

ADMIN USER GUIDE

Adobe Acrobat for Microsoft Teams

Adobe named 2023 Security ISV of the Year



This all-in-one document has been curated to help drive worldwide customer adoption of the new Adobe Acrobat for the Microsoft Teams app. All materials and resources linked are publicly available and therefore shareable with customers.

The Acrobat for Microsoft Teams app completely overhauls the current native Teams PDF file viewer experience and introduces a collaborative aspect to working with PDF files, allowing users to comment, share, edit, and more.

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Why should customers adopt this app?

Acrobat integration with Microsoft Teams allows you to do the following:

- **High-quality viewing**—Provides the only PDF viewing experience that lets you open high-fidelity PDFs directly in Microsoft Teams (or a browser if you prefer) for a satisfying and seamless work experience.
- **PDF actions directly in Teams**—Use Acrobat tools like Export a PDF, Edit a PDF, Organize Pages, Combine Files, Compress a PDF, and Protect a PDF in Microsoft Teams.
- **Streamline PDF review**—Effectively collaborate in a single PDF document with other team members, instead of gathering and compiling feedback via multiple streams/attachments.
- **Visual PDF collaboration**—Add comments to PDF files with sticky notes, highlights, and a freehand drawing tool to write notes for yourself and others as you view the PDF files.
- **Extensibility**—Acrobat for Microsoft Teams also extends to use as a personal tab, bot, tab, message action, or message extension.
- **Central access to PDFs**—Files shared in Teams channels and chats, or files stored in OneDrive or on your computer, are available centrally to work on in Teams.
- **Keep reviewers informed**—Reviewers get notified when others reply to their comments or tag them in @mentions.
- **Secure collaboration**—Collaborate with trusted members and retain the ability to store document versions in SharePoint or OneDrive.

This app operates using a freemium model: Customers can use it for free with basic functionalities or upgrade to or leverage existing premium enterprise licenses to unlock further features. Differences between the two are discussed later in this document.

Acrobat features and availability in Teams

	Teams' built-in PDF reader	Acrobat for Teams	Acrobat for Teams
Features		 Free Acrobat, or no Acrobat account with or without user sign-in	 Acrobat Standard and Acrobat Pro with user sign-in
Enable Acrobat as default PDF reader—Admin action required.		✓	✓
View PDFs —View recent files, pan, zoom, and search. Use two-page view, full screen, presentation mode, and rotate pages. Comment, annotate, and highlight personal PDFs.	✓ (Basic viewing functionality only)	✓	✓
Add comments —Include sticky notes, notify others with @mentions, highlight, and draw.		✓	✓
Export PDFs —Convert PDFs into Word, Excel, PowerPoint, and RTF formats.			✓
Edit text and images —Add, edit, or format text. Change fonts, styles, sizes, and colors. Insert, resize, and align images.			✓
Accessibility —Accessibility is built-in with read aloud, keyboard alternatives to mouse actions, and high contrast features.		✓	✓
Fill & Sign —Open a PDF in Acrobat to fill and sign forms in Teams. E-sign PDFs with your signature or initials.		✓	✓
Organize PDFs —Insert, delete, extract, reposition, rotate, and replace pages in a PDF.			✓
Compress PDFs —Reduce the size of PDFs for easy sharing.			✓
Protect PDFs —Add a password to protect your PDF.			✓

What free features are included?

1. Collaborate on PDFs with others.
2. Add sticky notes.
3. Highlight text.
4. Use a drawing tool.
5. See your most recent files on the App home screen.
6. View PDFs in one- or two-page view and pan, zoom, and rotate pages.
7. Search PDFs.
8. Fill and sign forms.

What premium features are available?

1. Export a PDF
2. Organize pages
3. Combine files
4. Compress a PDF
5. Protect a PDF
6. Edit a PDF

Prerequisites for organization-wide app deployment

The Acrobat for Microsoft Teams integration allows admins to set Acrobat as the default PDF viewer for all users and allows free users to be able to comment, annotate, and Fill & Sign. Therefore, the app is suitable to be deployed to an entire organization even if there are no existing Acrobat subscriptions.

If some users have an active Acrobat paid subscription, then, in addition to capabilities available to free users, they may use the paid capability of the Acrobat for Microsoft Teams app, such as, editing text and images, organizing pages, adding password protection, etc. If you are an Adobe Creative Cloud for Enterprise customer, we recommend redeeming your Creative Cloud for Enterprises – Free licenses (through the Adobe admin console) and assigning to your users. Learn more on how to do this at <https://helpx.adobe.com/enterprise/using/cce-free-overview.html>.

If you would like to set up SSO, please refer to the instructions below.

Setting up SSO

To set up SSO, you currently will need an enterprise level (ETLA) agreement with Adobe. If you do not have this, you will not be able to set up SSO and should disregard this section.

If users have personal Adobe accounts they wish to use, they can log in with their personal account details and use the app with features respective to product licenses they already have.

