Southern Connecticut State University
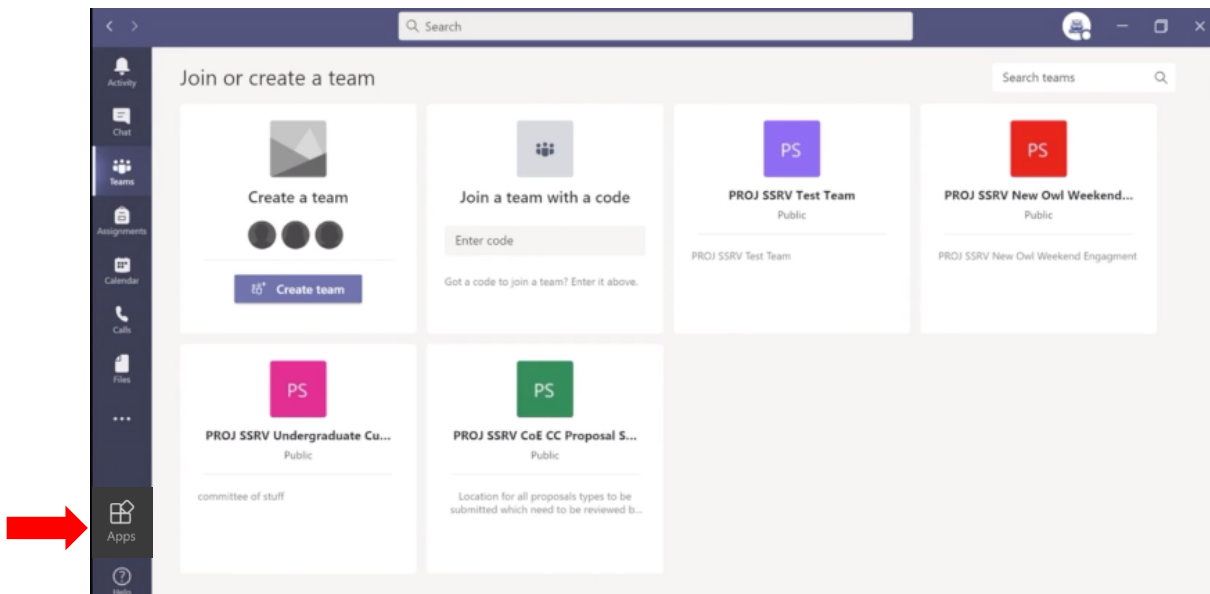
Adobe Sign: Teams

Introduction

Adobe Sign is a cloud-based e-signature service that allows the user to send, sign, track, and manage signature processes using a browser or mobile device. It is part of the Adobe Document