Adobe Acrobat Sign

Adobe ✕ **Microsoft**

Adobe Acrobat Sign for Microsoft Teams

Maximize agreement efficiency while empowering teams to collaborate—no matter where they are.

Adobe named 2023 Security ISV of the Year

Excellence Awards 2023
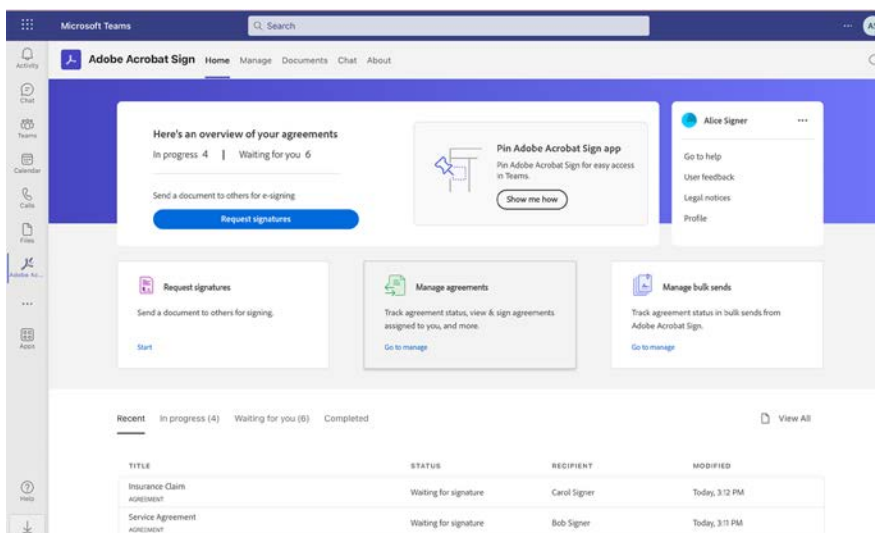Microsoft Intelligent Security Association

Get your documents signed faster than ever when you add Adobe Acrobat Sign to Microsoft Teams. Now, you can author agreements, send them for signature, sign agreements yourself, and track your documents at every step, directly within Microsoft Teams.

Quickly and securely send all your Microsoft 365 documents and digital forms for e-signature, no matter where your documents are stored. Easily locate your most important documents and digital forms, whether in Office, Teams channels, OneDrive, or Acrobat Sign. Preview documents before clicking send to add fields, edit content, self-sign, and make any other necessary updates. Then, send for signature straight from the Acrobat Sign app in Microsoft Teams.

Get purchase orders, vendor forms, sales contracts, and other agreements signed and returned from your signers in just a few clicks—from anywhere, on mobile or on desktop. No additional software downloads or accounts are needed.

Stay in the know with real-time status updates each time an action is taken on your agreements. Get notifications in your Teams Activity feed when agreements require signing or have been completed so that you can respond quickly.

Check which agreements are out for signature, signed, or completed in real time using the Home tab or Acrobat Sign bot. Help your team stay on track by sending reminders to prompt others to sign or approve from the Manage tab. Download completed agreements and access a legally binding audit trail for any transaction without leaving Teams. All documents are tracked and securely stored on Adobe Acrobat Sign servers, so they're available anytime and anywhere.

Adobe Acrobat Sign Home Tab within Microsoft Teams

Initiate and track e-signatures all within Microsoft Teams Approvals.

Getting things approved is part of almost every workflow. And because more than 100 million users collaborate with co-workers, suppliers, and customers in Microsoft Teams, it makes perfect sense to enable Acrobat Sign e-signature workflows right inside the Teams Approvals interface.

Start an approval flow with an e-signature from the same place you send a chat, in a channel conversation, or from the Approvals app itself. It's that easy! And Acrobat Sign e-signature status is integrated into the Approvals tracking page—so you can visit one location to get real-time updates on all your approval workflows in progress.

Add Live Sign with Acrobat Sign to any Teams meeting (coming soon).

