Southern Connecticut State University

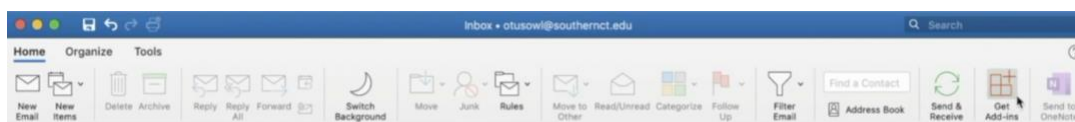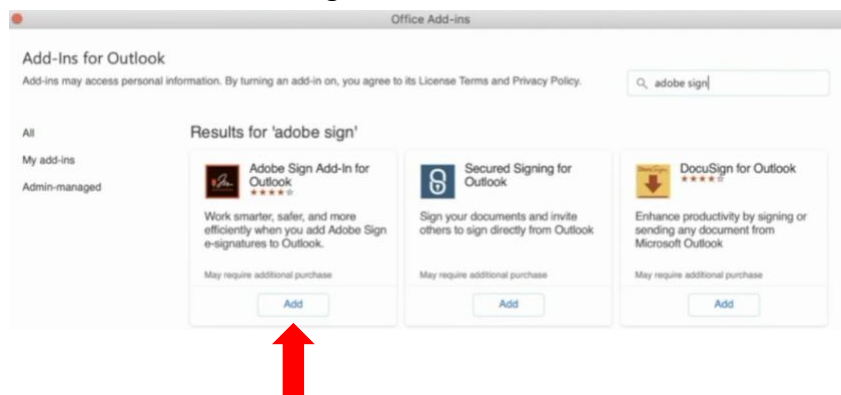# Signing PDFs in Outlook & Outlook Web App (OWA)

Introduction

Microsoft Outlook and the Outlook Web App allow you to digitally sign PDFs with Adobe's help. This guide will show how to sign PDFs received via email on these platforms.

Adding Adobe Sign add-in

1. Select "Get Add-ins" on the top toolbar.

2. Using the search bar, look for "Adobe Sign". Select "Add" when found.

3. Select "Continue" to accept the terms.

One last thing... ×

Adobe Sign Add-In for Outlook

By clicking continue, you agree to the provider's license terms and privacy policy and understand that the rights to use this product do not come from Microsoft, unless Microsoft is the provider.

Cancel   Continue

4. Once added, close the window.

Signing a PDF

Most instructions will be shown within the Outlook program for Macs, however any differences in the process to note within Outlook for Windows and the Outlook Web App will be detailed at the end of the instructions.

