Adobe Document Cloud for Microsoft Office 365 and SharePoint

Deliver stand-out digital document experiences by converting manual, paper-based processes to 100% digital workflows.

Digital transformation isn't just about speeding up manual processes. It's about improving customer and employee experiences. Adobe Document Cloud for Office 365, which includes Adobe Acrobat DC, Adobe Sign, and PDF services, integrates seamlessly with your existing business applications such as Microsoft Office and SharePoint. With this integration, you can convert paper-based processes to compelling digital experiences that impress customers and help employees work and collaborate faster.

Accomplish more in less time.

Adobe Document Cloud adds powerful PDF and e-signature tools to Office applications, so everyone in your organization can quickly collaborate on PDF documents and accelerate approval workflows.

- Access Adobe Sign and Adobe PDF tools right from the Office 365 navigation window in 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 Office 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 PDF files to Excel, Word, or PowerPoint files.
- Create electronic contracts, send them for e-signature approval, and monitor status—all within Word, PowerPoint, Outlook, and Teams.
- Enable customers and employees to fill and sign documents from anywhere, on any device.
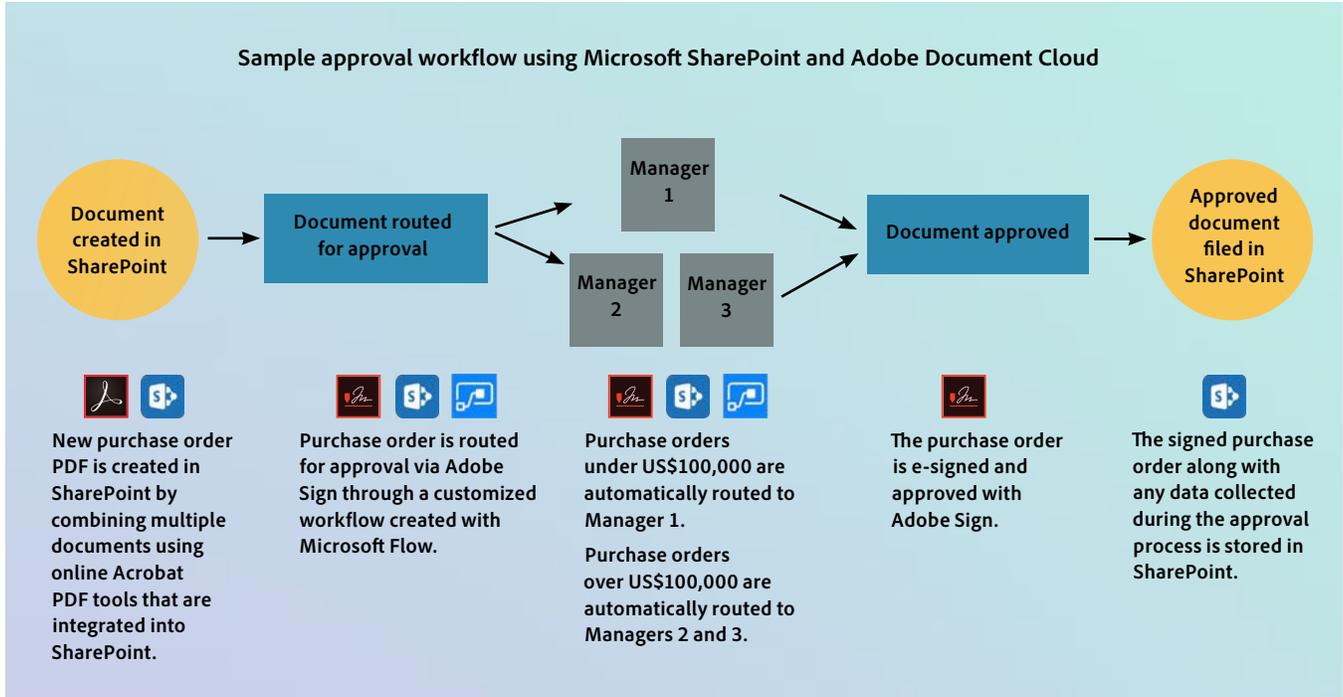
Increase business agility with electronic signatures.

