

REPORT

# Maximise your IT investment with Adobe Acrobat and Microsoft 365.

Streamline document management with the tools you already trust.

Today's IT leaders need to maximise value from the solutions they're already using while meeting security and hybrid work needs. In this report, you'll find out how to get the most out of Adobe Acrobat by standardising on [Acrobat](#) across your organisation – maximising your Microsoft 365 investment with smooth integrations. Learn how you can keep teams across locations and time zones on the same page – securely – and streamline document workflows.

## Challenges of disconnected document management.

As a current Acrobat customer, you recognise how central digital documents are to your organisation's success. They contain valuable information that needs to be protected both inside and outside the company.

Using a mix of PDF tools such as Acrobat, PDF editors and free online PDF tools creates two key challenges for your organisation:

- **Security risks.**

Using PDF editors or free PDF tools to create and edit sensitive documents puts your company's data at risk. Although PDFs created within Microsoft 365 have some level of security, such as password protection, they do not have the ability to prevent copying and editing, redact data, add sandbox protection or insert watermarks – all security features available in Adobe Acrobat.

- **Decreased productivity and collaboration.**

When teams across your organisation use different document solutions that aren't integrated with core solutions like Microsoft 365, they hit roadblocks – slowing productivity and decreasing collaboration.

# Adobe Acrobat and Microsoft 365 together – more power and productivity.

## Gains for IT leaders.

To stay ahead, organisations need to have their document management solutions work together continuously. Standardising on Acrobat plus Microsoft 365 across your entire organisation delivers immediate benefits:

- **Consolidate and maximise your tech stack.**  
By consolidating on trusted solutions from Adobe and Microsoft – two global leaders – you can eliminate products that put your data at risk and get more out of your Microsoft investment. Acrobat is easy to deploy and manage across your entire organisation. Employees can access and use powerful PDF tools right from Microsoft 365 applications – maximising productivity.
- **Streamline licence management.**  
With Acrobat and Microsoft 365, you can [simplify licence management](#) and create a better experience for your administrators.
- **Bolster security and protection.**  
With Adobe and Microsoft's commitment to security, you can be assured your documents are protected. Consolidating on Acrobat and Microsoft 365 provides best-in-class information protection across your entire organisation. With native support for [Microsoft Purview Information Protection](#) labelling in Acrobat Pro or Acrobat Standard, users can apply and edit sensitivity labels and policies to their PDFs.

“ Adobe Acrobat gives us a unified tool that can bring together any file type in a single, highly secure document.

Anant Chakradeo

PhD, Pro-Vice Chancellor of Art and Design Programmes, Dean of the Faculty of Design, and Director of International Relations, MIT Institute of Design

## Acrobat benefits.

### Efficient integrations.

Acrobat works inside the tools your teams already use like Microsoft 365 and includes out-of-the-box integrations with Google Drive and Dropbox.

### Improved collaboration.

Your teams can share, comment and collaborate on documents anywhere, anytime across devices – optimising productivity. From Microsoft Teams, multiple reviewers can simultaneously [view, comment on and annotate PDFs](#) – making incorporating feedback easier and more efficient.

### All-in-one solution.

With the enhanced e-signature capabilities built into Acrobat Pro, teams can easily send, approve and add multiple signers to a document.

### Security for every team.

Protect your sensitive information with security features like encryption, sandboxing, and watermarking. With Microsoft Purview Information Protection in Acrobat desktop, you can apply sensitivity labels to classify and protect PDF documents. Acrobat helps teams across your organisation meet [regional and industry standards for security and compliance](#), reducing legal and compliance risks.

### Accessibility tools.

Acrobat Pro provides full-featured tools to create and verify [PDF accessibility](#) for validating and tagging PDFs to meet common accessibility standards.

### Streamline workflows.

Unlike PDF editors or free online PDF tools, Acrobat works across devices and mixed software environments. Integrating Acrobat with the Microsoft 365 applications your employees use every day creates faster, simpler ways for them to collaborate, transact and work from anywhere.

### Familiarity and trust.

[Adobe created the PDF](#) and is a trusted leader in digital document management. With its simple modern interface, users new to Acrobat can be onboarded quickly and smoothly.

# Improve team workflows.

Standardising on [Adobe Acrobat with Microsoft 365](#) helps teams across your organisation work faster, more collaboratively – and with less friction.

## Integrations with leading productivity apps.

Integration	Capabilities
Acrobat in Microsoft Teams	<ul style="list-style-type: none"><li>• View, export, organise, combine, convert, compress, protect, comment and annotate high-fidelity PDFs right from Teams chats and channels.</li><li>• Collaborate on PDFs in real time with multiple stakeholders.</li><li>• Microsoft Teams administrators can set Acrobat as the default PDF app in Teams, reducing workflow friction in a common platform.</li><li>• Use the new personal tab – a home page for curating all recent documents into one view.</li></ul>
Acrobat in SharePoint and OneDrive	<ul style="list-style-type: none"><li>• Use the power of Acrobat to view, create and modify PDFs within OneDrive or SharePoint.</li><li>• Convert Microsoft 365 files to PDFs, combine files and rearrange pages right from SharePoint online.</li></ul>
Acrobat in Outlook	<ul style="list-style-type: none"><li>• Send large files like catalogues or videos in Outlook as attachments or links with Adobe Document Cloud.</li><li>• Access your address book and have complete control over the email format and content.</li><li>• Preview files in a browser (except audio or video) or download to look at later.</li></ul>
Acrobat in Word, Excel and PowerPoint	<ul style="list-style-type: none"><li>• Turn Word, Excel and PowerPoint documents into high-quality PDFs directly from Microsoft apps.</li><li>• Download the converted PDF files or save them to OneDrive.</li><li>• Help ensure security with the option to set up password-protected PDF files.</li></ul>