Most e-signature solutions deliver documents via email or a web link, with little instruction or description. But some documents are more complex and vital than others and require a live conversation to ensure the signer feels comfortable. Other documents may legally require a live signing experience. Live Sign in Acrobat Sign for Teams revolutionizes the signing experience for both senders and recipients by making secure face-to-face signing a reality without the need for anyone to travel.

Senders can walk recipients through any document or agreement during a Teams video meeting. They can explain each page, answer questions, check for understanding, and even read natural visual clues in real time. And recipients can then sign the document live during the Teams meeting with legally binding e-signatures.

A platform that provides trust, security, and compliance.

As a trusted leader in digital documents, Adobe delivers 100% digital experiences in the cloud, from a flexible, global SaaS platform that helps customers reduce security risk and meet their compliance requirements. Acrobat Sign is certified compliant with rigorous industry and regulatory standards, including SOC 2 Type 2, ISO 27001, and FedRAMP Moderate. Acrobat Sign Solutions is PCI DSS certified for the Payment Card Industry and can be configured to support compliance with HIPAA and FDA 21 CFR Part 11. Acrobat Sign can also be configured to support compliance with industry-specific regulatory requirements, such as FERPA and GLBA. For the current list of Adobe certifications, standards, and regulations, visit www.adobe.com/trust/compliance/compliance-list.html. Certain compliance capabilities may require purchase of specific product offerings or subscription plans.

Use cases

Sales
- Sales contracts
- Sales orders
- Reseller agreements
- Terms and conditions
- New customer applications
- Quotes
- Change orders
- Live signing of documents

HR
- Employee onboarding
- Benefits enrollment
- Candidate NDAs
- Employee policies
- Contingent worker agreements
- Time-off requests
- Live signing of documents

Procurement
- Supplier agreements
- Statements of work (SOWs)
- Purchase orders (POs)
- Requests for proposals (RFPs)
- Contracts
- Service agreements
- Change orders
- Live signing of documents

Legal
- NDAs
- IP licensing
- Contract management
- Policy management
- Compliance
- Document retention
- Audit sign-off
- Live signing of documents

"Acrobat Sign is the new linchpin of our digital workflow. With its strong integrations with existing Microsoft tools and processes, we're maximizing investments and seeing returns very quickly. We are strong users of collaboration tools like SharePoint, so with the new capabilities with Teams and Power Automate—as they integrate with Acrobat Sign—it makes natural sense for us to use these tools to improve our collaboration across the organization."

Dave Thalacker

Former Senior Director of IT Operations and Network Security

Iowa State University Foundation

Acrobat Sign helps organizations get work done faster and more efficiently.[*]

30% faster
Average time to
complete transaction

519% ROI
Over three years

US$21.50 savings
Per transaction

48%+ efficiency gain
When integrated with
Microsoft 365, Dynamics,
SharePoint, and Teams

"*"The Total Economic Impact of Adobe Acrobat Sign," a commissioned study conducted by Forrester Consulting on behalf of Adobe, January 2022.

Working together to reimagine collaboration

As global trusted leaders of business solutions used by millions, Microsoft and Adobe are partnering to deliver a modern, secure, and connected hybrid workplace. It is centered on integrating Adobe's industry leading PDF, e-signature, and document automation capabilities in Microsoft's cloud solutions. Deliver exceptional digital experiences with Acrobat and Acrobat Sign, Microsoft's preferred e-signature solution, integrated into your favorite Microsoft apps, including Microsoft 365, Teams, Dynamics 365, and more. Learn more at https://adobe.ly/dc-msft.

About Adobe Document Cloud

Adobe Document Cloud provides an integrated set of apps and services, including Adobe Acrobat, Adobe Acrobat Sign, Adobe Scan, prebuilt integrations, and robust APIs, that accelerate business and improve end-to-end employee and customer experiences by enabling secure, compliant, and automated digital document and e-signature workflows.