



WORK ANYWHERE WITH ADOBE

Adobe add-ins for Microsoft Teams

When everyone in your organization is using Microsoft Teams as a primary communication tool, give them access to e-signature capabilities and creative assets from directly within their chat channels.

Requirements:

1. An active Office 365 subscription with Teams enabled
Please note: *Microsoft Teams must be enabled by the Office 365 administrator at the tenant level. Read more about [admin settings for apps in Microsoft Teams](#)*
2. An active Adobe Sign subscription (or an Adobe Sign entitlement within your enterprise license), and/or a subscription to Creative Cloud

STEP 1

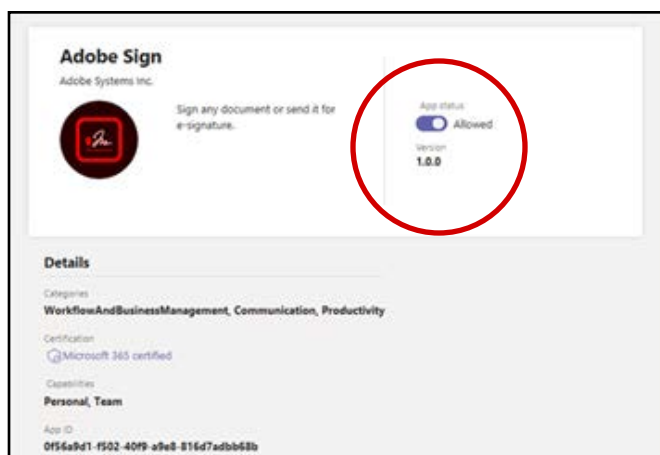
Enable Teams for your end users

Start by ensuring that employees are enabled to use Teams (online or as a desktop app).

STEP 2

Enable the Adobe add-ins

You can manage permissions and determine which users have access to the Adobe apps by opening the Teams admin center, searching for “Adobe” to locate the apps, and clicking the app name to open app-level preferences. Here you can toggle the status to “Allowed”.

