

## Adobe Sign: Managing Settings

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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 edit your Adobe Sign settings, such as notifications and managing your signature.

# Managing settings

1. Begin by selecting your name in the upper, right-hand corner, then "My Profile".



#### Notification settings

2. To edit your notification settings, select "My Notifications" from the left menu. From there, you may check and uncheck the box next to the appropriate setting to change when you are notified of updates:

📕 Adobe Sign				?
Home Send Manage Re	ports			Lindsa
Q Search	My Notif	icatior	ns o	
Personal Preferences	Select which ch	anges in st	atus should trigger an e-mail notification or create an event ①	
My Profile	Email	Event		
	S	8	Agreement sent	
Access Tokens		8	Agreement viewed	
Auto Delegation	Y	Y	Agreement signed or approved	
My Notifications	Y	<b>y</b>	Agreement declined	
My Nouncations		<b>S</b>	Agreement delegated	
Shared Notifications		¥	Signed copy uploaded by sender	
My Signature		8	Agreement expired	
	S	8	Email sent to a signer bounced and was not delivered	
Language Preferences	Notify	me when s	omeone else in my recipient group has signed	
View Other Accounts				
Share My Account	Select which co	nditions sh	ould trigger an e-mail notification or create an alert 🕥	

### Signature settings

3. To edit your signature, select "My Signature". Here you may create, edit, or delete your signature.

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	Home Send Manage R	leports		Lindsay •	
	Q Search	My Signature ਹ			
	Personal Preferences	Your Saved Signature:			
	My Profile	Create	Maria		
	Access Tokens	Clear	, tango		
	Auto Delegation	Your Saved Initials:			
	My Notifications	Create	You do not have saved initials.		
	Shared Notifications				
1	My Signature				
	Language Preferences				
	View Other Accounts				
	Share My Account				

4. When creating, you may draw it using your cursor, insert an image, or use your mobile device to do so.

