

A Day in the Life with Microsoft Teams and Adobe Document Cloud

Work life gets a whole lot faster when you pair Microsoft Teams with Adobe Document Cloud. Together they make it easy to securely create, share and edit PDF documents in real-time and enable secure digital approvals – all without leaving the Microsoft Teams app.

A hybrid workforce relies on digital documents but managing version control and approvals is a constant headache. So, let us show you how to run your operations smarter – and faster.

What is Adobe Document Cloud?

Adobe Document Cloud is less about file storage and more about collaborative workflows. It combines the world's leading PDF and electronic signature solutions with your favourite Microsoft and enterprise applications.

YOUR MISSION:

Use Microsoft Teams to review a document and get it internally approved and sent out for signature.

Documents created, signed, shared and stored in Document Cloud drive a **95% reduction** in environmental impact compared with paper-based processes.¹

1.5 hours Saved per user per transaction¹

Using Adobe Sign delivers a **420% return on investment** and **28x faster** time to signature.²

For a deep dive into Adobe Document Cloud and Microsoft Teams, [check out this video.](#)

View and collaborate on PDFs in Microsoft Teams

01

Create a new document review request

- In Teams, click the Acrobat plugin directly from the new conversation panel
- Find the file – choose from Teams and Channels, OneDrive or your own computer – and save a copy to your Teams chat
- The file will appear in your team conversation. Add a note requesting a review and post to your team for action

Gather feedback

- To review, head to the Team's conversation, hit the open button to view the PDF using the Acrobat plugin
- Highlight text to add comments and @ your relevant colleagues to create a Teams notification alert, or add a sticky note with any further instructions for your team
- Enjoy a completely auditable trail of all document changes

02

Collaborate and sign with Approvals in Microsoft Teams

03

Request internal approval

- Start a new conversation in Teams and click the Microsoft Approval icon
- Using basic approval, select the approver, attach your PDF file and name your request
- Your approver will be notified via Teams with a request to approve

Now we have your finalised document – if this document type requires legally valid signatures move to step 4.

Gather your signatures

- Open Adobe Sign from within Teams
- Add all internal and external recipients, designate their role in the signing process and set their level of authentication
- Choose a message template and personalise as needed
- Add the PDF document to be signed
- Set the completion deadline, add reminders and select the language of the document and send

04

05

Signing a document

- As a recipient, you receive a company branded email notification to sign a document in Teams
- Open the document on any modern browser
- Complete the relevant form fields
- Click the sign field and add your signature either by a system font, hand drawn, an image or send a command to your mobile phone
- Click finish

Always stay secure and in control

Use the manage tab in Teams to oversee and edit the approval and signing process, including nudging colleagues to complete their tasks. For security, you can view a detailed audit trail from document creation to final legally binding signatures.

See how Adobe Document Cloud can impact your line of business...



Contact us today to learn more with an Adobe Document Cloud demo or take advantage of our Adobe Sign free trial.