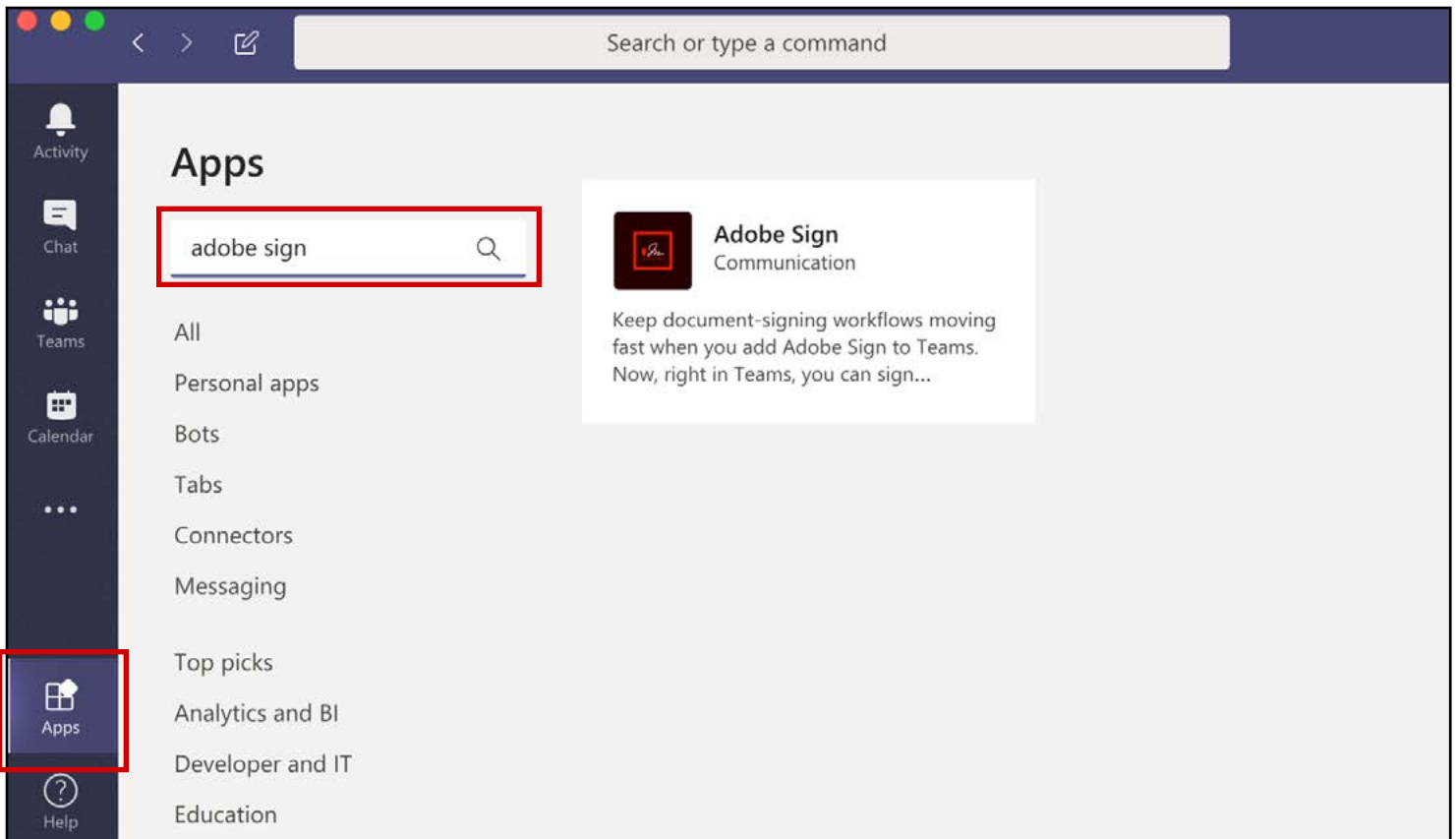


Now that you've enabled Teams and allowed the Adobe add-ins for users in your organization, you can help employees get up and running. Here is what they will have to do in order to access Adobe Sign capabilities in Teams:

STEP 1

Locate & install the Adobe Sign app

1. When logged into Microsoft Teams, either online or on desktop, open the "Apps" window from the lower left. In the search bar, enter "Adobe Sign".