However, this is not ideal—most customers will prefer to set up a seamless SSO experience that automatically sets up accounts for users to log in with. To enable this, you must set up a few things:

1. Open ID Connect (OIDC)

This will authenticate your Azure AD users and create a federated directory, preparing the environment for account creation. Think of this as creating an authentication bridge between Azure and Adobe.

Follow the steps in the following links (refer to the YouTube video for a visual guide):

<https://helpx.adobe.com/in/enterprise/using/sso-setup-azure.html>

(Optional) Video walkthrough on setting up OpenID Connect:

<https://www.youtube.com/watch?v=RHcpF5me1-0>

2. Azure AD Sync

Automate user management from the federated directory that you created through OpenID Connect. With Azure AD Sync, you import your Azure AD users and user groups into the Adobe Admin Console, creating federated accounts ready to be assigned licenses.

Follow the steps in the following link (refer to the YouTube link for a visual guide):

<https://helpx.adobe.com/in/enterprise/using/add-azure-sync.html>

(Optional) Video walkthrough on setting up Azure AD Sync:

<https://www.youtube.com/watch?v=t0JCxmCgook>

3. Product Profiles

Easily manage which users have access to certain product licenses through creating profiles. Think of this as assigning users to templates (profiles), which assigns them the specific licenses allocated to that template.

If you don't have premium licenses for all users:

1. Accept the *Creative Cloud for Enterprise – Free* offer from the Admin Console. These can be found in the Products tab under Special Offers. <https://helpx.adobe.com/enterprise/using/cce-free-overview.html#assign-users>
2. Assign those licenses to a Product Profile and then assign users, or user groups, to that profile. <https://www.youtube.com/watch?v=zOmborbhHBk>
3. Assign your premium licenses to a Product Profile and then assign users, or user groups, to that profile.

If you have premium licenses for all users:

1. Assign your premium licenses to a Product Profile and then assign users, or user groups, to that profile. <https://www.youtube.com/watch?v=zOmborbhHBk>

Installing and setting up Acrobat for Microsoft Teams

You must preinstall the app to the global setup policy (*and any other policies you have that users may be using*). This is important because it automatically enables the app, by default, for all users and removes the need for any manual installation and setup. This will minimize adoption change management and save time and effort via a simple one-minute setup process.

To install as the default for all users, complete the steps listed in the following link:

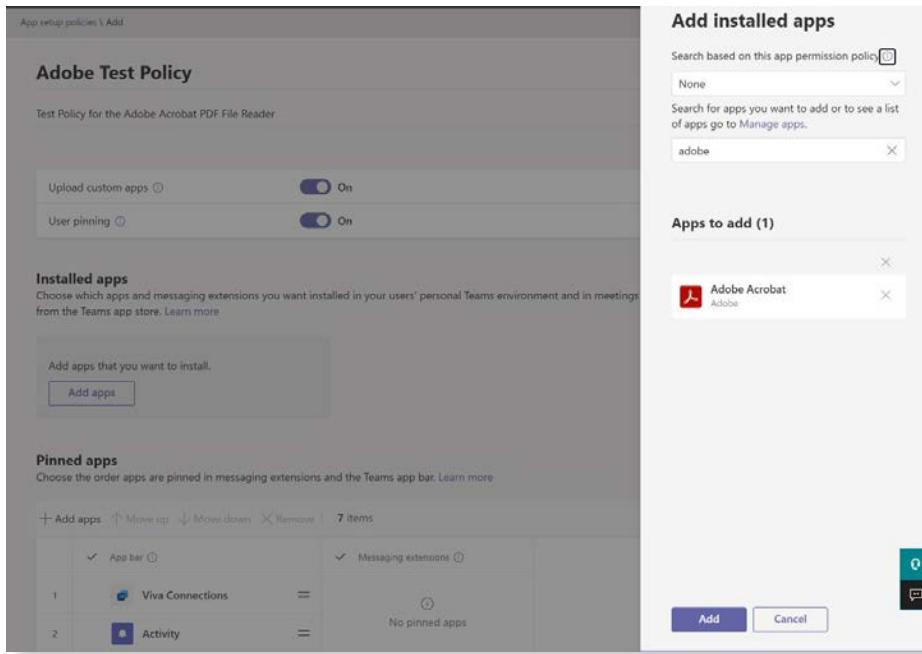
<https://learn.microsoft.com/en-us/microsoftteams/adobe-acrobat-pdf-viewer-teams>

Before moving on, ensure you have granted the app permissions by clicking “Review permission” as mentioned in the link above. Granting admin permission is important, as it will apply it organization-wide and remove the need for each individual user to walk through permission steps the first time they use the app. Below are the Graph API permissions used by the app.

API / Permissions name	Type	Description	Admin consent requ...
Microsoft Graph (9)			
email	Delegated	View users' email address	No
Files.Read.All	Delegated	Read all files that user can access	No
Files.ReadWrite.All	Delegated	Have full access to all files user can access	No
offline_access	Delegated	Maintain access to data you have given it access to	No
openid	Delegated	Sign users in	No
profile	Delegated	View users' basic profile	No
Team.ReadBasic.All	Delegated	Read the names and descriptions of teams	No
User.Read	Delegated	Sign in and read user profile	No
User.ReadBasic.All	Delegated	Read all users' basic profiles	No

Want to try it out with a small group to test it before rolling it out across your organization? Instead of installing the app to the global setup policy, create a policy and assign a small subset of users to it to test.

