



SOLUTION BRIEF

# Adobe Document Cloud for Microsoft 365

Improve the productivity and efficiency of your workforces—no matter where they are—with automated and 100% paperless document workflows.

Digital transformation isn't just about removing paper-based processes—it's about automating manual processes to avoid delays and mistakes, improving security, and delivering exceptional customer and employee experiences. With [Adobe Document Cloud for Microsoft 365](#), Adobe Acrobat, Adobe Acrobat Sign, and PDF Services are built right into Microsoft 365. With these integrations, you can convert manual and paper-based processes into compelling digital experiences that impress customers, boost productivity, and help teams collaborate faster.

## Drive business efficiencies.

Adobe adds powerful PDF and e-signature tools to Microsoft 365 applications, so everyone in your organization can quickly collaborate on documents and accelerate approval workflows.

- Access Acrobat Sign and Acrobat PDF tools right from the Office 365 navigation window in Microsoft Outlook, Word, PowerPoint, SharePoint, OneDrive, and more.
- Convert Word, Excel, and PowerPoint documents to high-quality Adobe PDF files that preserve fonts, formatting, and layouts and can be optionally password protected.
- Combine multiple 365 files, images, text, and PDFs into a single PDF for archiving or distribution.
- View and edit PDFs stored in OneDrive and SharePoint directly from Acrobat, or view, search, and collaborate online from Adobe's web-based PDF viewer.
- Export PDFs to Excel, Word, or PowerPoint files.
- Create electronic contracts, send them for e-signature approval, and track their status—all in Word, PowerPoint, Outlook, SharePoint, or Teams.
- Enable customers and employees to fill and sign documents anytime from any device or browser, including mobile.

## Sample approval workflow using Microsoft SharePoint and Adobe Document Cloud



### Step 1. Document created in SharePoint

New purchase order (PO) PDF is created by combining multiple documents using online Acrobat PDF tools that are integrated into SharePoint.



### Step 2. Document routed for approval

PO is routed for approval via Acrobat Sign through a customized workflow created with Microsoft Power Automate.



### Step 3. Manager A, Manager B, Manager C

POs under US\$100,000 are automatically routed to Manager A. POs over US\$100,000 are automatically routed to Managers B and C.



### Step 4. Document approved

The PO is e-signed and approved with Acrobat Sign.



### Step 5. Approved document filed in Workflow Manager in SharePoint

The signed PO along with any data collected during the approval process is stored in SharePoint.

## Get more done in less time with digital signatures.

Boost worker productivity and efficiency while eliminating repetitive tasks and reducing errors using automated approval and e-signature workflows directly from within SharePoint, Power Apps, and Power Automate.

- Easily merge customer data and documents from SharePoint into electronic contracts. Send them for e-signature, track their progress, and automatically store signed documents and any data collected during the approval process—all from within SharePoint.
- Store all your documents, agreements, and forms in a central repository, and digitally route any document for approval or e-signature using Acrobat Sign from within SharePoint with Power Automate. Use the Power Automate prebuilt templates or visual designer to quickly automate document workflows—such as automatically routing contracts for e-signature to multiple approvers based on their financial value.
- Speed onboarding and approvals with 100% digital forms, service requests, and credit card enrollments. Provide convenient, reusable web forms that customers and employees can easily fill out and sign from any device. Increase efficiency and minimize errors by mapping data collected from completed web forms back into SharePoint lists, and automatically save completed documents into designated folders for easy access.
- Incorporate e-signatures into your favorite applications and custom-built Power Apps, supported by Power Automate. Automatically kick off tasks after an agreement is signed, and track its status using notification templates.

## 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

## Use cases

Streamline document preparation, signing, digital enrollment, and approvals across your organization.

### Sales

- Contracts and agreements
- Proposals and bids
- Application forms

### HR

- Benefits enrollment
- New hire onboarding forms
- Time-off requests

### Procurement

- Vendor contracts
- RFP and bid packages
- Onboarding forms

### Legal

- NDAs
- Business contracts
- Court e-filing and e-discovery documents

### Marketing

- Communications reviews and approvals
- Collateral publications
- Release forms

### Product management

- Requirement documents
- Roadmap reviews and approvals
- Product manuals and guides

### IT operations

- Asset documentation
- Change authorization
- Policy documentation

### Facilities

- Lease agreements
- Request-for-service forms
- Facilities planning

### Customer service

- Service and work orders
- Field service acknowledgments
- Renewal agreements



Adobe Acrobat Pro enables us to digitize construction drawings quickly and cost-effectively whenever someone from any of our departments needs the documents. Since we no longer have to rely on an external service provider to do the job, costs are down by 90%."

**Christian Goltl**

Head of System  
Development

ASFINAG Maut  
Service GmbH

# Adobe Document Cloud helps organizations get work done faster and more efficiently\*



**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

\*["The Total Economic Impact of Adobe Acrobat Sign,"](#) a commissioned study conducted by Forrester Consulting on behalf of Adobe, January 2022.

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](http://www.adobe.com/trust/compliance/compliance-list.html). Certain compliance capabilities may require purchase of specific product offerings or subscription plans.

## 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.

For more information or get a free trial, visit [www.adobe.ly/office-sign-trial](http://www.adobe.ly/office-sign-trial) or call 1-800-685-4192.



We use SharePoint in almost everything. So having Acrobat Sign being flexible enough to be a module part of SharePoint—having that all under one roof—has made that easier for us."

**Micah Hwang**  
Service Delivery Specialist, State of Hawaii

"Because of Acrobat Sign, we are now able to send HR documentation to employees before they start. That's a huge savings to the state. They are being productive for the first two hours of their first day. So there's a huge return on investment for that."

**Todd Nacapuy**  
Former Chief Information Officer, State of Hawaii



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