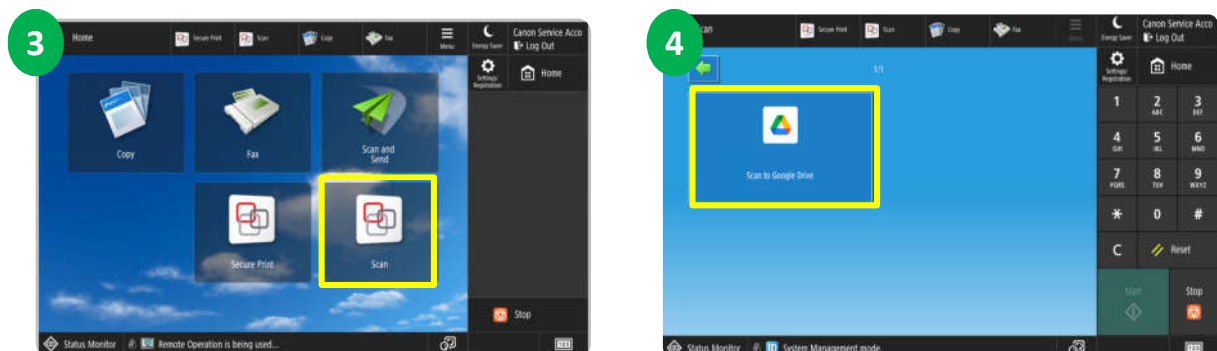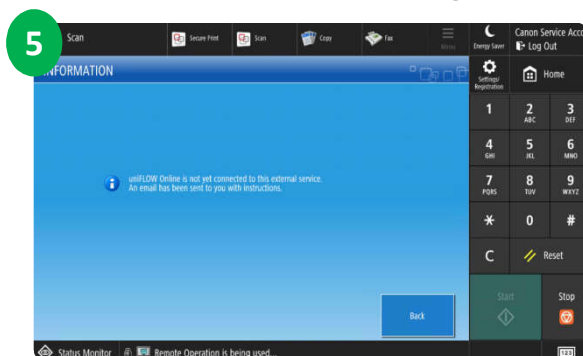## Trained Identity for Scan to Google Drive

1. User walk to the nearest Canon MFD.
2. Tap user ID card at the card reader attached on MFD.

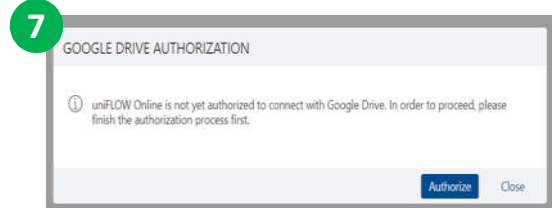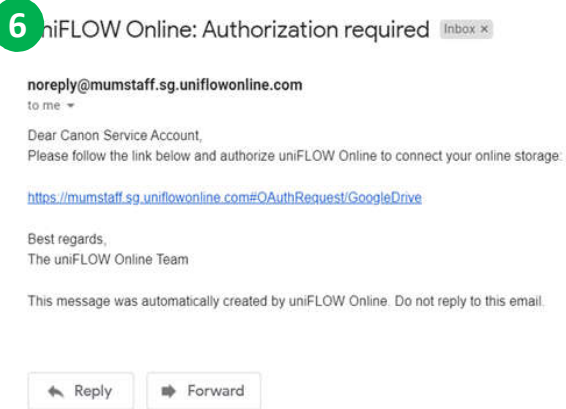3. Select <Scan> to perform Scan operation.
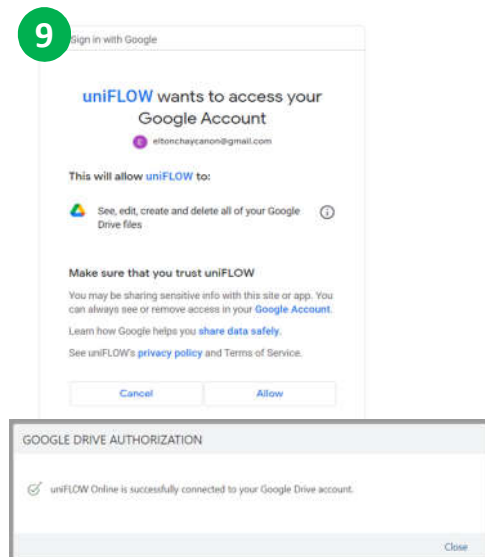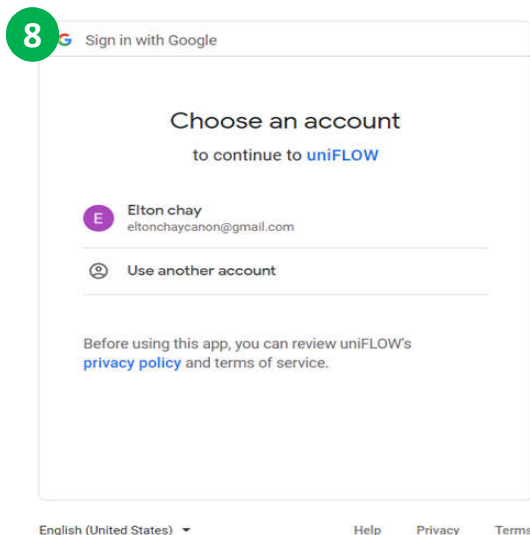4. Select <Scan to Google Drive>.