1. Go to [this link](#) and add a new policy, giving it a name and a description.
2. Under “Installed apps,” click “Add apps” and then search and select the Adobe Acrobat app.
3. Click Add and then scroll down and click Save to confirm the change.



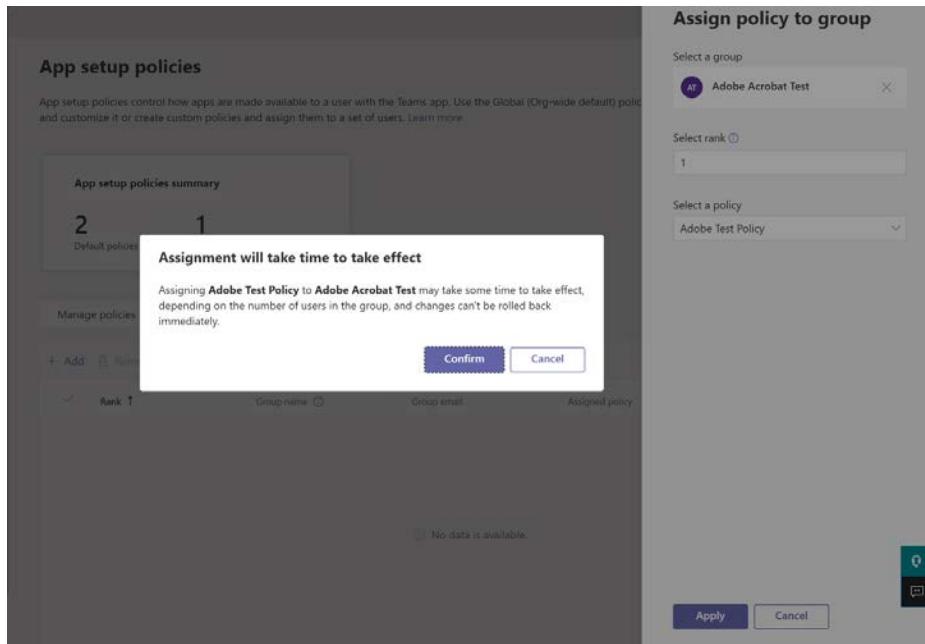
The screenshot shows the 'Add' screen for a new app setup policy named 'Adobe Test Policy'. The 'Installed apps' section is selected, showing a list of apps to add. The 'Pinned apps' section shows a list of apps pinned to the App bar. The 'Add' button is highlighted in the bottom right corner of the pinned apps section.

Now apply a group of users to this policy to test the Acrobat app.

4. If you haven't already done so, [create an M365 group](#) with selected users to test this app. (If you want to apply users individually rather than through a group, skip to the note below.)
5. Navigate to this [link](#) and add a new Group Policy Assignment.
6. Under "Select a group," find the M365 test group you created earlier.
7. Leaving "Select rank" as it is, under "Select a policy" choose the Adobe Acrobat test policy you created.
8. Click Apply and then Confirm.

Note: To individually assign users to the policy, follow step 5 and create a policy. Select the policy, click Manage Users, and then click Assign Users. You can add users via display name or email from here.

Your test users are now ready to start using the enhanced PDF file reader. *Changes may take a little while to come into effect, due to Teams cache.*



Pinning the app

Pre-pinning the Acrobat app in Teams will help with discoverability and familiarizing users with more advanced features of Teams. It can be pinned both as a personal app and as a message extension:

- **The personal app** shows you a home dashboard that helps you to find and interact with recent documents, upload new documents, and carry out PDF actions.
- **The message extension** shows a familiar Adobe icon under a chat's authoring components, letting users easily attach their recent PDFs to a conversation.
 - This is only supported for channel posts, not 1:1 or group chats.

To pre-pin the app:

1. [Navigate to this link](#) and select the global policy (and any other custom policies).
2. Scroll down to pinned apps and search, then select the Adobe Acrobat app.
3. Click Confirm.
4. Scroll down and click Save.

The app is now pinned for all users under the global policy. If you have additional policies that some users may be in, follow the same steps for those policies too.

Pinned apps

Choose the order apps are pinned in messaging extensions and the Teams app bar. [Learn more](#)

+ Add apps ↑ Move up ↓ Move down X Remove | 9 items

Changes will take time to take effect

Changes to Global (Org-wide default) will have an impact across the organization and can't be rolled back immediately.

Confirm Cancel

App by	1	2	3	4	5	6	7	8
Viva Connections	1							
Adobe Acrobat		2						
Teams			3					
Calendar				4				
Calling					5			
Files						6		
Adobe Acrobat							7	

Save Cancel

Welcome to Acrobat, Sammy

Your Adobe Acrobat DC subscription includes PDF and e-signing tools.