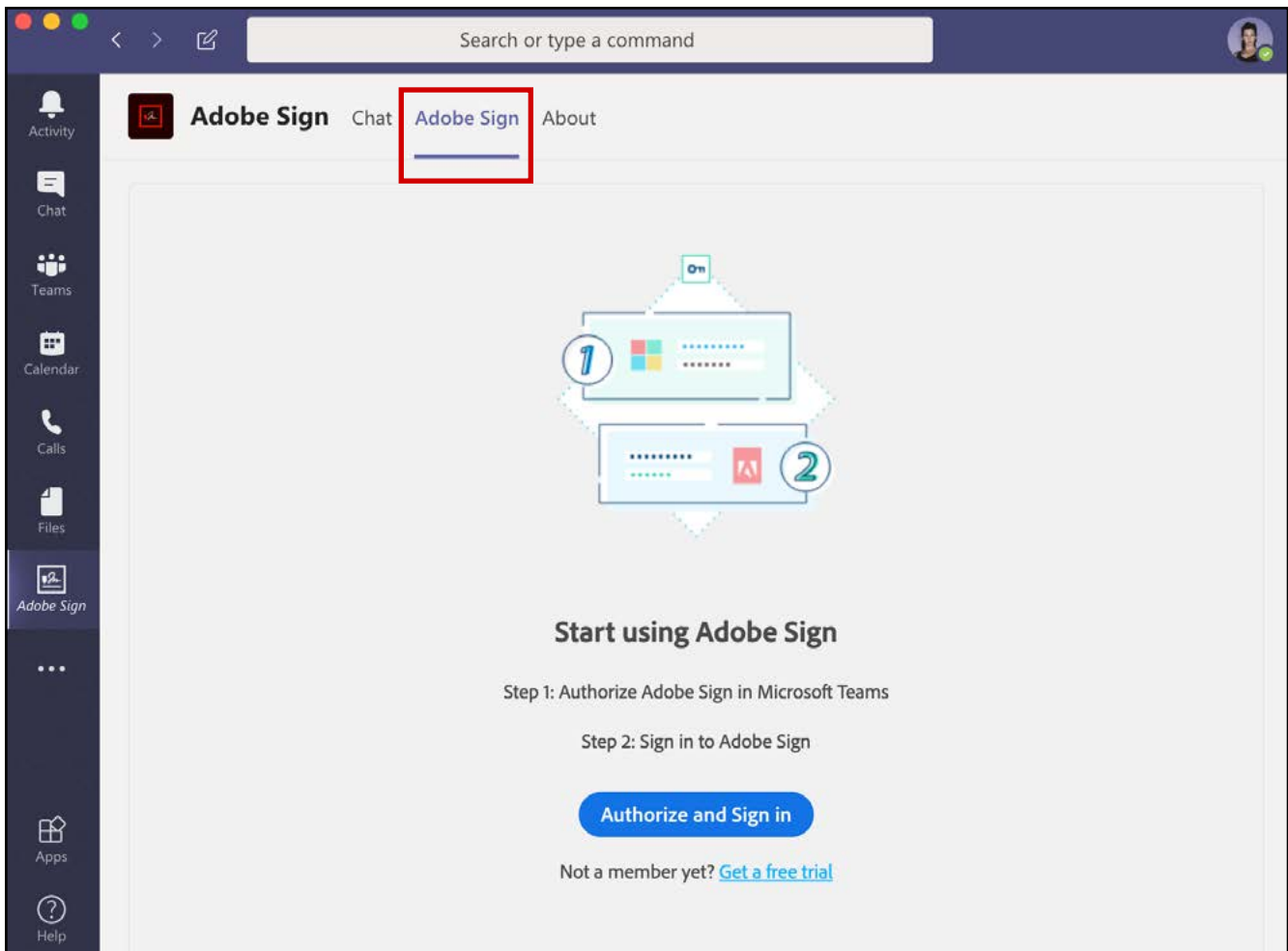
2. Click the Adobe Sign app, and in the resulting dialog box, click "Add".



STEP 2

Sign into your Adobe Sign account

1. When the app opens in teams, the default view will be bot mode. This is a chat interface that lets users query Adobe Sign to get updates about their e-signature transactions. Click into the “Adobe Sign” tab at the top of the window and authenticate with your Adobe Sign login information.



2. You can now send for signature and manage e-signature transactions from directly within Microsoft Teams! For more information on using the features of the app, please refer to the [user guide](#).