Cloud suite of services. SCSU faculty and staff have access to Adobe Sign via the **MyApps** portal.
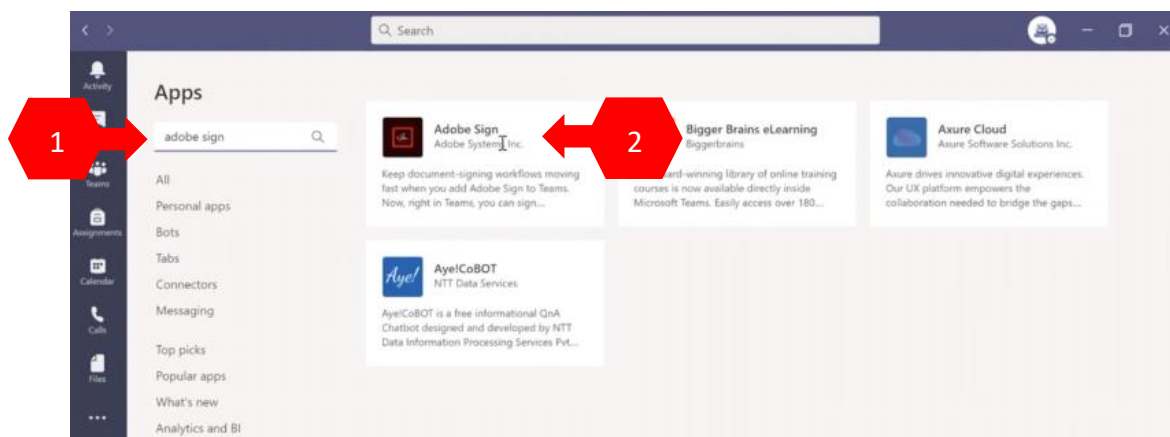
The following steps will walk you through how to set up Adobe Sign within Microsoft Teams.
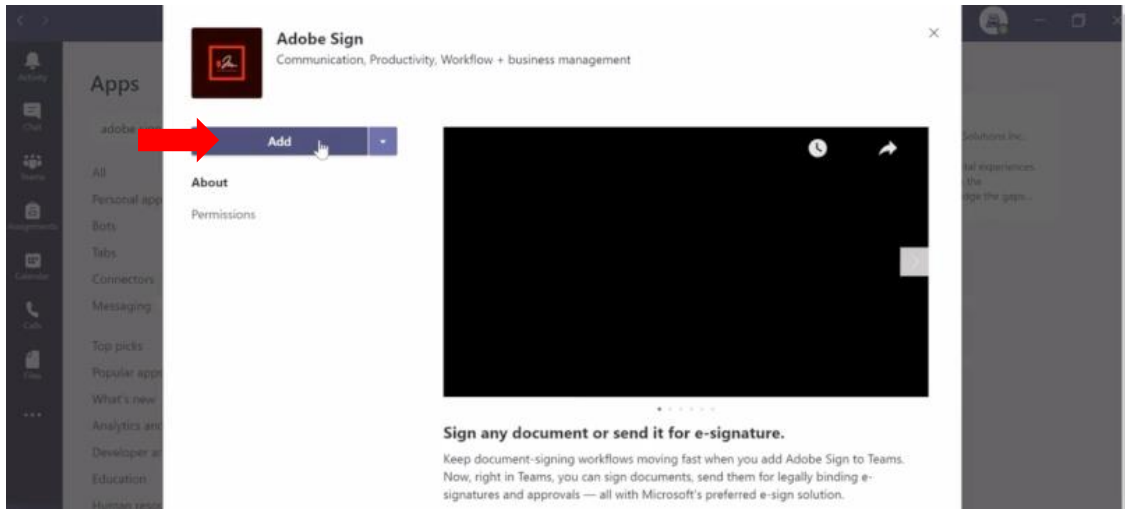
Adding the Adobe Sign app

