

# Adobe Sign for Microsoft Office 365

Accelerate workforce productivity and securely transact business with Adobe e-signatures.

Manual processes have no place in today's fast-paced competitive marketplace. [Adobe Sign](#) adds powerful e-signature capabilities to the full suite of Office 365 software to automate approval workflows right from the tools your teams use every day. As Microsoft's preferred signature provider, Adobe Sign integrates seamlessly with multistep processes in SharePoint and Flow as well as standalone workflows in Outlook, Word, PowerPoint, and Teams. Now there's an easy way to send documents for signature, track their status, and collect data, without leaving the Microsoft applications your company relies on.

## Save time and speed signing.

Adobe Sign makes it fast and easy to collect [e-signatures](#) on any document, form, or contract directly from the Office 365 apps you use every day. From complex business processes to one-off approvals, Adobe Sign fits into all your Microsoft workflows:

**SharePoint**—Merge customer data and documents from SharePoint into electronic contracts, and create workflows based on business logic to route those contracts for signature. For example, you can set up a SharePoint workflow that automatically routes contracts valued at less than \$100,000 to a single approver and contracts valued at more than \$100,000 to multiple approvers.

**Outlook**—Initiate the signing process for agreements right from your favorite email app by clicking Send For Signature in the Outlook taskbar. Automatically track approval progress along the way. And even use Fill and Sign to automatically create form fields, and complete and approve documents that are sent to you.

**Word and PowerPoint**—Create estimates and contracts from scratch, send them for approval, and monitor progress in real time directly from the apps.

*"We, as a state, use SharePoint in almost everything. So having Adobe 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

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## Use cases

Adobe Sign can automate Office 365 document workflows across your organization.

### Sales

- Contracts
- Work order authorizations
- Estimates
- Change orders
- Renewal agreements
- Invoices
- Supplier agreements

### Human resources

- Employment applications
- Offer letters
- Training compliance forms
- Contractor agreements
- Benefits enrollment
- Payroll forms
- Separation agreements

### Internal workflows

- Document approvals
  - Audits
  - Nondisclosure agreements (NDAs)
  - Internal forms
  - Proposals
  - Credit card authorizations
  - Government forms
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**Microsoft Flow**—Incorporate e-signatures into your favorite Microsoft Flow applications, and automatically kick off tasks after an agreement is signed.

**Microsoft Teams**—Collaborate with colleagues to create and send agreements, and send those documents for signature using Adobe Sign bots.

### Deliver exceptional customer experiences.

Whether you're integrating e-signatures into smart SharePoint workflows, quickly requesting approvals from Outlook, or using another Microsoft app to send and track contracts, your clients, customers, and partners will love the signing experience. When a document is ready to be signed, recipients get an email with a link. They can click or tap the link from any browser or mobile device—no matter where they are—and easily sign in seconds. There's no need to install additional software. An intuitive wizard guides recipients to each required field, and they simply type their name to sign.

*"Our executives were very pleased with the speed of Adobe Sign. Signed contracts are delivered to their email inboxes in an average of two days instead of four weeks."*

**COR VAN DER SCHEER**

Procurement processes and systems manager, AusNet Services

### Protect your documents and data.

One of the advantages of a trusted e-signature solution is the security it brings to your information management workflows. Adobe Sign delivers more than 1,000 security features, processes, and controls to protect the documents and data that flow through your organization. Increase signing security for sensitive documents with multifactor authentication or certificate-based [digital signatures](#). Rely on e-signature technology that complies with rigorous global security standards, such as ISO 27001 and SOC 2 Type 2. And improve compliance by archiving signed documents with a complete audit trail.

### Maximize productivity with industry leaders.

Join the ranks of industry and government leaders—including AusNet and the state of Hawaii—that are using Adobe Sign and Office 365 to accelerate document workflows and secure transactions. As preferred enterprise solution partners, Adobe and Microsoft are partnering to develop integrated services across Adobe Document Cloud and Office 365 that help businesses digitally transform while delivering great experiences for their customers.



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