Speed time to market while decreasing administrative overhead and human error by automating repeatable approval and e-signature workflows within SharePoint, PowerApps, and Flow.

- Automatically merge customer data and documents from SharePoint into electronic contracts. Send contracts for e-signature, track their progress from within SharePoint, and automatically store signed documents and any data collected during the approval process in SharePoint.
- Store all your documents, agreements, and forms in a central repository and route any document for approval or e-signature via Adobe Sign, using SharePoint integration with Microsoft Flow. Flow makes it possible to quickly automate common tasks using prebuilt templates or an easy visual designer. For example, you can automatically route contracts for signature to different or multiple approvers based on their financial value.
- Speed digital enrollment and approvals, and make onboarding, service requests, or credit card enrollments effortless and convenient with reusable digital 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 forms back into SharePoint and easily share information across teams. Automatically save signed web forms in designated SharePoint folders for easy access.
- Incorporate e-signatures into your favorite applications and custom-built PowerApps, supported by Microsoft Flow. Automatically kick off tasks after an agreement is signed, and keep tabs on its status using notification templates.

"Because of Adobe 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

Sample approval workflow using Microsoft SharePoint and Adobe Document Cloud

Document created in SharePoint → **Document routed for approval** → **Manager 1** / **Manager 2** **Manager 3** → **Document approved** → **Approved document filed in SharePoint**

New purchase order PDF is created in SharePoint by combining multiple documents using online Acrobat PDF tools that are integrated into SharePoint.

Purchase order is routed for approval via Adobe Sign through a customized workflow created with Microsoft Flow.

Purchase orders under US$100,000 are automatically routed to Manager 1.

Purchase orders over US$100,000 are automatically routed to Managers 2 and 3.

The purchase order is e-signed and approved with Adobe Sign.

The signed purchase order along with any data collected during the approval process is stored in SharePoint.

Use cases

Automate document preparation, signing, digital enrollment, and approvals across your organization.

Sales
- Contracts and agreements
- Proposals and bids
- Application forms

Human resources
- Benefits enrollment
- New hire onboarding forms
- Policy acknowledgments

Procurement
- Vendor contracts
- RFP and bid packages
- Onboarding forms

Legal
- Nondisclosure agreements
- Business contracts
- Court e-filing and e-discovery documents

Marketing
- Communications reviews and approvals
- Collateral publications
- Release forms

Product management
- Requirement documents
- Roadmap reviews and approvals
- Product manuals and guides

IT operations
- Asset documentation
- Change authorization
- Policy documentation

Facilities
- Lease agreements
- Request-for-service forms
- Facilities planning

Customer service
- Service and work orders
- Field service acknowledgments
- Renewal agreements

"Adobe Acrobat Pro DC 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

Deploy in no time.

Work with Office 365 admin tools to centrally deploy Document Cloud add-ins fast. For Adobe Sign and PDF services, you can use a web-based installer to configure your Office 365 accounts without installing additional software on users' desktop machines. For users who need the full desktop version of Acrobat DC, you can streamline software installation and configuration using standard tools, such as Microsoft Windows Server Remote Desktop Services and Apple Remote Desktop. Seamless support for single sign-on simplifies access for authorized users. And entitlements can be centrally managed from the Adobe Admin Console, making it easy to adjust to changes in demand.

Global security, compliance, and scale.

Mitigate risk by ensuring that your documents are securely signed, managed, and stored in accordance with industry-specific compliance standards and regional regulations. Backed by hundreds of security features, processes, and controls, Adobe Document Cloud solutions are certified compliant with rigorous security standards, including SOC 2–Type 2 and ISO 27001. Documents are protected in development and in transit. And all of this runs on Adobe's scalable global cloud infrastructure.

The power of partnership.

Adobe and Microsoft are strategic partners. With this partnership, you can maximize your investment in Adobe and Microsoft to accelerate digital transformation across your organization, deliver exceptional customer experiences, and adapt to changing environments to meet market demand. Learn more at https://adobe.ly/dc-msft.

"We use SharePoint in almost everything. So having Adobe 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