Take the tour

Convert to PDF

Turn almost any file into a PDF

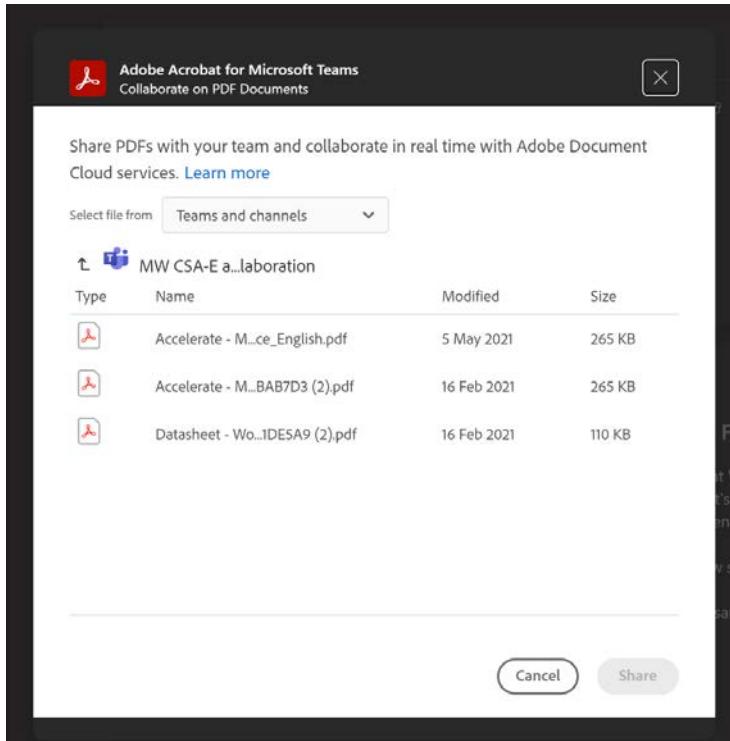
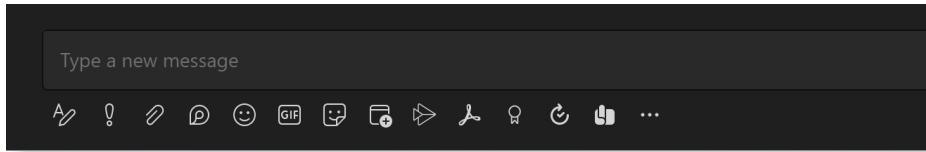
Select a file

Featured Convert Edit Protect All tools

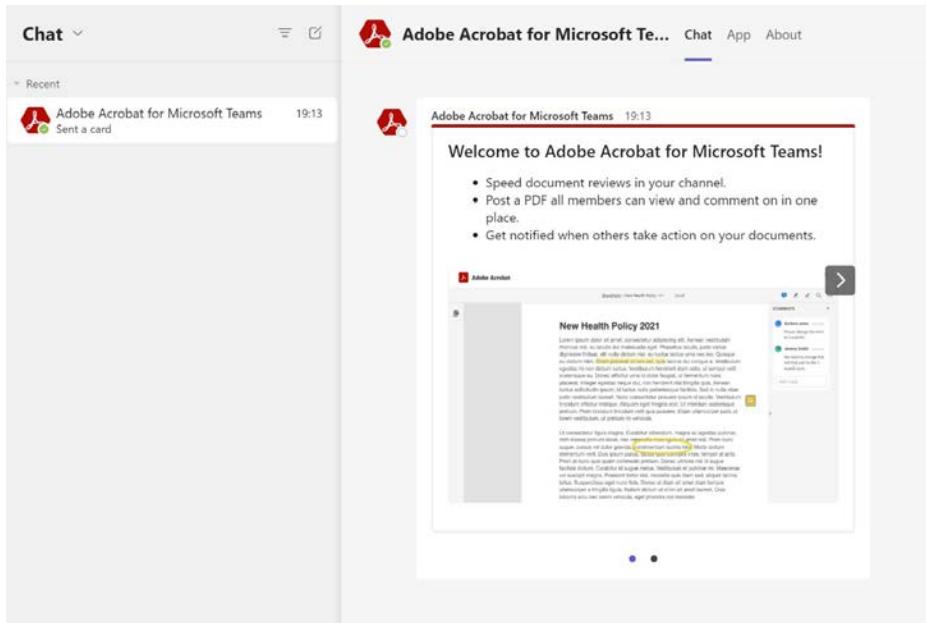
Recent

Upload a file Documents

NAME	CREATED BY	LAST OPENED	SIZE
Adobe Acrobat in Teams PDF	Sammy Rasha	Today, 10:04	482 KB



