

Adobe Sign: Teams

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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 <u>MyApps</u> 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.

	a	, Search		
Activity	Join or create a team			Search teams
Chat Teams	Create a team	iii Join a team with a code	PS PROJ SSRV Test Team Public	PS PROJ SSRV New Owl Weekend Public
Calendar Calendar Calls	ట్" Create team	Enter code Got a code to join a team? Enter it above.	PROJ SSRV Test Team	PROJ SSRV New Owl Weekend Engagment
Files	PS PROJ SSRV Undergraduate Cu Public	PS PROJ SSRV CoE CC Proposal 5 Public		
Apps	committee of stuff	Location for all proposals types to be submitted which need to be reviewed b		

3. Using the search bar, locate and select the Adobe Sign app.

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Activity	Apps				
	adobe sign	Q	Adobe Sign Adobe System Inc.	2 Bigger Brains eLearning Biggerbrains	Axure Cloud Axure Software Solutions Inc.
A	All		Keep document-signing workflows moving fast when you add Adobe Sign to Teams.	ard-winning library of online training courses is now available directly inside	Asure drives innovative digital experiences. Our UX platform empowers the
8	Personal apps		Now, right in Teams, you can sign	Microsoft Teams. Easily access over 180	collaboration needed to bridge the gaps
Assignments	Bots				
	Tabs		Aye!CoBOT		
Calendar	Connectors		Rye! NTT Data Services		
5	Messaging		Aye:CoBOT is a free informational QnA Chatbot designed and developed by NTT		
-	Top picks		Data Information Processing Services Pvt		
Files	Popular apps				
	What's new				
	Analytics and BI				

4. Select "Add".

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÷.	All Personal app	About Permissions				~	tal experiences the ope the page		
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	What's new Analytics and			Sign any document or send it	t for e-signature.				
	Developer at Education			Keep document-signing workflows mov Now, right in Teams, you can sign docur signatures and approvals — all with Mic	ments, send them for legally binding				

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.

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and generated				
Calendar				
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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".

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Assignments	▶ (1) ■	
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Calls		
Adabe Sign	Start using Adobe Sign	
	Step 1: Authorize Adobe Sign in Microsoft Teams	
	Step 2: Sign in to Adobe Sign	
~	Authorize and Sign in	
H Apps	Not a member Get a free trial	
(?) Help		

3. Enter your password and authenticate your account.

🕼 https://login.microso	ftonline.com		×
	Southern Convertient otusowl@southernct.edu Enter password		1
	Forgot my password Sign in with another account	Sign in	
	State of the second	Terms of use	Privacy & cookies ····

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

https://login.m	icrosoftonline.com	×
	www.adobe.com	
	This application is not published by Microsoft or your organization.	
	This app would like to:	
	Read and write access to your mail	
	✓ Read your relevant people list	
	Maintain access to data you have given it access to	
	Sign you in and read your profile	
	Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can charge these permissions at https://myapp.microsoft.com. Show details	
	Does this app look suspicious? Report it here	
	Cancel Accept	
	To of use Privacy J	8 cookies

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

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	⊁ Adobe Sign	
	Sign In To Your Account	
	Email:	
	otusowl@southernct.e I	
	Password:	
	Sign In	
	I forgot my password	
	Don't have an Adobe Sign Account? Sign up for a free trial	Ţ

6. Select "Company or School Account".

Adobe Sign	×
Email address otusowl@southernct.edu	
Personal Account	>
Company or School Account	>

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

لحر]	Adobe Sign
Confirm Access for otusowlଡ	southernct.edu
Adobe Sign For Microsoft Office 365	integration wants to be able to do the following:
 View your user information 	
 Login access – providing full access 	is to your account overriding other requests
 Access your documents & data 	
 Manage the status of your docum 	ents
 Send documents on your behalf 	
 View your web forms 	10 million
 View your templates and docume 	nt library
 Manage your templates and docu 	ment library
Adobe Sign For Microsoft Office 365	integration will have permanent access to your account (unless you revoke i

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.

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