

# Adobe Sign + Microsoft.

How e-signatures and Microsoft work together to deliver more speed, more efficiency and time saved.

# Winning with digital workflows.

Work has changed. It's no longer a place. It happens wherever companies get things done – the office, the home, the coffee shop and everywhere in between. But the nature of what we do remains the same. Contracts need to be signed, new employees need to be onboarded, multi-tool collaboration is still imperative.

In an all-digital, remote and hybrid world, the companies who can make work happen faster, more efficiently and with less friction will ultimately win.

But simply providing employees and customers with the right tools isn't enough. They expect a better experience – and rightfully so. Nobody wants to switch between apps. Juggling different solutions leads to less productivity and greater frustration. Today, companies need to do more than create digital workflows. They need to draw more power and productivity from them by integrating them into the tools they already use every single day.

By making the e-signature capabilities businesses rely on work right inside the Microsoft applications they're familiar with, organisations aren't just getting more done – they're doing it more efficiently and delivering a better experience in the process.

Here's how organisations of all sizes are using [Adobe Sign x Microsoft integrations](#) to keep work moving – and how you can too.

# 1 Sign the dotted line to get more done.

Adobe Sign and Microsoft are built for all types of work and all kinds of companies.

Contracts get signed, people get onboarded and deals get done at the speed of e-signing. Without them, business stops. With the right e-signature solution in place, however, organisations save time and money.

## **Adobe Sign ticks all the boxes for every organisation.**

Adobe Sign isn't just powerful. It's practical. That's because it's an e-signature solution that works across your entire organisation with the peace of mind and ease of use you need.

## **Each department.**

Whether it's sales, HR, legal or any other department, e-signatures can make your entire organisation run more efficiently by powering cross-team collaboration, document tracking, requests for approval and asset creation.

## **Any device.**

Being able to sign documents electronically is one thing. Being able to do it anywhere on any device – that's game-changing. Today, employees and customers want a simple, one-click signing experience on their computer, phone or tablet no matter where they're working from.

## **Every security and compliance need.**

Security and privacy practices are under increasing legal scrutiny and it's up to businesses to stay ahead of changing laws. With Adobe and Microsoft's world-class compliance measures, you can be assured that all your bases are covered.

With enterprise-level security practices for identity management, data confidentiality and document integrity that protects your data and personal information, you can rest easy while you work efficiently.

**1.5 hours**

of work saved per transaction

**28x**

faster cycle times

**2 hours**

off each enrolment transaction

Source: ["The Total Economic Impact of Adobe Sign,"](#) a commissioned study conducted by Forrester Consulting on behalf of Adobe, September 2019.

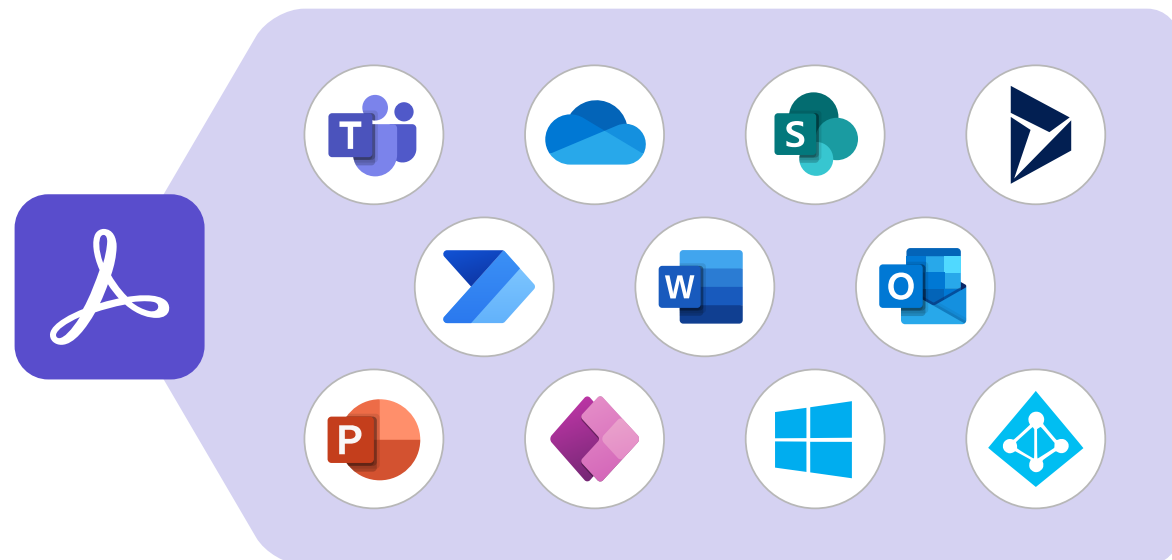
# 2 Take your digital workflows one step further.

And make them two steps easier.

With video calls, documents, spreadsheets and more, chances are your teams are already using Microsoft tools to get their jobs done every day. By integrating Adobe Sign directly into those tools, your digital workflows work better. Now you can collect e-signatures and increase productivity without having to juggle multiple apps – or even leave the one you're already working in.

## The e-signatures capabilities you need. Right inside the tools you already use.

As Microsoft's preferred e-signature solution, Adobe Sign is designed to work directly within apps like Outlook, Word and Teams to deliver immediate timesaving, productivity-enhancing results across your entire organisation.



## Now you can do more than ever, easier than ever.

### *Fast, easy setup.*

Integrating Adobe Sign and Microsoft doesn't require installing additional software. Just download the add-ins and go.

### *Track all your signatures.*

Get real-time visibility into signature status, so you always know exactly where your documents are in the process.

### *Built-in compliance.*

With an integrated e-signature solution, you automatically reduce costly legal and compliance risks.

### *Approvals at your fingertips.*

Adobe Sign is embedded into your Approvals app, so you can add secure e-signatures quickly and easily.

### *In-person signing.*

With upcoming Live Sign features, you can e-sign documents face-to-face – an ideal solution when you need an in-person signing experience.

# 3 Double the benefits. Half the effort.

With Adobe Sign and Microsoft working together, organisations are saving millions of pounds and thousands of hours.



## 2.8x to 4.2x

ROI over three years



## 28x

faster signature cycle times



## £1.3M to £5.4M

net present value



## -2 hours

onboarding new employees and customers

Source: "Adobe Document Cloud and Microsoft: Improving Digital Experiences and Driving Significant Savings," Forrester Consulting, September 2019.

# 4 One powerful solution for all the ways you work.

Put Adobe and Microsoft to work across all your departments.

In addition to the upcoming live signing feature, Adobe Sign and Microsoft deliver real, time-saving, productivity-boosting benefits across every department. Here are a few of the ways everyone from HR and legal to procurement and sales are putting them to work.

## HR

- Employee onboarding
- Benefits enrolment
- Candidate NDAs
- Employee policies
- Contingent worker agreements
- Time-off requests

## Legal

- NDAs
- IP licensing
- Contract management
- Policy management
- Compliance
- Document retention
- Audit sign off

## Procurement

- Supplier agreements
- Service agreements
- Statements of work
- Purchase orders
- Change orders
- Requests for proposal

## Sales

- Sales orders
- Contracts
- Vendor agreements
- Terms and conditions
- Customer applications
- NDAs

# Ongoing innovation.

## Put more simplicity, speed and efficiency into your business with integrated digital workflows.

The demand to get more done faster than ever – and in more places than ever – will continue to grow as an increasing number of customers and employees expect simple, enjoyable digital experiences.

That's why we're continuing to work with Microsoft across even more Adobe Sign solutions to deliver modern digital document experiences to keep redefining the future of work.

[Find out more](#)



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