



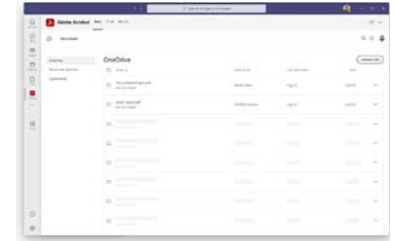
FEATURE COMPARISON

Manage PDFs in Microsoft Teams with Adobe Acrobat.

Switching between apps slows you down. Stay in the flow with Adobe Acrobat for Microsoft Teams.

- **Edit and review** PDFs directly in Teams.
- **Collaborate and share** by commenting and annotating in Teams.
- **Get notification of comments** made to PDFs directly in Teams.
- **Access PDFs** stored in Microsoft SharePoint and OneDrive in Teams.

Adobe Acrobat for Teams can now be the way your organization reads and works with PDFs in Teams. Ask your Teams admin to [enable Acrobat](#) so you can access free features such as adding comments, including sticky notes, highlights, and drawings. Additionally, by signing in to your Acrobat Standard or Acrobat Pro account, you can now edit, combine, protect, export, organize, and protect PDFs in Teams.



Acrobat features and availability in Teams

	Teams' built-in PDF reader	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.			✓

[Learn how](#) admins can enable Acrobat as the default PDF viewer in Microsoft Teams.

[Learn more](#) about upgrading to an Acrobat plan.