1. Open the Teams application.
2. Select "Apps" from the left menu.

3. Using the search bar, locate and select the Adobe Sign app.
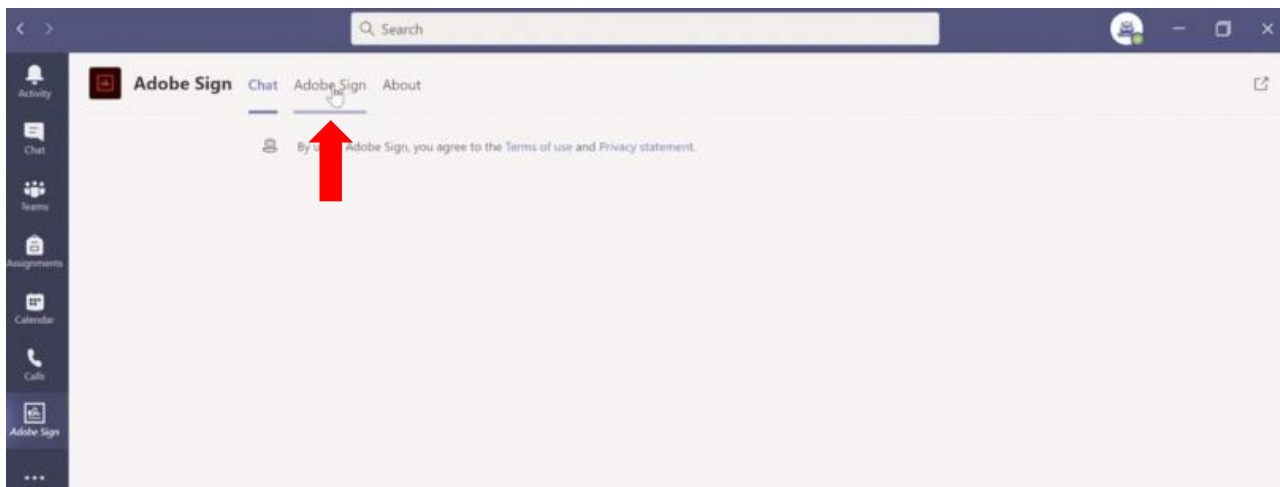
4. Select "Add".

5. Adobe Sign now will appear as a tab on your left menu bar. You may need to select the "…" to expand your tabs. Select the app here.
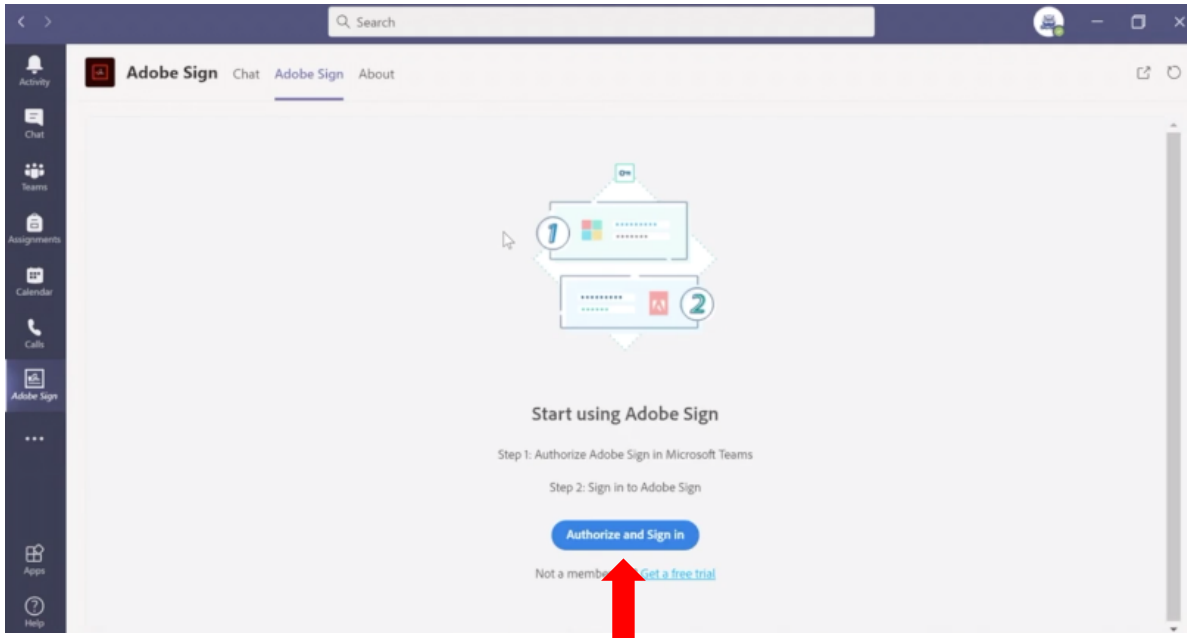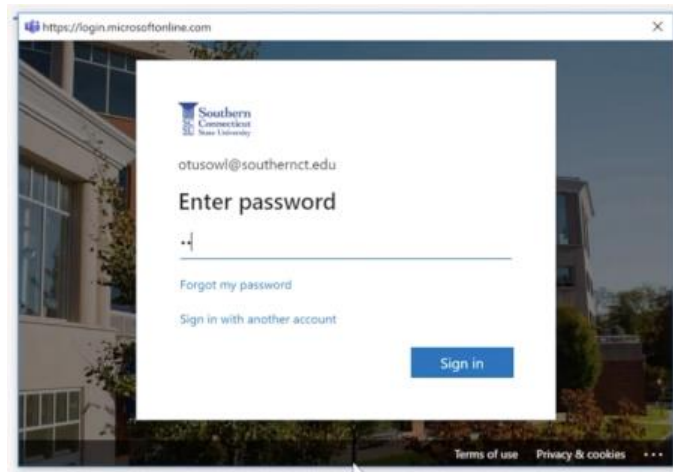

