

## Connect To Personal Guide

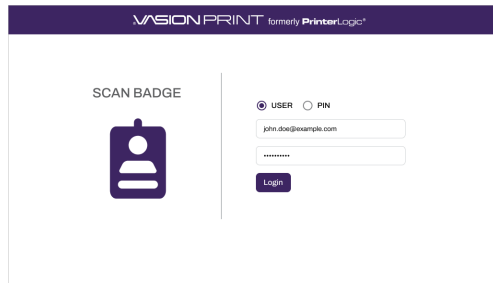
Scan to Personal (Cloud) lets you connect to personal storage locations on the Control Panel Application (CPA) through administrator-approved integrations.

### Key Points

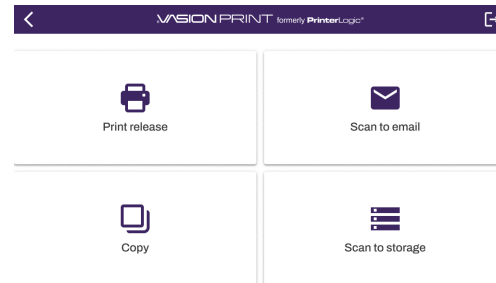
- Users only need to *Connect* to their drive once. Removing the integration requires connecting again.
- When connecting to personal drives, the QR Code option is recommended.
- The CPA *Connect* screen has a 20 second timeout. If the screen times out and you are returned to the login screen, go through the connection steps again.
- If the email *Connect* method in your environment, provide users with the steps in the "Email" on page 3 section below.

### Connect Your Drive

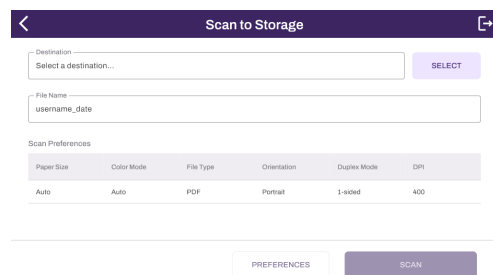
1. Sign in to the CPA.



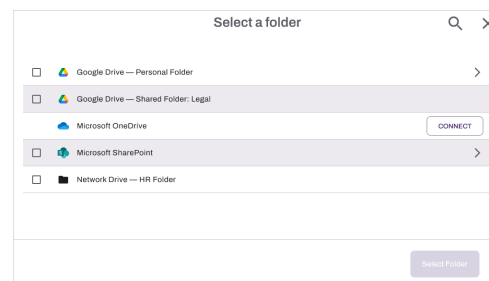
2. Select **Scan to Storage**.



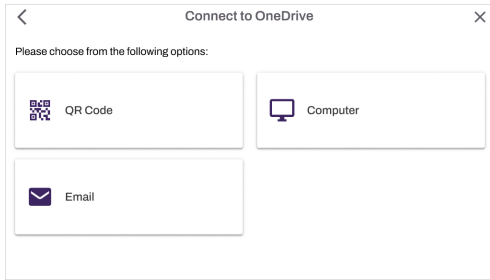
3. Press the **Select** button.



4. Select the **Connect** button to the right of the enabled integrations to connect your drive.



5. Select the desired connection option. QR Code, Computer, or Email.

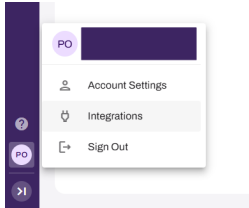


## Connection Options

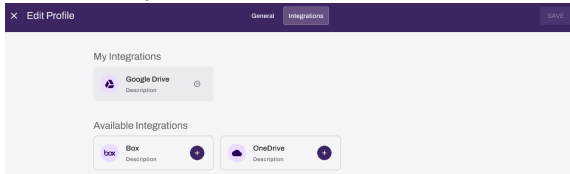
### QR Code

If you selected the QR Code option:

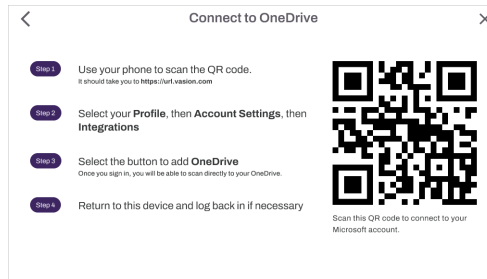
1. Use your phone to scan the QR Code.
2. Select your user profile.
3. Select **Integrations**.



4. Select the option for the desired drive.



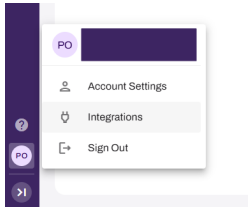
5. Follow the prompts to authenticate to your drive.
6. Select **Save** in the upper-right corner.



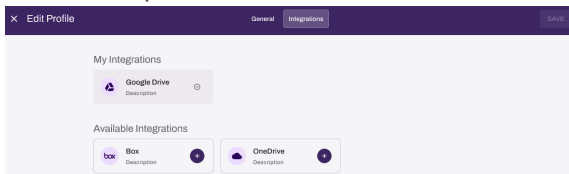
## Computer

If you selected the Computer option:

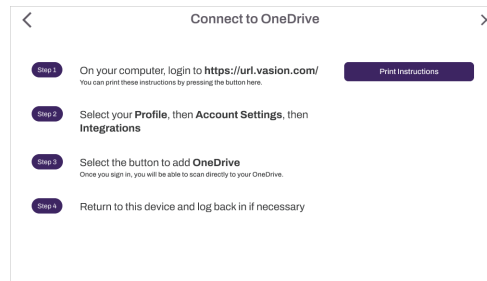
1. On your computer, go to <https://<yourinstance>.vasion.com>.
2. Select your user profile.
3. Select **Integrations**.



4. Select the option for the desired drive.



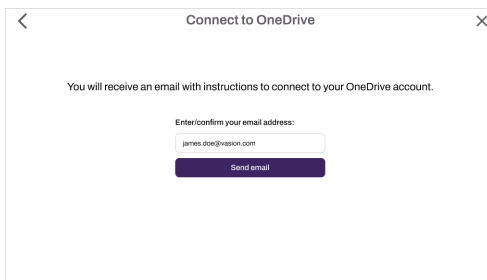
5. Follow the prompts to authenticate to your drive.
6. Select **Save** in the upper-right corner.



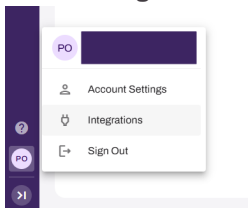
## Email

If you selected the Email option:

1. Enter your email address and select **Send Email**.



2. Access your email.
3. Follow the email link.
4. Select your user profile.
5. Select **Integrations**.



6. Follow the prompts to authenticate to your drive.
7. Select **Save** in the upper-right corner.