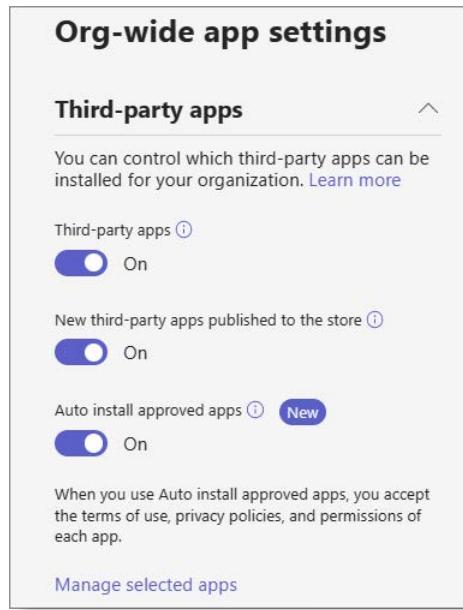
Please be aware that once the app has been installed, users will receive an adaptive card from the bot with a short breakdown of what they can do with the app.



Auto installing approved Teams apps

Some apps exist as apps on the desktop or in the browser. Users who use these apps may not be aware that the same app feature is available as a Teams app. Using a Teams app allows them to take advantage of the apps they use frequently directly in Teams. To Auto install approved apps, follow these steps:

1. Sign in to the Teams admin center and go to Teams apps > [Manage apps](#).
2. Select Org-wide app settings and enable the "Auto install approved apps" option.



Org-wide app settings

Third-party apps

You can control which third-party apps can be installed for your organization. [Learn more](#)

Third-party apps [i](#) **On**

New third-party apps published to the store [i](#) **On**

Auto install approved apps [i](#) **New** **On**

When you use Auto install approved apps, you accept the terms of use, privacy policies, and permissions of each app.

[Manage selected apps](#)

3. To enable or disable specific apps, select "Manage selected apps" and change the setting for each app.
4. Optionally, to view the detailed information about an app, select the app name.
5. Select Save.

After a user signs in to the enabled app using Azure AD on another platform, the app installation can take up to two days. Users receive a welcome message from the app if the installed app supports bots. Users also receive an Activity Feed notification on Teams desktop or web client informing them about the new app that is added. The notification isn't available on mobile devices.

Frequently asked questions (FAQ)

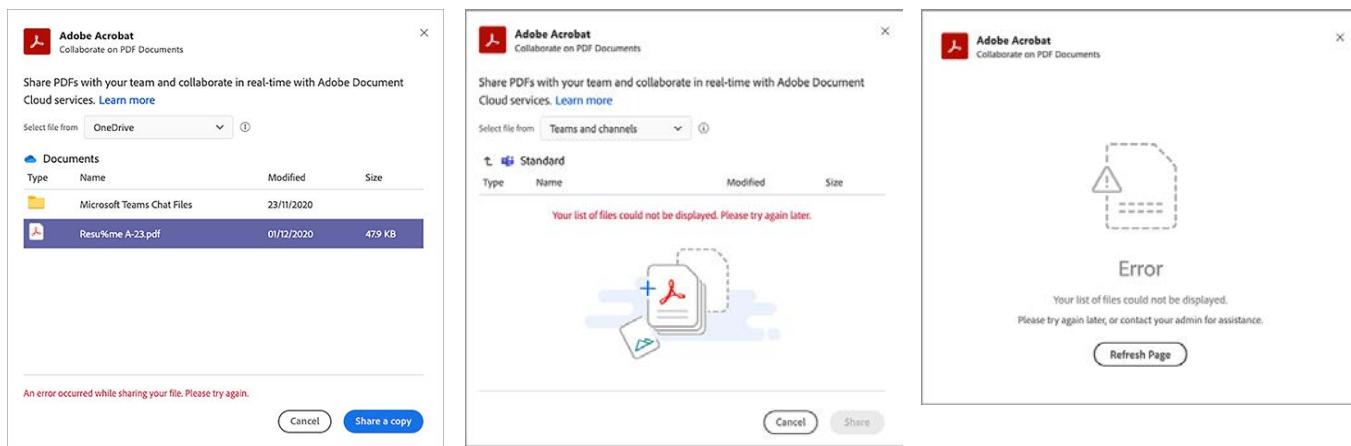
Why can't I see comments that I or others have added?

The file must be less than 50MB to perform shared commenting. If the file exceeds 50MB, then the added comments are not saved in the document, nor are the comments visible in the downloaded file.

Why do I get errors when sharing files?

Error examples:

- Error encountered when you click **Share a copy** to share a file
- Error encountered when you navigate to different folders in File Explorer
- Error encountered while fetching the channel files.



The above-mentioned errors occur if the Microsoft Graph API is not functioning. To fix it, either refresh the page or close the dialog box and retry the operation.

What happens if a customer's administrator turns off Document Cloud services?

Acrobat can still be made the default PDF viewer, and all users will still be able to comment and fill & sign on private and shared PDF files, as well as sign in to Acrobat. The premium tools, such as Edit and Organize, will not be accessible because they require PDF services, which is included in Document Cloud services.

How many free users can I allocate using Creative Cloud for enterprise—free licensing?

<https://helpx.adobe.com/enterprise/using/cce-free-overview.html>

If you have an ETLA with Adobe, there is no limit to using this option for an enterprise.