Adobe Sign app set up

1. With the Adobe Sign app selected, now select "Adobe Sign" from the top toolbar to complete a one-time set up process.
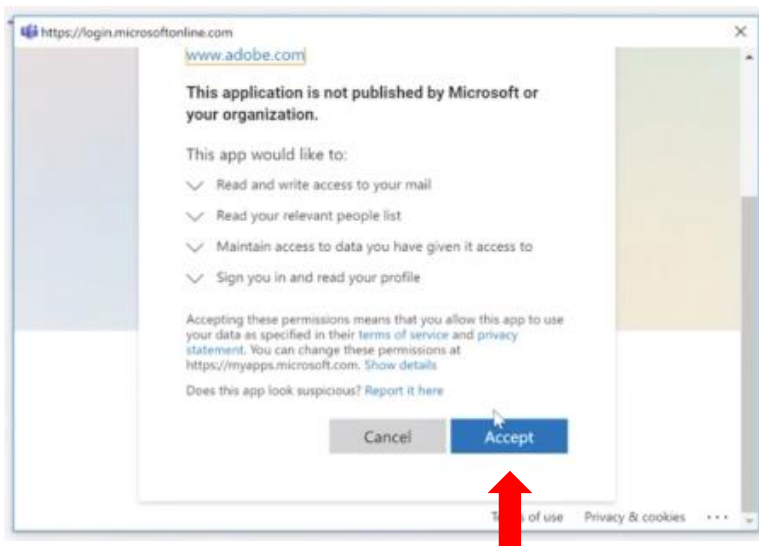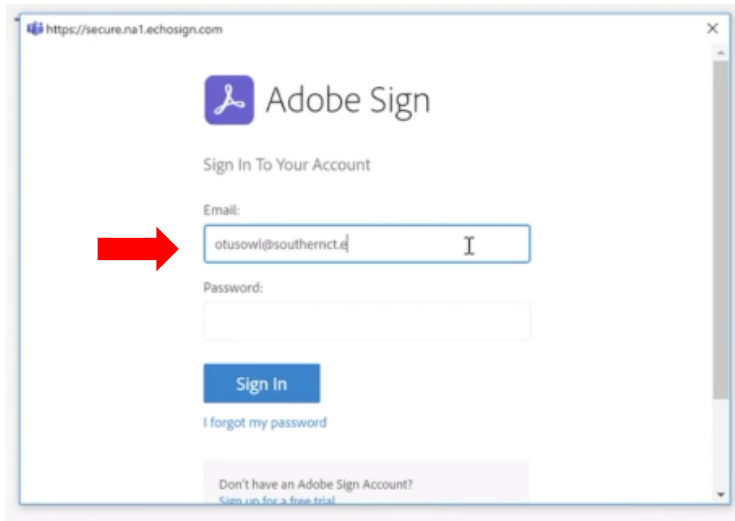
2. Select "Authorize and Sign in".

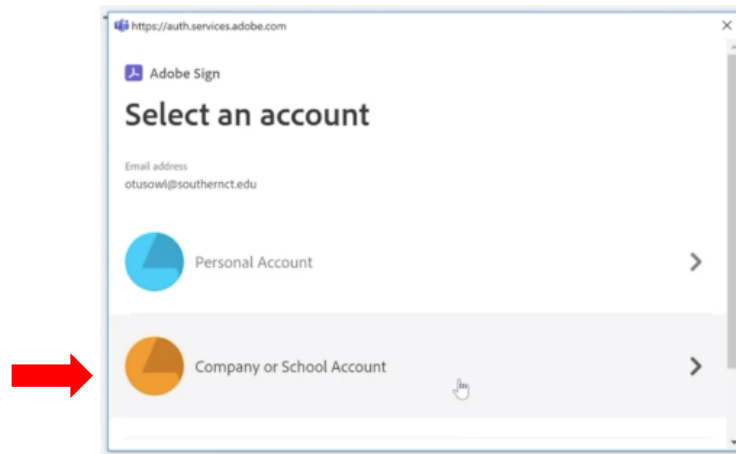3. Enter your password and authenticate your account.

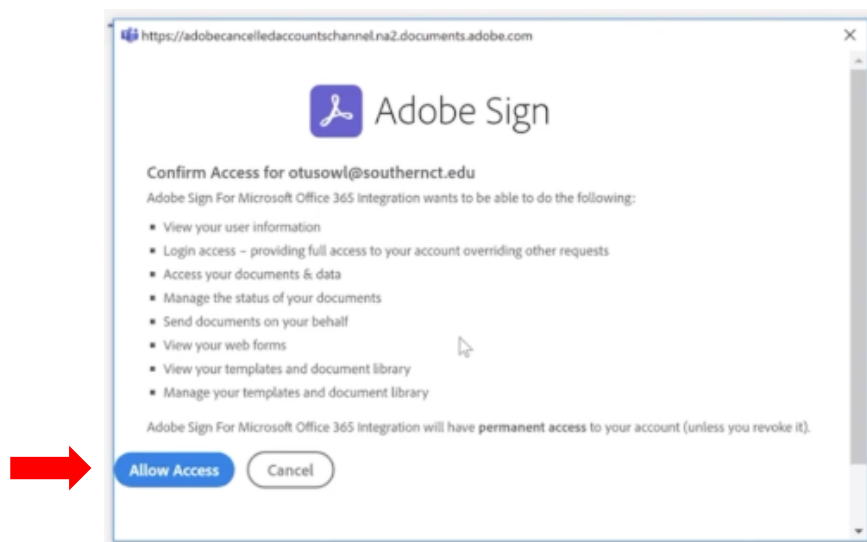4. Review the permissions requested and "Accept" to continue.

5. Enter your SCSU email address. After moving to the password box, the page will proceed.

6. Select "Company or School Account".

7. Select "Allow Access" to provide Adobe Sign with the permissions listed.

8. Available now will be the two tabs: "Send For Signature" and "Manage Agreements". For more information on how to use these tools, see our full library of Adobe Sign tutorials.