ACCESSING EMAILED PDFS FOR ORBITNOTE

Follow the icons below to access PDFs for OrbitNote from Outlook



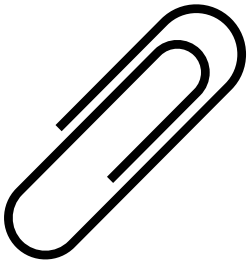
Click on "Edge" Icon from Task Bar or Desktop



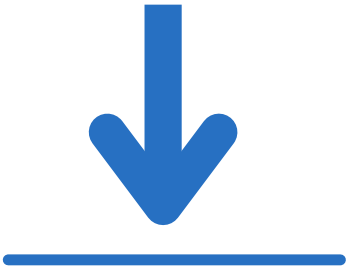
Click on "MyApps" icon.



From the "Quick Links Tab", click on the "Outlook" icon.



Locate the email with the "PDF attachment". It will have a paper clip next to it.



Click dropdown arrow next to attachment → "Download"



Go back to open Edge tab, click on "OrbitNote" icon in the extensions bar.



Click on "From Local System"



Navigate to "Downloads" folder. Double click on file to open in OrbitNote.

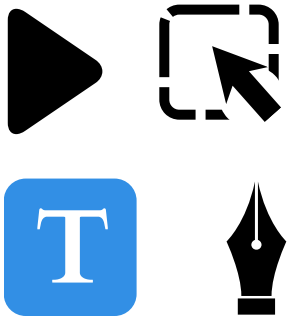


Use the OCR option in OrbitNote to create an “accessible” (readable) document (if prompted).

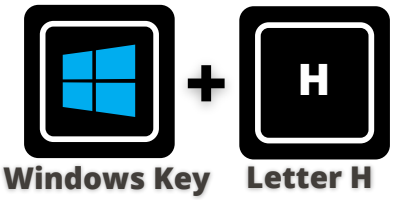


Save to OneDrive.
Scan.

More instructions HERE if needed on this process.



Use the “OrbitNote” Tools to listen to or Edit the document.



Use Windows Key + H to dictate responses in the text box.

When done, close the OrbitNote document.



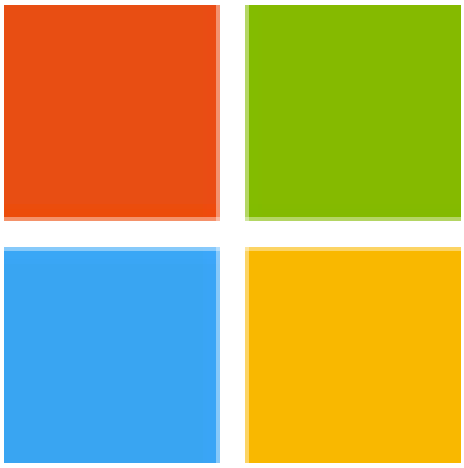
If you DID NOT have to complete the OCR process. The document will be located in your “Downloads” folder.



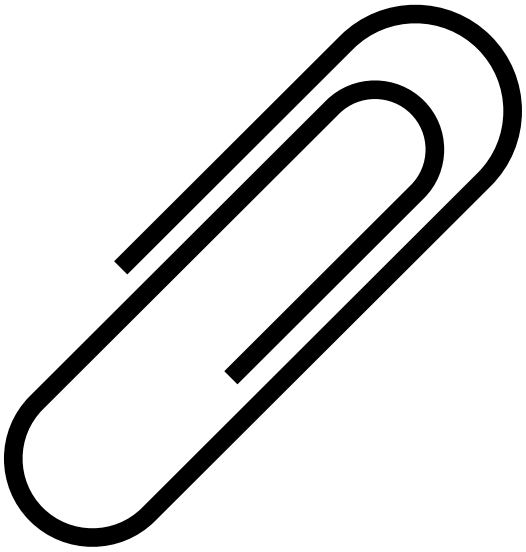
If you did complete the OCR process, it is located in your “OneDrive”.

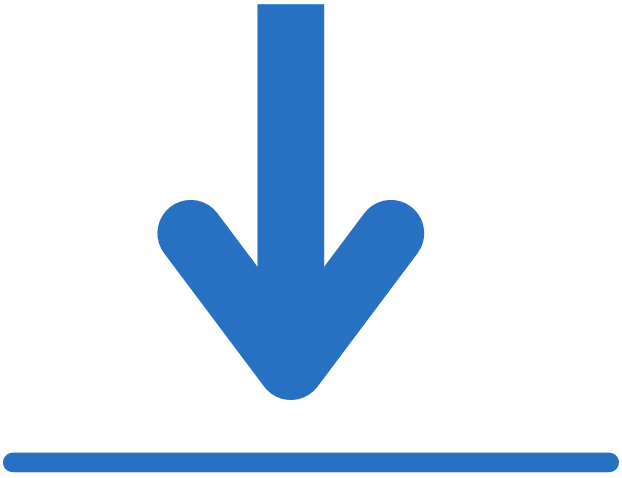
Use QR code or bit.ly to access video on this process.





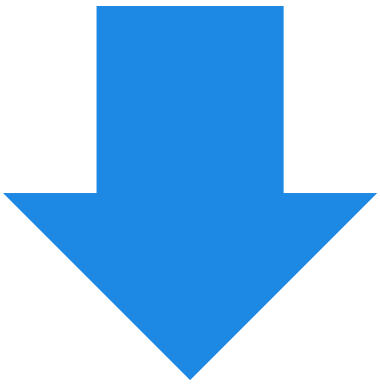










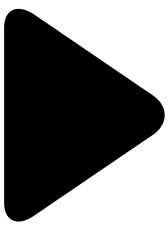


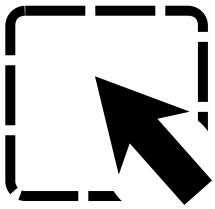
Downloads





Scan













Downloads