In the Acrobat Reader app in Teams, is it possible to collaborate with guests/external users?

No, it is not possible to collaborate in Teams with guests or external users.

What data is sent to Adobe servers? What actions cause this to happen and what happens to my data?

Using this integrated version of Acrobat, documents are stored in their original location on SharePoint or OneDrive. Any Acrobat Pro or Acrobat Standard licensed features (for example, compressing a PDF, exporting a PDF, and so on) will cause a transient copy to be uploaded to Adobe servers.

For as many times as a user carries out a paid feature or collaboration action, an equal number of transient copies are created for up to 24 hours and are then deleted.

The following actions **will not** create a transient copy:

- If only one user has the document open at a time and is adding comments (for example, sticky notes, highlights, drawings, and so on) to the document. In that case everything happens on the client side, in the original OneDrive/SharePoint location, without uploading the file to Adobe servers.
- If a user is commenting on a private file (that is, it is not shared with anyone else), then the commenting is all done on the client side without uploading to Adobe servers.
- Sharing a document in a new or existing chat/channel.
- Just viewing a PDF. Even if multiple users have the same PDF open, a transient copy will not be created until someone collaborates.

Which data center do the transient copies of the documents reside in?

Please refer to this [white paper](#) for an overview of where the data centers are located and how Acrobat determines which data center the transient copies will be uploaded to.

Data encryption

By default, Document Cloud services user-generated content and documents are encrypted in transit with HTTPS/TLS 1.2 encryption. Document Cloud services content is encrypted at rest using AES 256-bit symmetric security keys that are unique to each customer and each customer's claimed domain. These encryption methods apply to both permanent and temporary document storage.

In addition to standard, built-in encryption capabilities, administrators can add another layer of control and security for documents at rest with a dedicated encryption key for some or all of the domains in the customer organization. Document Cloud services content can then be encrypted at rest using that dedicated encryption key, and, if required, can be revoked from the Admin Console.

Revoking the key will render all content encrypted with that key inaccessible to all end users and will prevent both content upload and download until the encryption key is reenabled.

Note: Only Document Cloud files can be encrypted using the dedicated encryption key; metadata cannot be encrypted.

Who outside of the organization has access to any of the data, for example, Adobe/Microsoft?

When using Acrobat via Microsoft integrations, it is entirely transient. Only you as the customer have access to your documents, and the maximum time the data resides in Adobe services is 24 hours if an Acrobat Pro feature has been used.

Neither Adobe nor Microsoft staff have access to your documents.

How can administrators enroll free users in Acrobat for Teams without a personal setup using an Adobe ID?

Administrators can enroll free users in Acrobat for Teams via the Adobe Admin Console.* [View step-by-step instructions.](#)

What steps do IT administrators need to take to roll out Acrobat for Teams as a mass deployment?

Log into the Adobe Admin Console. The first three steps are only required if you would like to provide free licenses to all users. Otherwise, please skip to step four.

1. [Set up an Enterprise ID account.](#)
2. [Sync the entire directory.](#)
3. [Manage user entitlements.](#)
4. [Enable Acrobat as the default PDF viewer in Microsoft Teams.](#)

Is my data in PDFs encrypted?

Yes, documents are encrypted both in transit and at rest.

Can the premium buttons like edit, combine, and so forth be disabled like in the desktop app with the Acrobat Customization Wizard?

No, Adobe does not offer a customization wizard that allows administrators to control the end-user user interface.

Is single sign-on (SSO) supported?

- SSO is supported for [enterprises](#) that have an Adobe Enterprise Term License Agreement (ETLA) or purchase of VIP for enterprise. The administrator must set up Federated ID to enable SSO using [these instructions](#).
- If a customer **does not** have an ETLA with Adobe then they will be unable to enable SSO. Please engage the appropriate Adobe Sales Representative.

How many paid enterprise licenses are needed to access the Admin Console to set up SSO?

Single sign-on (SSO) is currently only available for Adobe enterprise licenses. For step-by-step instructions on how to set up SSO, see [Set Up Identity and Single Sign-On](#).

Where can I find more answers regarding SSO?

Please find answers to SSO-related FAQ [here](#).

How can administrators enable Acrobat as the default PDF viewer in Microsoft Teams?

Teams administrators can deploy the Acrobat app from the Teams Admin Center to their users. For step-by-step instructions, see [Configure Adobe Acrobat as Default PDF Viewer in Microsoft Teams](#).

How can I find and access the PDF files that I have collaborated on?

Users can find their files using the search feature in Microsoft Teams. Users can also open files directly from their Teams channel or from Chat as well as by navigating to the Home page in Teams and viewing the Recent section. When selected, files are opened in Acrobat for Microsoft Teams if Acrobat has been set as the default PDF viewer.

Does Acrobat read all my documents? Should I be concerned about privacy?