Outlook program

1. Select an email that contains a PDF to be signed. You will now see new signing options on your toolbar. These options may not appear if an email containing a PDF has not been selected from the reading pane.
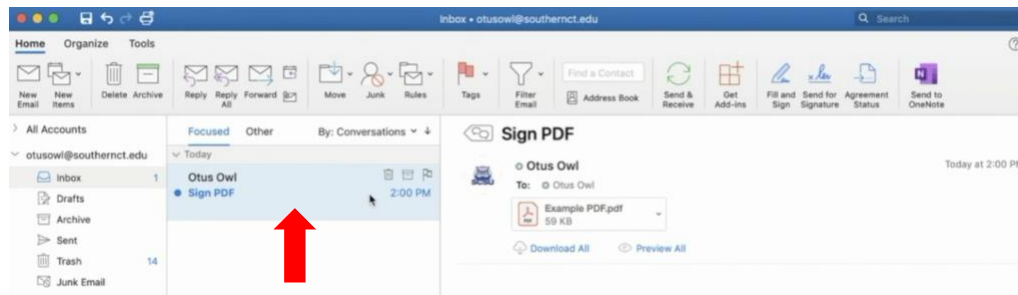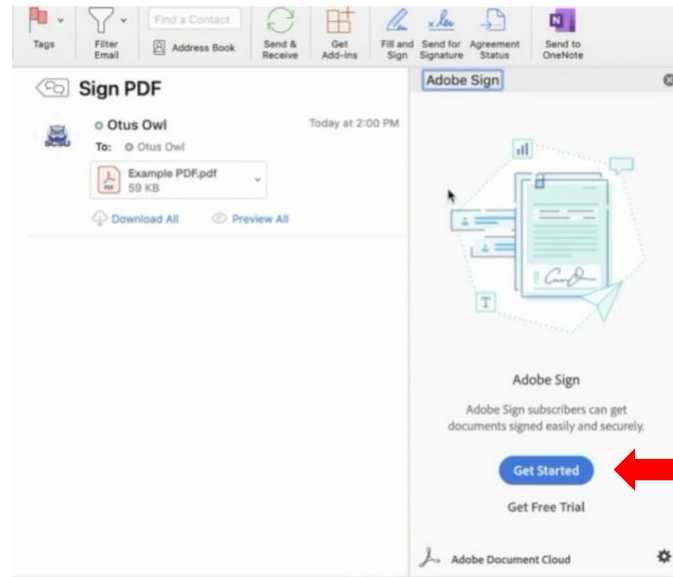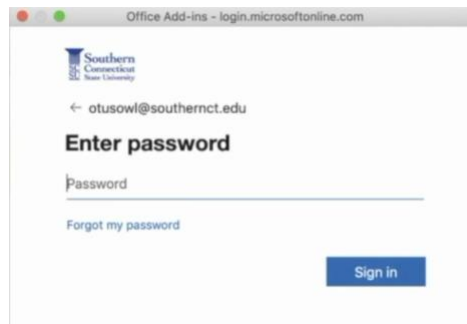
2. Select "Fill and Sign".
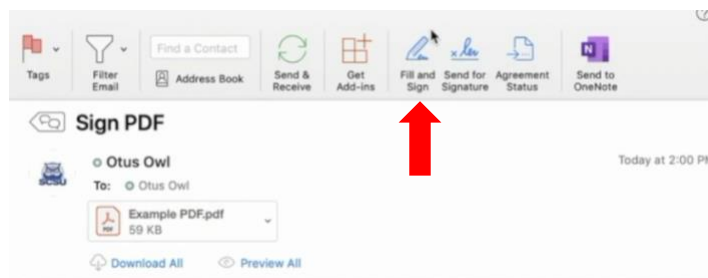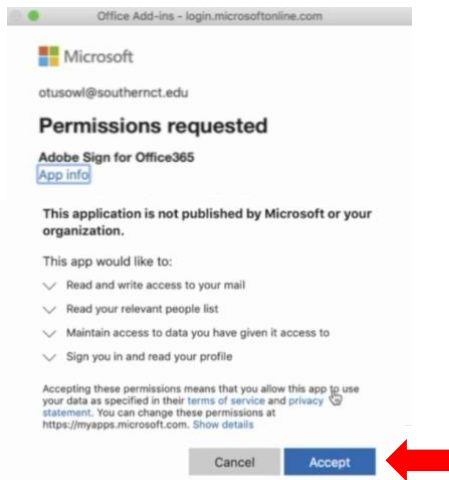
First-time set up

1. There is a short set up process the first time this feature is used. Select "Get Started".
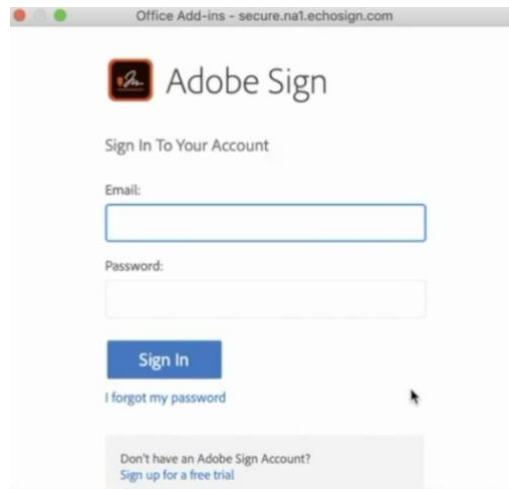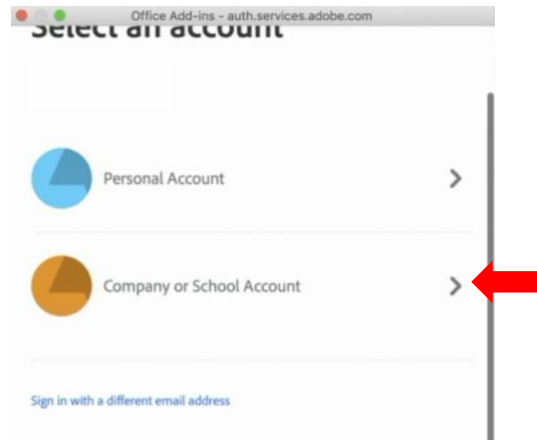
2. Enter your password.