## Adobe Acrobat and Microsoft 365 use cases.

With Acrobat and Microsoft 365 together, employees across departments can access and use Acrobat from the Microsoft 365 apps they're already using.

Department	Example use case
<b>Legal</b> Secure confidential information in PDFs. Get approvals and e-signatures with Acrobat Pro.	<ul style="list-style-type: none"><li>• View, review and collaborate on contracts in Teams, collecting feedback in one place.</li><li>• <a href="#">Secure your documents</a> to limit viewing, editing and printing to specific users.</li></ul>
<b>Sales</b> Close business faster, create better customer experiences and work on the go.	<ul style="list-style-type: none"><li>• Collaborate on RFPs and new business pitches while on the road.</li><li>• Send contracts for e-signature and track statuses within Teams and Outlook with Acrobat Pro.*</li></ul>
<b>Finance</b> Collaborate on financial plans and forecasts more efficiently with Acrobat Pro.	<ul style="list-style-type: none"><li>• Streamline internal approvals for budgets and forecasts.</li><li>• Get approvals and signatures easily while staying secure.</li></ul>
<b>HR</b> Provide a positive experience for prospective, existing and new employees with Acrobat Pro.	<ul style="list-style-type: none"><li>• Leverage Teams Approvals to gain internal alignment before requesting e-signatures from candidates.</li><li>• Keep confidential employee information secure by controlling access and inserting passwords.</li></ul>
<b>Marketing</b> React to product and market changes faster by creating marketing collateral collaboratively and securely.	<ul style="list-style-type: none"><li>• View, review and collaborate on marketing materials without leaving Teams or SharePoint.</li></ul>

\* May require Adobe Acrobat Sign plugin.



Adobe Acrobat Pro has proven to be very successful for us due to its high quality and smooth operability across all devices and platforms.

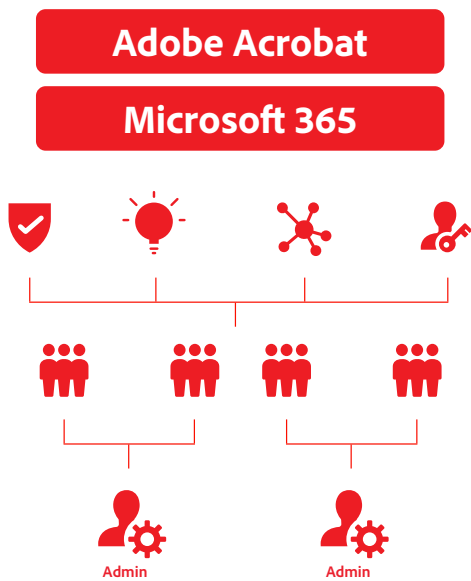
**Stefan Bicher**





Head of IT Client Management,  
Viega Holding GmbH & Co. KG



## Reimagine document workflows.

Acrobat integrates with the Microsoft 365 apps your employees use every day – providing stronger security, boosting productivity with e-signature workflows and improving collaboration. Doing more with fewer solutions simplifies licence management, reduces costs and helps your teams work more efficiently.



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**Stronger security.**  
 Stay secure with Microsoft Purview Information Protection and [Adobe Document Cloud security](#).
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**All-in-one PDF and e-signature solution.**  
 With Acrobat Pro, keep costs low and boost productivity with fewer solutions.
- 
**Easier collaboration.**  
 Standardising on Acrobat gives everyone the ability to share, comment and collaborate on documents anywhere, anytime across devices.
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**Simplified licence management.**  
 Save time managing multiple licences.

# Standardise on Adobe Acrobat and Microsoft 365 to streamline workflows and boost ROI.

Consolidating your document management workflows with [Adobe Acrobat and Microsoft 365](#) provides all your departments with the tools they need to be successful. By pairing Acrobat Pro – the all-in-one PDF and e-signature solution – with Microsoft 365, every team can focus on work that matters with a single solution for document creation, workflows and e-signatures. This integration creates a unified experience for your teams, enables a simpler and more secure setup for IT and delivers a greater return on investment (ROI) for your organisation.

*Learn how expanding Adobe Acrobat across teams can maximise your Microsoft 365 investment and drive your business forward with secure digital document workflows.*

## Sources

["Connected with Quality"](#), Adobe customer success story for Viega Group.

["MIT Institute of Design Brings Designs Into a Unified, More Secure Package with Adobe Acrobat"](#), Adobe customer success story for MIT Institute of Design.



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