No, Acrobat uses the Files.Read.All and Files.ReadWrite permissions that an administrator or user may provide to allow a user to open and edit PDF files that a user clicks on. Acrobat works on behalf of users to enable them to view and edit PDFs. It only opens the PDF that a user clicks on.

Can Acrobat for Teams be deployed centrally or must it be installed locally?

The IT administrator must deploy the Acrobat for Teams app centrally for all their users. It is possible for it to be installed locally by end users, but Acrobat will not be set up as the default PDF viewer for those users. To set up Acrobat as the default PDF viewer, it must be installed by the administrator.

How can administrators enroll free users in Acrobat for Teams without a personal setup with an Adobe ID?

Administrators can enroll free users in Acrobat for Teams via the Adobe Admin Console (for which you need to have an ETLA/VIP with Adobe). Read more [here](#) on how to get free Acrobat Reader with no limit to the number of free users.

Can an administrator allow a user to have a free Adobe account using the same account the user uses to log in to Microsoft applications?

Yes, the administrator can [integrate Adobe Admin Console with Microsoft Azure Active Directory](#) (Azure AD). This requires the administrator to set up a Federated ID with the Adobe Admin Console first. FAQ on this integration are available [here](#).

Do the administrator's free users need to log in with an Adobe ID and password?

No, free users do not need to log in to view a PDF directly in Teams. Login is required when a user would like to use commenting features or paid tools such as the ability to export, organize, compress, or protect PDFs. For a detailed breakdown of what is available with and without logging in for free and paid users, view the [Adobe Acrobat for Teams feature comparison](#).

Can I use Adobe integrations for Microsoft 365 apps running in a GCC tenant? Can I enable Acrobat for Teams as default PDF handler?

Yes, GCC customers can follow these [instructions](#) to enable the app. Currently, GCC tenants cannot set Acrobat as the default. This functionality should be available soon.

Can a customer have an ETLA for a few premium users and leverage it to activate the SSO for all premium and non-premium users?

Yes, an administrator can get free membership for employees who don't have premium entitlements. Read more [here](#). The administrator can set up SSO using [these instructions](#).

If a customer uses Acrobat Sign, will get they seamless SSO for Adobe Acrobat automatically?

If a user signs in to their Acrobat account once and SSO is set up by the administrator, they will only need to sign in once and will be logged in thereafter.

Does an administrator need to use the Adobe Admin Console to create an Enterprise ID?

Yes, administrators create an Enterprise ID and issue it to a user. Administrators can revoke access to products and services by taking over the account or deleting the Enterprise ID to permanently block access to associated data. Learn more [here](#). To set up SSO, administrators need to first create a Federated ID. Learn more on the [different types of IDs here](#). Note that only customers with an Adobe ETLA or VIP contract for enterprise have access to the Admin Console.

When a customer's Enterprise ID account has been set up, will they have a seamless experience—or will they need to setup their free Adobe account to add comments?

Enterprise ID/SSO is set up by the customer's Adobe Admin Console administrator. The following are a few requirements and scenarios where Federated IDs are recommended:

- If you want to provision users based on your organization's enterprise directory
- If you want to manage the authentication of users
- If you need to maintain strict control over apps and services available to a user

As an administrator, how do I change a user's identity type?

User identity types can be edited. Read [here](#) to learn how.

Can an administrator forbid a user from creating a personal Adobe account from the corporate teams environment?

When a user has multiple Adobe plans associated with the same email address and at least one is a business plan, Adobe creates separate profiles for each plan. A user may be presented with a Profile Selector after entering their credentials. No data is shared or transferred between profiles automatically. Learn more [here](#).

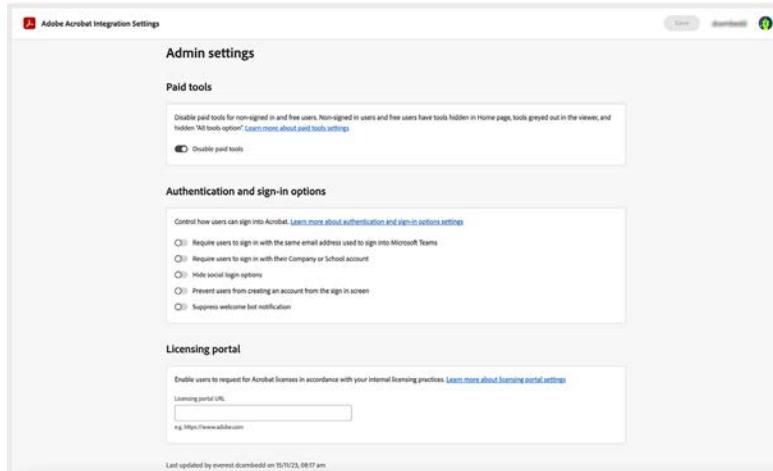
I'm facing Acrobat login issues when I click "Sign in."

If you face login issues on the desktop Teams client app when trying to sign in to Acrobat in Microsoft Teams, open the Teams browser client and access/log in to the Acrobat app from there. It should then automatically log you in to the desktop app.

What configuration options are open for admins to configure the end-user experience?