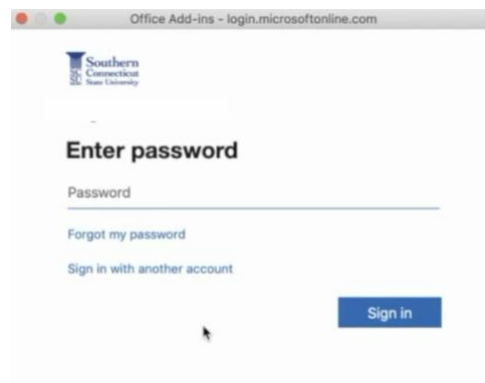3. Review the permissions required and select "Accept" to continue.

4. Log into Adobe Sign by entering your full SCSU email address. When selecting the password box, or tabbing down to this box, the page will jump before you can enter this.
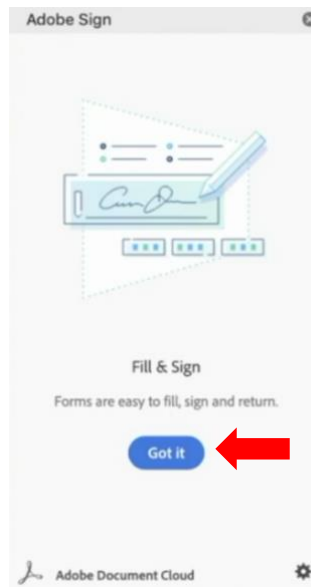

5. Select "Company or School Account".
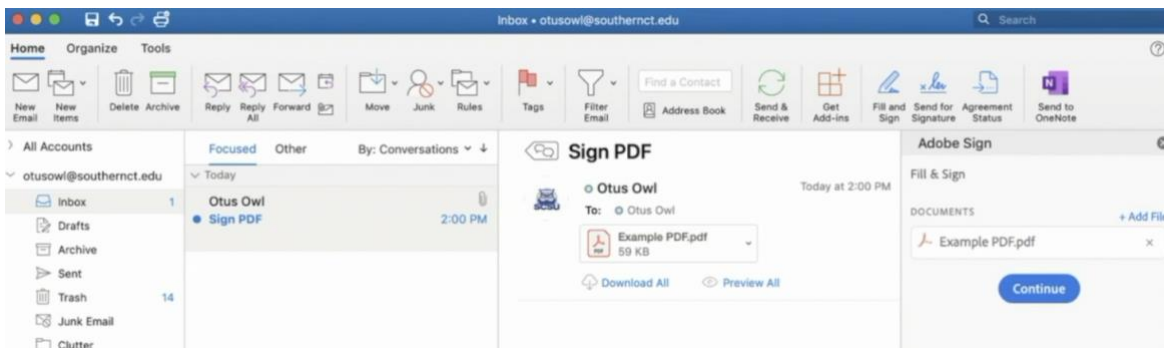

6. Now, enter your password.

7. Select "Allow Access" to allow Adobe access to the areas listed.

8. Select "Got it" from the Adobe Sign panel.

3. The PDF(s) attached to the email selected should appear under "Documents". Select "Continue". The document will launch in a separate window.