5. You will be prompted with uniFLOW Online is yet connected to this external service. Email will be sent to you with instructions.

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Trained Identity for Scan to Google Drive

6. You will receive email notification to perform ONE time authorization approval. Click on the link to access uniFLOW Online Tenant.
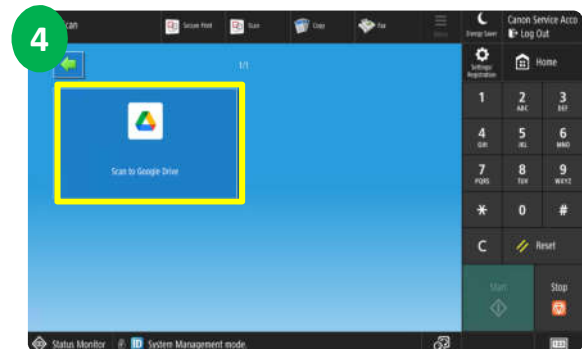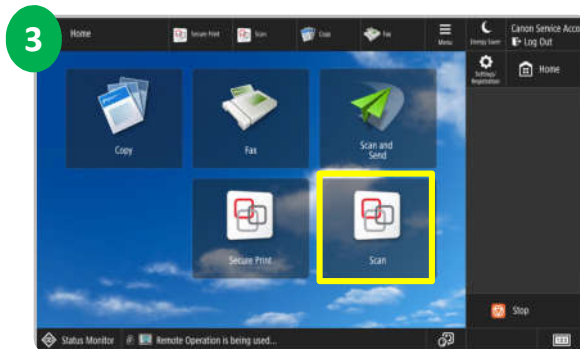7. Select <Authorize>.

8. Login with your university email account.
9. Select <Allow>. A pop-up window will notify that you've successfully connected to Google Drive Account.

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Scan to Google Drive

- Scan to Google Drive

1. User walk to the nearest Canon MFD.
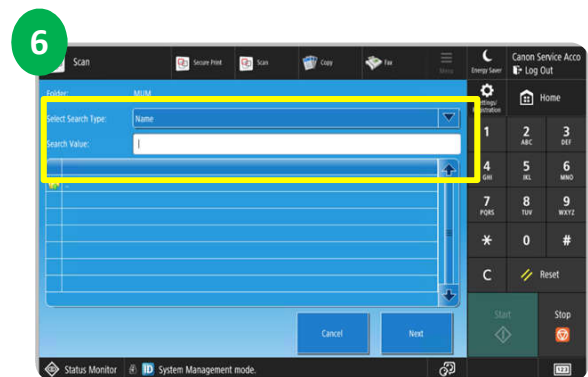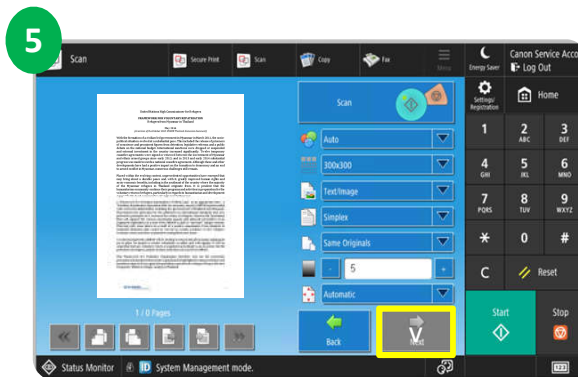2. Tap user ID card at the card reader attached on MFD.

3. Select <Scan> to perform Scan operation.
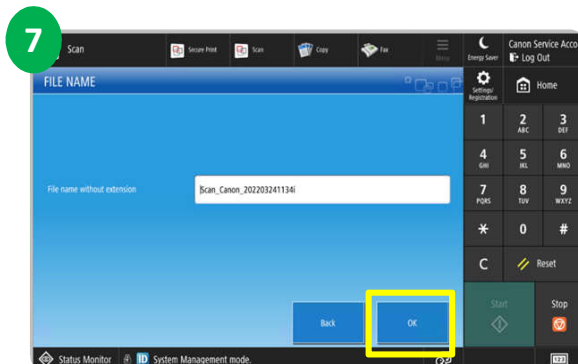4. Select <Scan to Google Drive>.

Scan to Google Drive

5. Place your document at the platen glass or feeder and press start. Once document scanned, press <Next> button.
6. Select destination folder.

7. You can rename the file name. Press <OK>.

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