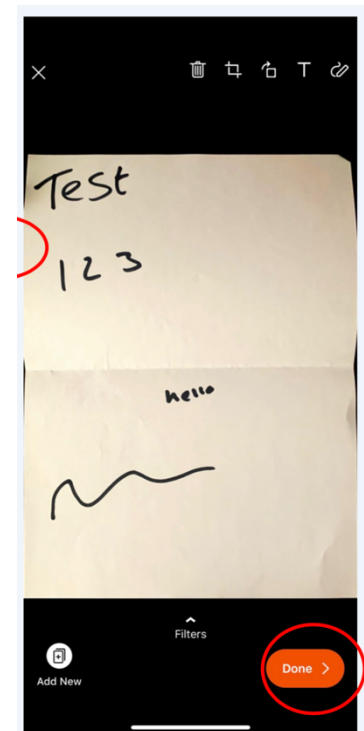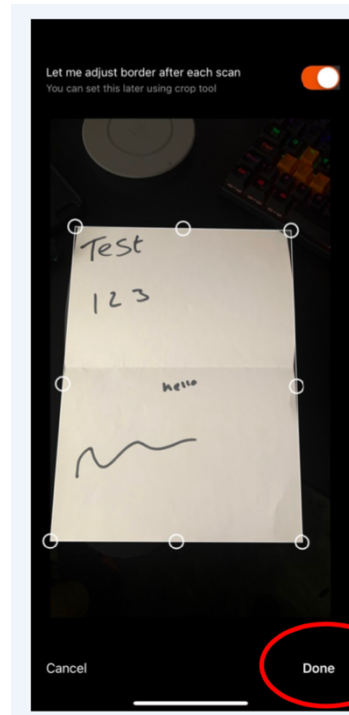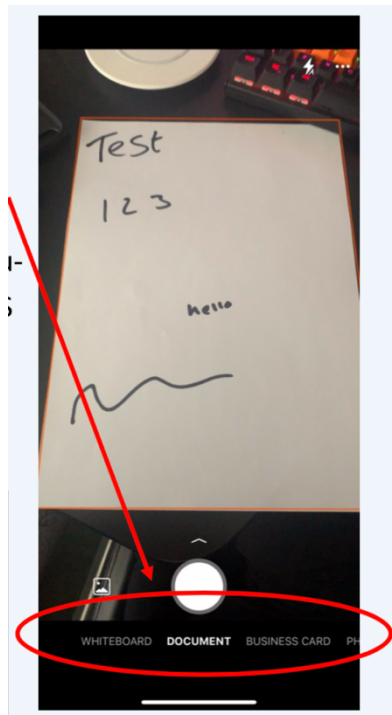# How to send your work back to College

Send a photo to your tutor

Please send a photo of your work to your tutor, either in Teams or via email. Microsoft Lens is a useful and free app to use.

1. Download the app from your app store. Launch the app and select what type of document you are taking an image of.

2. Take an image, ensuring all of the edges of the document are inside of the red lines, from within the MS Lens app.
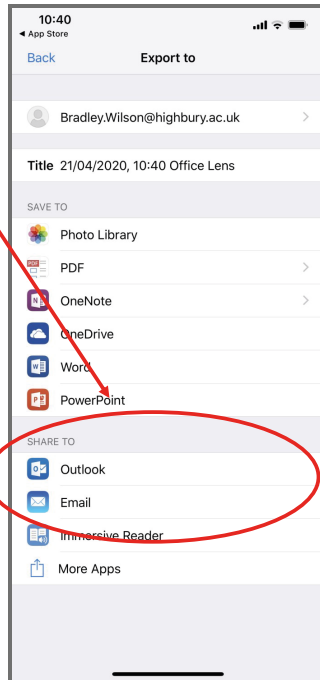
3. Crop the image so the document is inside of the six white circles and then tap done (this should be done automatically).

4. Confirm the image is as desired and select "done". Here you can also select "add new" in the bottom left to if you have multiple documents you need to take images of. You can also crop/flip/add text/draw on the document on this screen by using the buttons in the top right.
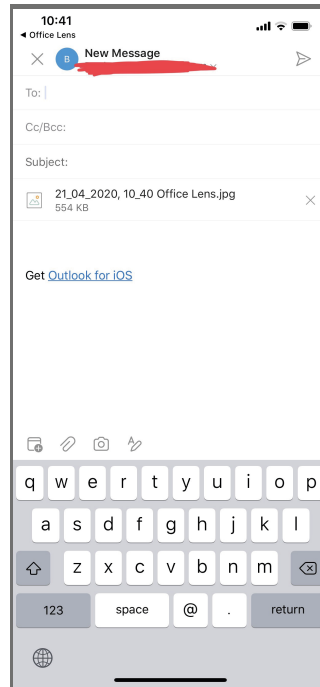
Please turn over

How to send your work back to College

Send a photo to your tutor (continued...)

5. Select your email application
from the list that appears.

6. Lens will automatically open and create a new email draft with the image/images attached. You can now fill in all the necessary details and send.