):



8. Select Mail:



9. Enter email address for Jane, then click the up arrow in the yellow circle (upper right corner -see below) to Send:

