

## SOLUTION BRIEF

# Adobe Document Cloud for Microsoft Teams

Maximize productivity and collaboration—no matter where your team is working.

Adobe named 2023 Security ISV of the Year

 **Excellence Awards 2023**  
Microsoft Intelligent Security Association

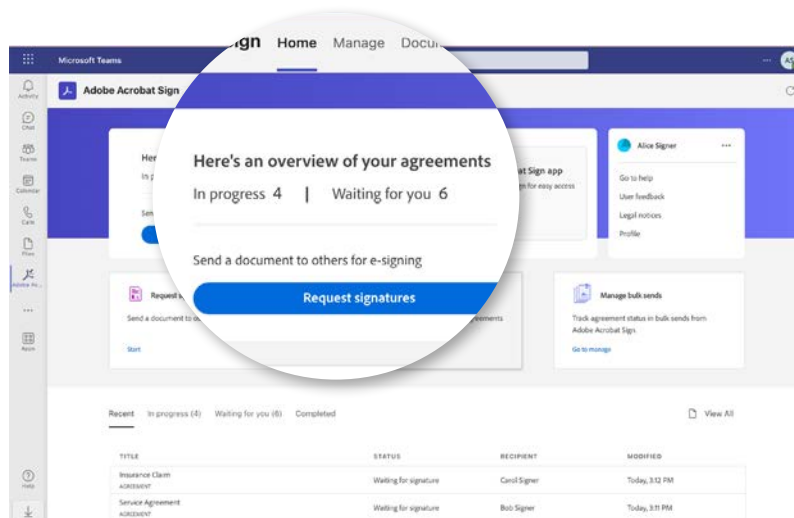
Adobe Document Cloud is a digital document platform that transforms document processes into efficient, 100% digital workflows. It includes Adobe Acrobat and Adobe Acrobat Sign—providing the world's leading PDF and e-signature tools, fully integrated across desktop, mobile, and web. Now you can easily access all these capabilities without leaving Microsoft Teams.

## Streamline document approval workflows with Acrobat Sign.

Experience 100% paperless processes and automated document workflows with Acrobat Sign. Now, you can author agreements, send them for signature, sign agreements yourself, and track your documents at every step within Microsoft Teams.

Quickly and securely send 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. Efficiently complete and send documents like purchase orders, vendor forms, and other contracts, and get them signed in just a few clicks—from anywhere, and on any device.

Receive notifications and take actions directly from the Teams Activity stream in the desktop or mobile app when documents require signing or have been signed. Get notified each time a document is completed or a document is awaiting your signature in the Chat or Activity feed. Check which agreements are out for signature, signed, or completed in the Acrobat for Teams app home tab. Access a detailed audit trail for any transaction without leaving Teams. Sign on-the-go using Acrobat Sign in the Teams mobile app. And all documents are tracked and securely stored in Teams—so they're always available anytime, anywhere.