Through the Admin configuration portal, organizations with an active Adobe subscription can:

- Disable paid features for users who are free or not signed in
- Mandate sign-in with the email address corresponding to the user's Microsoft Teams account
- Enforce sign-in using a Company or School account, instead of a personal one
- Remove social login choices
- Remove the Create an Account option on the sign-in page
- Disable the Acrobat welcome bot notification
- Provide entry points to the organization's internal software licensing portal



Why and what permissions are required for the app?

When a user signs in to an app and uses it to access some other resource, like Microsoft Graph, the app will first need to ask for permission to access this resource on the user's behalf. This common scenario is called delegated access.

[Delegated access](#) lets a signed-in user work with their own resources or resources they can access (shared folders/files).

Permissions requested:

1. Maintain access to data you have given it access to
2. Sign you in and read your profile

The offline_access ("Maintain access to data you have given it access to") permission and User.Read ("Sign you in and read your profile") permission are automatically included (by Microsoft) in the initial consent to an application. These permissions are required for proper application functionality. The offline_access permission gives the application access to refresh tokens that are critical for native apps and web apps. The User.Read permission gives access to the sub claim. It allows the client or application to correctly identify the user over time and access rudimentary user information.

3. Read All Files that user can access

Permission: [Files.Read.All](#)

As the App works on behalf of the user, this permission allows App to read and preview the file a user clicks, and App only reads the file that the user clicks and does nothing more than that.

4. Have full access to all files user can access

Permission: [Files.ReadWrite.All](#)

As the App works on behalf of the user, this permission allows App to write to save the file a user comments on, and App only works on the file that the user clicks and does nothing more than that. Other verbs like organize, compress, export also require this permission to save files to a user's cloud storage.

5. Read the name and description of teams

Permission: [Team.ReadBasic.All](#)

Read the names and descriptions of teams, on behalf of the signed-in user. Helps the App list all files and folders belonging to and shared with user in MS Teams under Document tab of the App.

6. Query User List for @mentioning

Permission: [User.ReadBasic.All](#)

Allows the app to read a basic set of profile properties of other users in your organization on behalf of the signed-in user. This includes display name, first and last name, email address, open extensions, and photo. Also allows the app to read the full profile of the signed-in user.

How do I enable MS Graph permissions so that users can use the @mention while commenting?

Administrators need to enable User.ReadBasic.All permissions. Learn more [here](#).

Do PDFs opened in the Acrobat in Microsoft Teams app still retain the same password/encryption policies?

Yes. They will still retain the same settings and require you to enter a password if you protected them with one.

How can I inform my end users about Acrobat in Microsoft Teams capabilities?

Please augment the following sample communications for your use.

1. To communicate to free users:

Hi,

We are rolling out the Adobe Acrobat in Teams app as the default app for PDFs. You will now be able to open a PDF that has been shared with you in Teams with the Acrobat viewer directly. Additionally, you can collaborate with multiple stakeholders—simultaneously viewing, commenting, and annotating on an Adobe PDF.

Why is this better than the built-in PDF viewer you were using previously?

- *You can now pan, zoom, and search in addition to viewing PDFs.*
- *Use two-page view or rotate pages.*
- *Comment, highlight, and annotate on personal PDFs. Please note: If you share a PDF, you will need to sign in to your Adobe Acrobat account to ensure it captures who commented.*

Please refer to [this table](#) for details. For further information, please read [this blog](#).

Regards,

2. For premium users:

Hi,

We are setting up the Adobe Acrobat in Teams app as the default app for PDFs. You'll be able to open a PDF that has been shared with you in Teams with the Acrobat viewer directly. Additionally, you can collaborate with multiple stakeholders—simultaneously viewing, commenting, and annotating on an Adobe PDF. Users can access free features such as adding comments—including sticky notes, highlights, and freehand drawings. Furthermore, by signing in to an Acrobat Standard or Acrobat Pro account, users can access premium features such as combining, exporting, organizing, and protecting PDFs in Teams. For more details, see the [feature comparison](#). For more information on doing more with PDFs in Teams, read [this blog](#).

Regards,

Useful resources

- Adobe Acrobat for Teams public demo: <https://youtu.be/2H00M-6ATW4>
- Adobe Acrobat security overview: This all-inclusive document covers a wide variety of queries a customer may face: security, privacy, data encryption, user authentication, and so on.
<https://www.adobe.com/content/dam/cc/en/trust-center/ungated/whitepapers/doc-cloud/acrobat-dc-security-overview-ue.pdf>
- Adobe Acrobat for Teams app information (contains Q&As for security, compliance, privacy, identity, data handling)
<https://learn.microsoft.com/en-us/microsoft-365-app-certification/teams/adobe-acrobat?pivots=general>
- Adobe Enterprise Term License Agreement (The license agreement required for setting up SSO): <https://www.adobe.com/howtobuy/buying-programs/enterprise.html>
- Solution brief: <https://www.adobe.com/documentcloud/business/reports/sdk/adobe-acrobat-msft-teams-solution-brief.html>



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