Adding text

4. Here, you may add any additional text needed such as the date, using the tool labeled "Ab". After selecting the "Ab" tool, click where on the page you'd like this text to be placed and begin typing. You may change the formatting of this text by using the option menu above the text box.
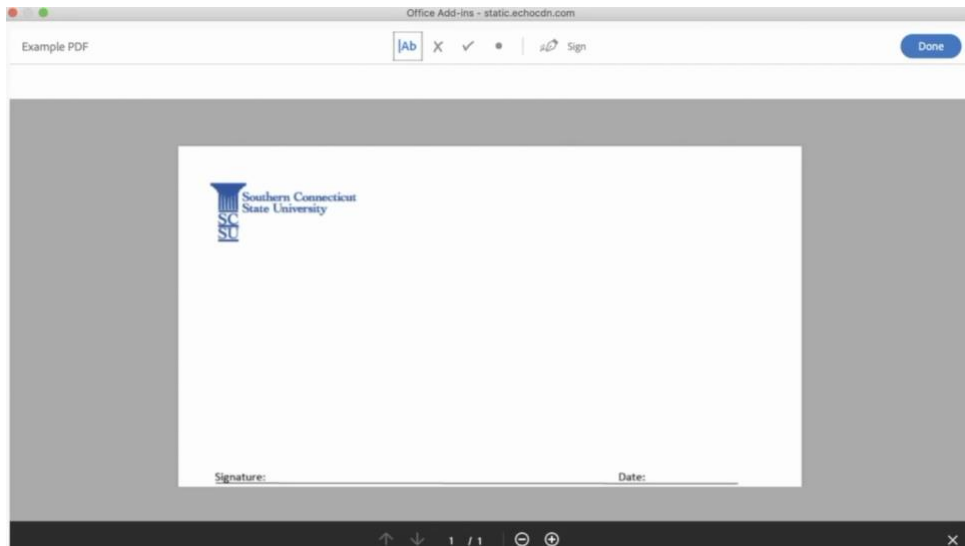

