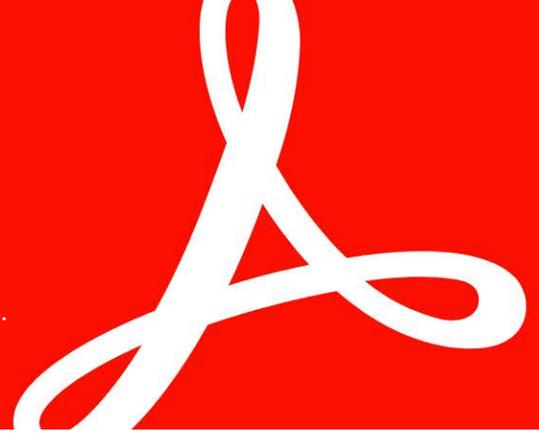


# Adobe Document Cloud for Microsoft 365.

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 and SharePoint. 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 Document Cloud 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, Excel, SharePoint, and OneDrive.
- 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 DC, or view, search, and collaborate online from Adobe's web-based PDF viewer.

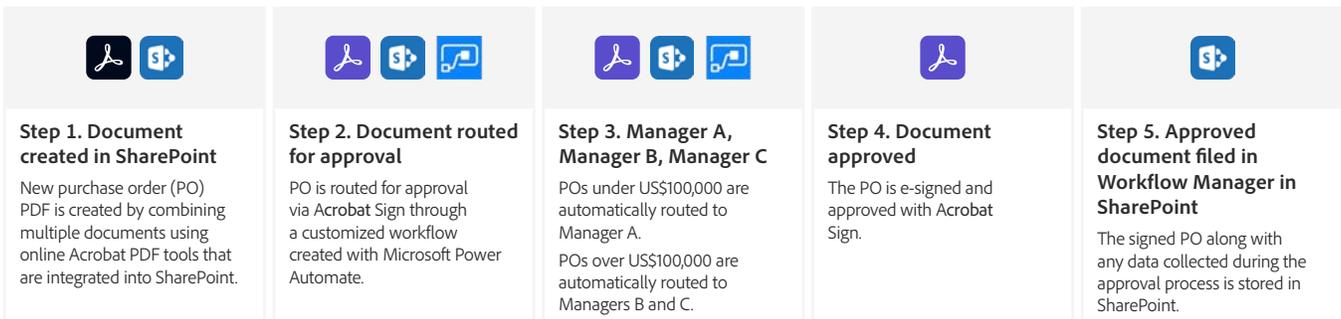
- Export PDFs to Excel, Word, or PowerPoint files.
- Create electronic contracts, send them for e-signature approval, and track their status—all in Word, PowerPoint, Outlook, SharePoint, or Teams.
- Enable customers and employees to fill and sign documents anytime from any device or browser, including mobile.

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*"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

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



**Use cases: Automate document preparation, signing, digital enrollment, and approvals across your organization.**

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|---|---|---|---|--|
|  <p><b>Sales</b></p> <ul style="list-style-type: none"> <li>• Contracts and agreements</li> <li>• Proposals and bids</li> <li>• Application forms</li> </ul>                               |  <p><b>HR</b></p> <ul style="list-style-type: none"> <li>• Benefits enrollment</li> <li>• New hire onboarding forms</li> <li>• Time-off requests</li> </ul>          |  <p><b>Procurement</b></p> <ul style="list-style-type: none"> <li>• Vendor contracts</li> <li>• RFP and bid packages</li> <li>• Onboarding forms</li> </ul>        |  <p><b>Legal</b></p> <ul style="list-style-type: none"> <li>• NDAs</li> <li>• Business contracts</li> <li>• Court e-filing and e-discovery documents</li> </ul>                    |  <p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• Communications reviews and approvals</li> <li>• Collateral publications</li> <li>• Release forms</li> </ul> |
|  <p><b>Product management</b></p> <ul style="list-style-type: none"> <li>• Requirement documents</li> <li>• Roadmap reviews and approvals</li> <li>• Product manuals and guides</li> </ul> |  <p><b>IT operations</b></p> <ul style="list-style-type: none"> <li>• Asset documentation</li> <li>• Change authorization</li> <li>• Policy documentation</li> </ul> |  <p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>• Lease agreements</li> <li>• Request-for-service forms</li> <li>• Facilities planning</li> </ul> |  <p><b>Customer service</b></p> <ul style="list-style-type: none"> <li>• Service and work orders</li> <li>• Field service acknowledgments</li> <li>• Renewal agreements</li> </ul> |  |

## 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, PowerApps, 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 Adobe 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 PowerApps, supported by Power Automate. Automatically kick off tasks after an agreement is signed, and track its status using notification templates.

## Deploy with ease. No coding required.

Work with Microsoft 365 admin tools to centrally and rapidly deploy Adobe Document Cloud add-ins. For Acrobat Sign and PDF services, you can use a web-based installer to configure your Microsoft 365 accounts without installing additional software on users' desktop machines. For users who need the full desktop version of Acrobat, you can streamline software installation and configuration using standard tools like Microsoft Windows Server Remote Desktop Services and Apple Remote Desktop. Seamless support for single sign-on (SSO) simplifies access for authorized users. Easily adjust to changes in demand dictated by working conditions by centrally managing entitlements from the Adobe Admin Console.

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*“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

## Ensure legal and compliant document processes, as well as enhanced security.

Acrobat 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.

For the current list of Adobe certifications, standards, and regulations, visit [www.adobe.com/go/security-and-compliance](https://www.adobe.com/go/security-and-compliance).

## 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 integration, you can deliver exceptional customer experiences and keep business running smoothly—even in these challenging times. Learn more at <https://adobe.ly/dc-msft>.

## 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.

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



**28x faster**  
Average time to get signature



**US\$9.2 million in total savings**  
Increased revenue and cost savings over three years



**420% ROI**  
Less than three months to break even



**US\$28 and 1.5 hours per transaction**  
Savings per user



**65 hours/year**  
Saving per Acrobat Pro DC user



**33 hours/year**  
Saving per Acrobat Standard DC user

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

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*“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