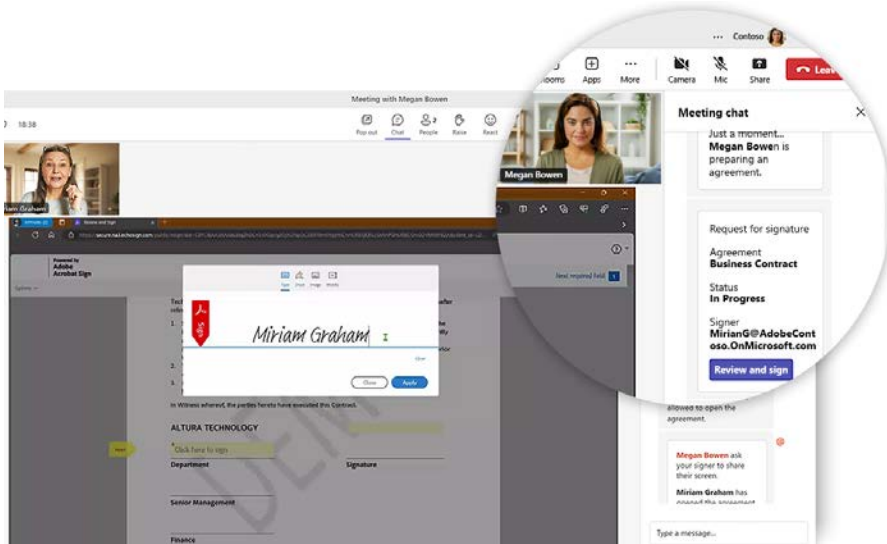


Adobe Acrobat Sign Home Tab within Microsoft Teams

## Add Live Signing to any Teams meeting.

Many transactions, agreements, or ceremonies that involve signatures are important moments that benefit from personal interaction. Some documents may legally require a **Live Signing** experience, and other time-sensitive agreements can be signed more quickly in a remote, live environment. 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 meeting. They can explain each page, answer questions, check for understanding, and even read visual and verbal cues. Recipients can then sign the document live during the Teams meeting with a legally binding e-signature. Providing a remote face-to-face signing experience helps senders sign agreements faster, more securely, and provide personal support to recipients. To learn more about Live Sign in Acrobat Sign for Teams, visit <https://helpx.adobe.com/sign/integrations/microsoft-teams-live-sign.html>.



Live Sign in Adobe Acrobat Sign for Microsoft Teams

## Initiate and track e-signatures within 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.

## Top 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

## Efficiently collaborate in Teams with Adobe Acrobat.

Millions of organizations rely on Adobe Acrobat to create and edit PDFs, convert them to Microsoft 365 formats, and more. When you [integrate Adobe Acrobat with Microsoft Teams](#), multiple Acrobat users can edit, comment, and annotate on PDF documents stored in SharePoint, OneDrive, or Teams seamlessly within the Teams user interface. These enhanced collaboration capabilities streamline a wide range of document workflows. Reviews are more accessible and reviewers can comment and edit in real time on a PDF from within Teams. Plus incorporating feedback is easier and more efficient. Comments can be recorded in a single PDF stored in SharePoint or OneDrive, so there is a "single source of the truth." Transient documents, when created, are [securely stored](#) in Adobe Document Cloud servers, and final document versions are stored in SharePoint or OneDrive.

Adobe Document Cloud helps organizations get work done faster and more efficiently.<sup>†</sup>



**30% faster**  
Average time to  
complete transaction



**US\$21.5 million**  
Financial benefits in  
present value over  
three years



**519% ROI**  
Over three years



**US\$21.50 savings**  
Per transaction



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



**US\$1 million**  
Additional business  
annually from  
improved customer  
experiences

<sup>†</sup>"The Total Economic Impact of Adobe Acrobat Sign," a commissioned study conducted by Forrester Consulting on behalf of Adobe, January 2022.

## Finish business faster.

From initial document creation—to review and editing—to getting a legally binding e-signature, Adobe Document Cloud integrations with Microsoft Teams speed up every phase of the document approval workflow so you can close business in record time.



Adobe 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

## 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 and Acrobat Sign are certified compliant with rigorous industry and regulatory standards, including SOC 2 Type 2, ISO 27001, and FedRAMP Tailored. 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. Both Acrobat and 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](https://www.adobe.com/trust/compliance/compliance-list.html). Certain compliance capabilities may require purchase of specific product offerings or subscription plans.

## Adobe and Microsoft: Leading the world in secure digital documents.

As global trusted leaders of business solutions used by millions, Microsoft and Adobe are partnering to deliver a modern, secure, and connected 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 integrated into your favorite Microsoft apps, including Microsoft 365, Teams, Outlook, Power Automate, 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, Adobe Acrobat Services, and prebuilt integrations, that accelerate business and improve end-to-end employee and customer experiences by enabling secure, compliant, and automated digital document and e-signature workflows.

For more information or to get a free 30-day Acrobat Sign for Teams trial, visit [www.adobe.com/sign/free-trial-global.html](https://www.adobe.com/sign/free-trial-global.html) or call 1-800-685-4192. [Click here](#) to get the app for Acrobat Sign in Teams and Microsoft 365.



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