Adding & creating signature

5. To enter your signature, select "Sign". If you've previously created a signature, it will be listed here. You may select it and place it on the page.
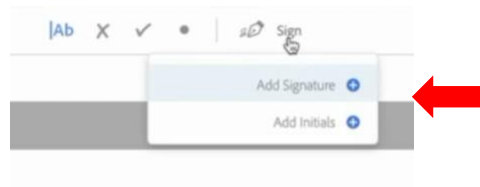
6. If not, select "Add Signature" or "Add Initials" to create. Here, we'll look at "Add Signature".
7. You may create a signature by simply typing your name using Adobe's font under the "Type" selection, by selecting "Draw" and using your cursor to draw out your signature, by selecting "Image" to insert a picture you've taken of your signature, or by selecting "Mobile" to use your phone to capture a signature.
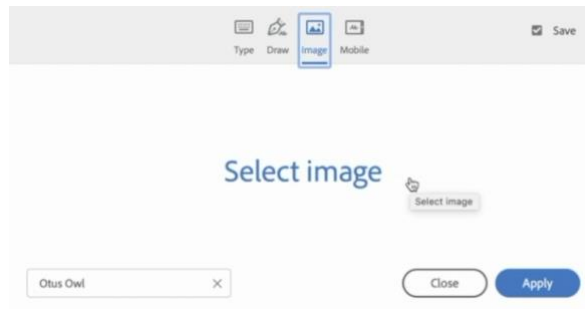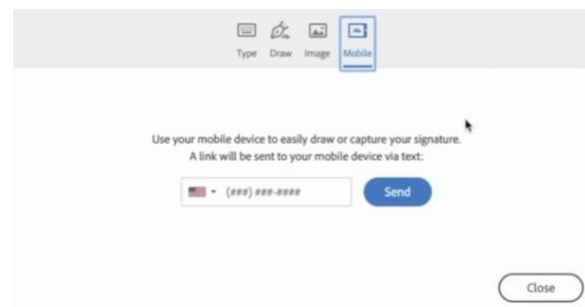
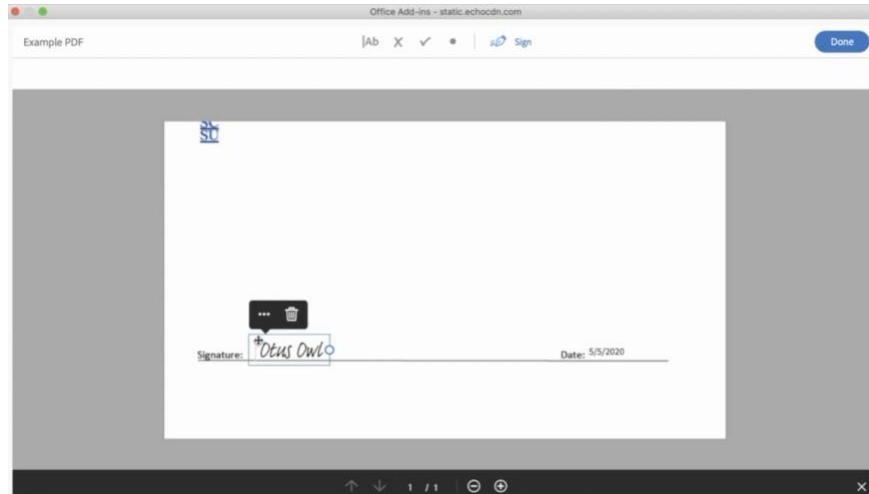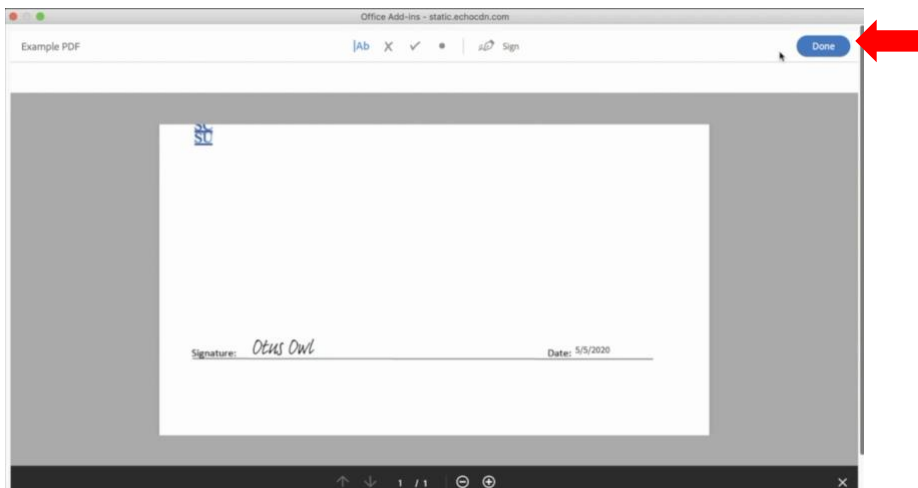Type:
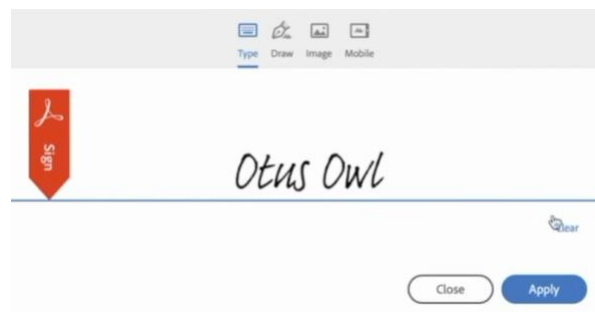
Draw:

Image:

Mobile:

8. When finished creating your signature, select "Apply".

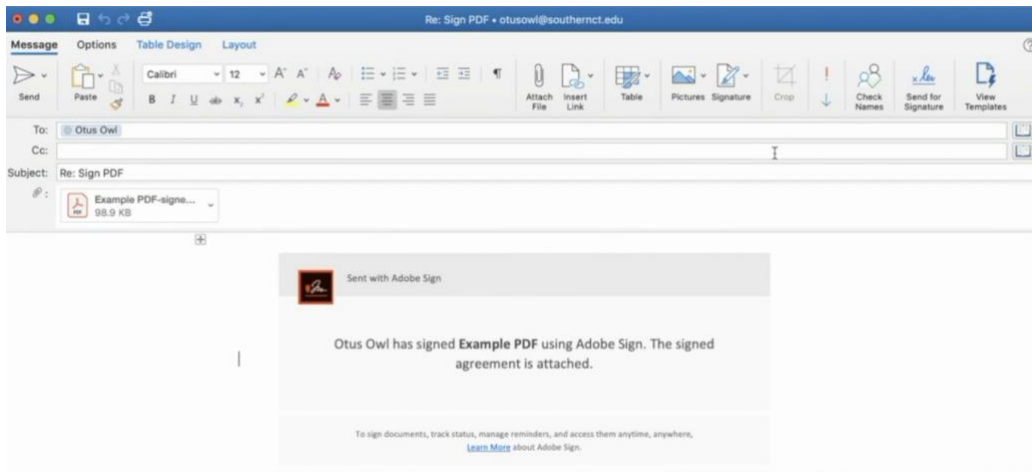9. Click where on the page you'd like to place the signature.


