



SOLUTION BRIEF

Adobe Document Cloud for Microsoft Teams.

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

Adobe Document Cloud is a digital document platform that transforms document processes into efficient, 100% digital workflows. It includes Adobe Acrobat DC and Adobe 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 Adobe Sign.

Experience 100% paperless processes and automated workflows with Adobe Sign, Microsoft's preferred e-signature solution. Quickly and securely send documents, contracts, and digital forms for e-signature and approval directly from the Adobe Sign tab in Microsoft Teams. Efficiently complete and send documents like purchase orders, vendor forms, and other contracts, and get them signed and returned in just a few clicks—from anywhere, on any device.

Get notified when documents have been signed, or check which documents are out for signature, signed, or waiting for signature using the Adobe Sign bot in Teams. Help your team stay on track by sending reminders to prompt others to sign or approve. Access a detailed audit trail for any transaction without leaving Teams. And all documents are tracked and securely stored in Teams—so they're always available anytime, anywhere.

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 Adobe 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 Adobe 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 Adobe Sign to any Teams meeting.

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 Adobe 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.

Improve security and compliance.

Adobe Sign supports digital signatures, including e-signatures, certified signatures, and cloud signatures. All signature types are legally valid and enforceable in nearly every industrialized country around the world.

Adobe Sign meets the most rigorous global regulations and standards, including ISO 27001:2013, SOC 1, SOC 2 Type 2, PCI DSS V3.2.1, FDA 21 CFR Part 11, GDPR-Ready, HIPAA-ready, GLBA-Ready, FERPA-Ready, and FedRAMP Tailored. And all Adobe Sign data and documents are encrypted both in motion and at rest.*

Deploy with ease. No coding required.

Efficiently deliver e-signature capabilities in the Microsoft apps your teams use every day, including Teams, SharePoint, Dynamics 365, and more. Deploy quickly with minimal setup and no coding required.

* For the current list of Adobe certifications, standards, and regulations, visit www.adobe.com/go/security-and-compliance.

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



Adobe 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 Adobe 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

Adobe Document Cloud helps organizations get work done faster and more efficiently.[†]



28x faster
Average time to
get signature



**US\$9.1 million in
total savings**
Increased revenue
and cost savings
over three years



420% ROI
Less than three
months



US\$6 and 1.5 hours
per transaction
Savings per user



65 hours/year
Savings per
Acrobat Pro DC
user



33 hours/year
Savings per
Acrobat Standard
DC user

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 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 easier and faster—reviewers can comment 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." Finally, document security is improved with transient documents stored in Adobe Document Cloud servers and final document versions stored in SharePoint or OneDrive.

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.

Enhance your Microsoft investment.

Adobe and Microsoft have a strategic partnership, driving joint innovation and breakthrough experiences in Microsoft 365, Dynamics 365, and Power Platform. With Adobe and Microsoft integrations, you can deliver exceptional customer experiences and keep your business running smoothly. And all the advantages associated with Microsoft integrations are included with your existing Adobe Sign enterprise license or Acrobat license.

Work with the digital document leader.

Adobe invented PDF more than 25 years ago and is the global leader in secure digital documents—with Adobe Sign and Acrobat powering employee and customer experiences for more than 75% of the Fortune 100. [Adobe Document Cloud](#) delivers 100% paperless processes to keep business moving—even for remote teams and global offices. The result is exceptional customer experiences, improved business efficiency, and unparalleled productivity.

For more information or to get a free 30-day Adobe Sign for Teams trial, visit www.adobe.com/go/teams-sign-trial or call 1-855-914-2747 in North America.

[†] [Adobe Document Cloud & Microsoft 365: Improving Digital Experiences and Driving Significant Savings](#), a commissioned study by Forrester Consulting on behalf of Adobe, September 2019.