10. Select "Done" when finished.

Replying with signed PDF

11. After selecting "Done", an email will be automatically generated, replying to the user who the PDF is from. This email will contain the newly signed PDF. You may add additional notes, recipients, or other details, then send when finished.
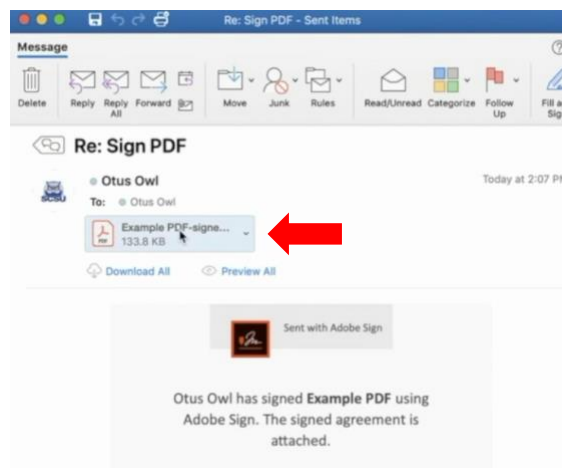
12. You may view your reply and the PDF by selecting "Show Reply" or going to your Sent folder.
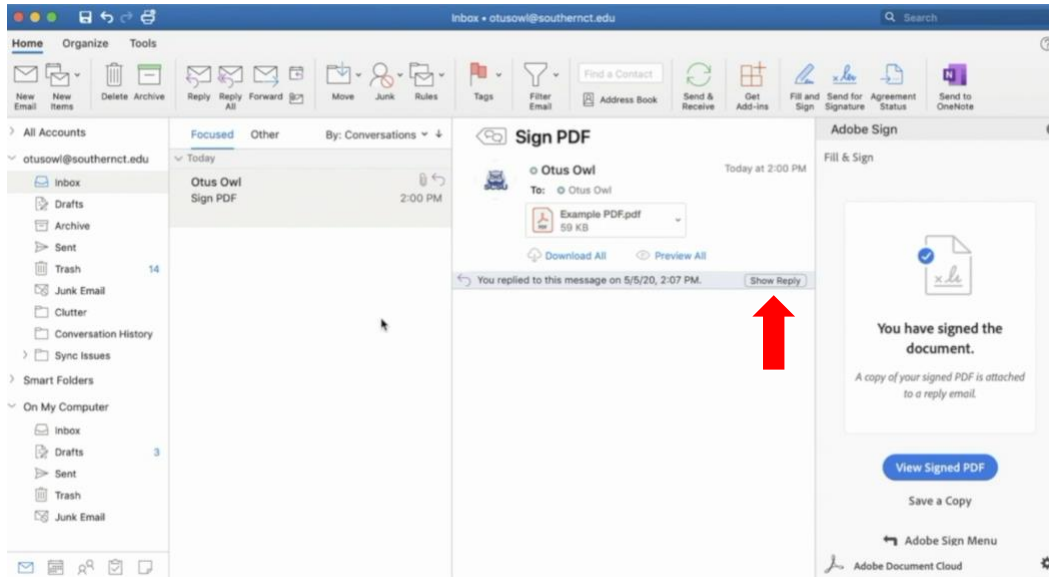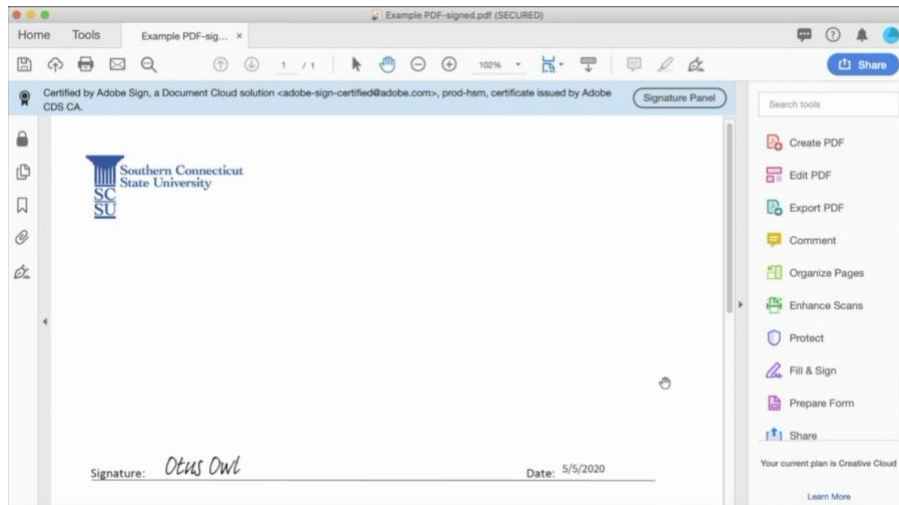

13. As a security feature, you may need to select "Download pictures" to allow Outlook to view the PDF.
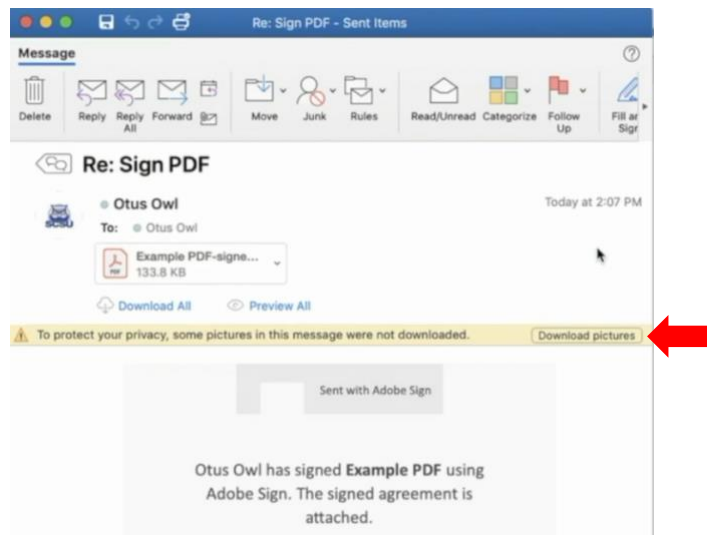

14. Select the attached file.

15. Here is the copy of the signed document. You may save the copy at this point if you wish.

Differences in Outlook for Windows

The only difference while doing this within Outlook for Windows is the location of your "Adobe Sign" options, which can be found by first selecting the "Adobe Sign" tab after adding the add-in, then selecting "Fill and Sign".
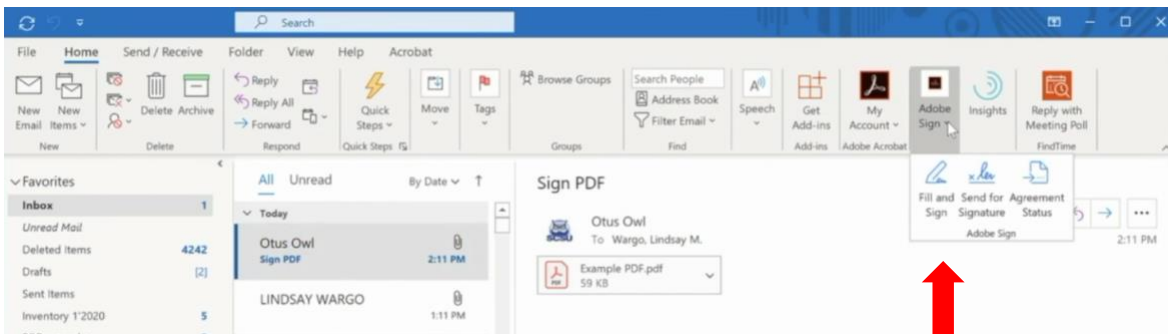
Differences in the Outlook Web App

Within the Outlook Web App, the "Get add-ins" and "Adobe Sign" (once added) can be found by selecting the three dots in the upper right-hand corner of an email containing a PDF, then selecting "Fill and Sign".