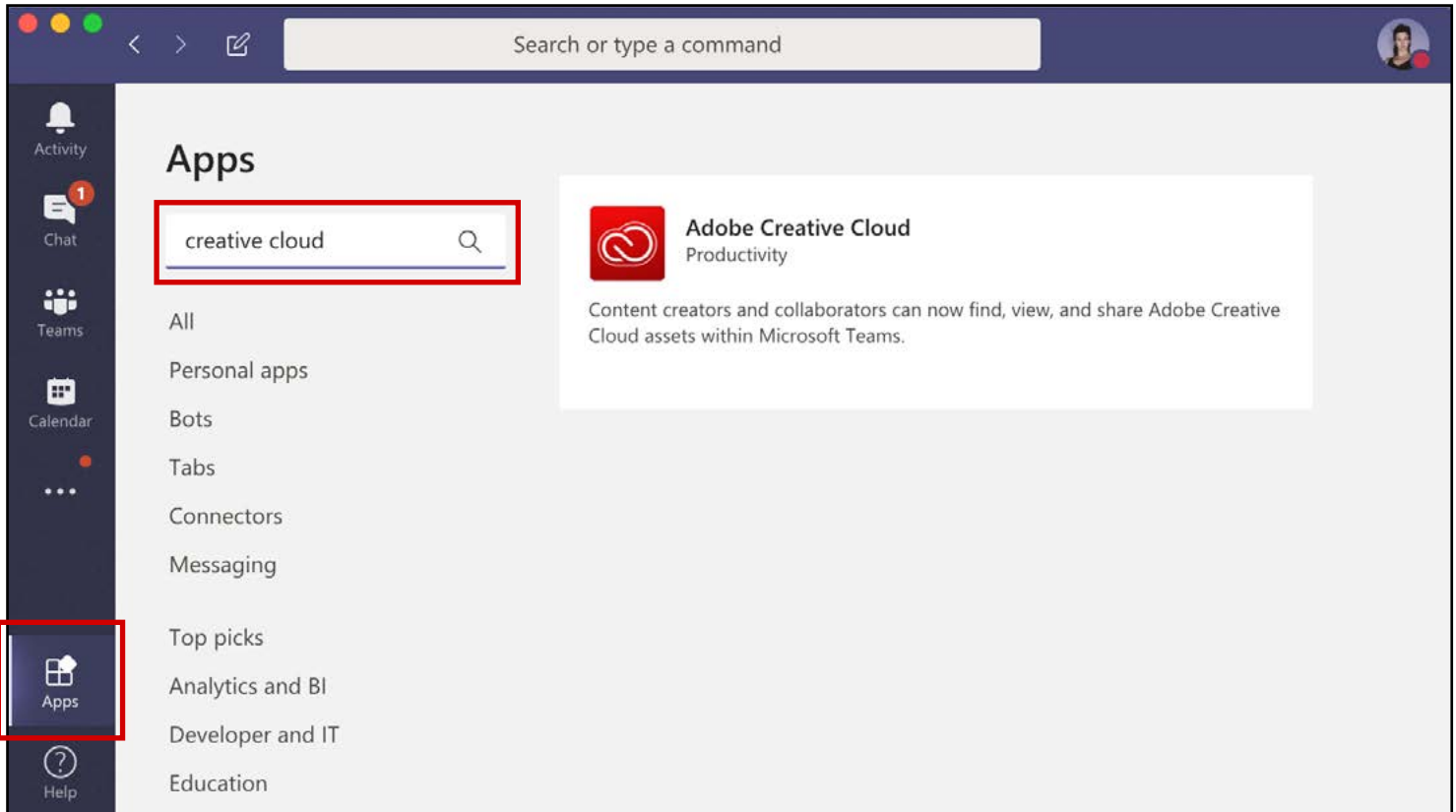
Next: Creative Cloud in Teams >

Next, your end users will go through a similar process to add Creative Cloud to their Teams app.

STEP 1

Locate & install the Adobe Creative Cloud app

1. In the Apps window, search for “creative cloud” in the search bar.

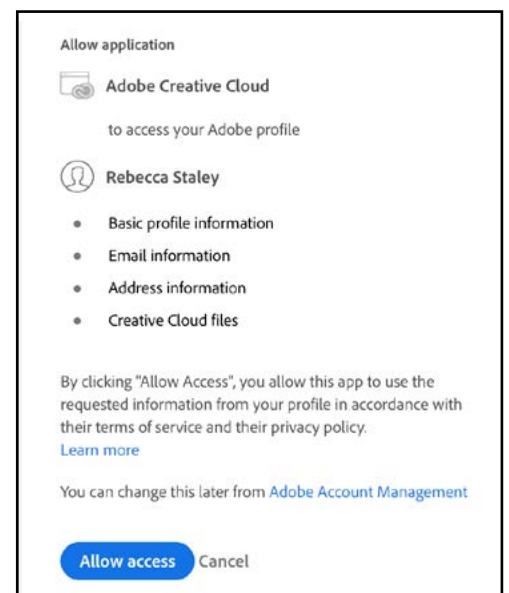


2. Click the Adobe Creative Cloud app, and in the resulting dialog box, click “Add”.

STEP 2

Sign into your Creative Cloud account

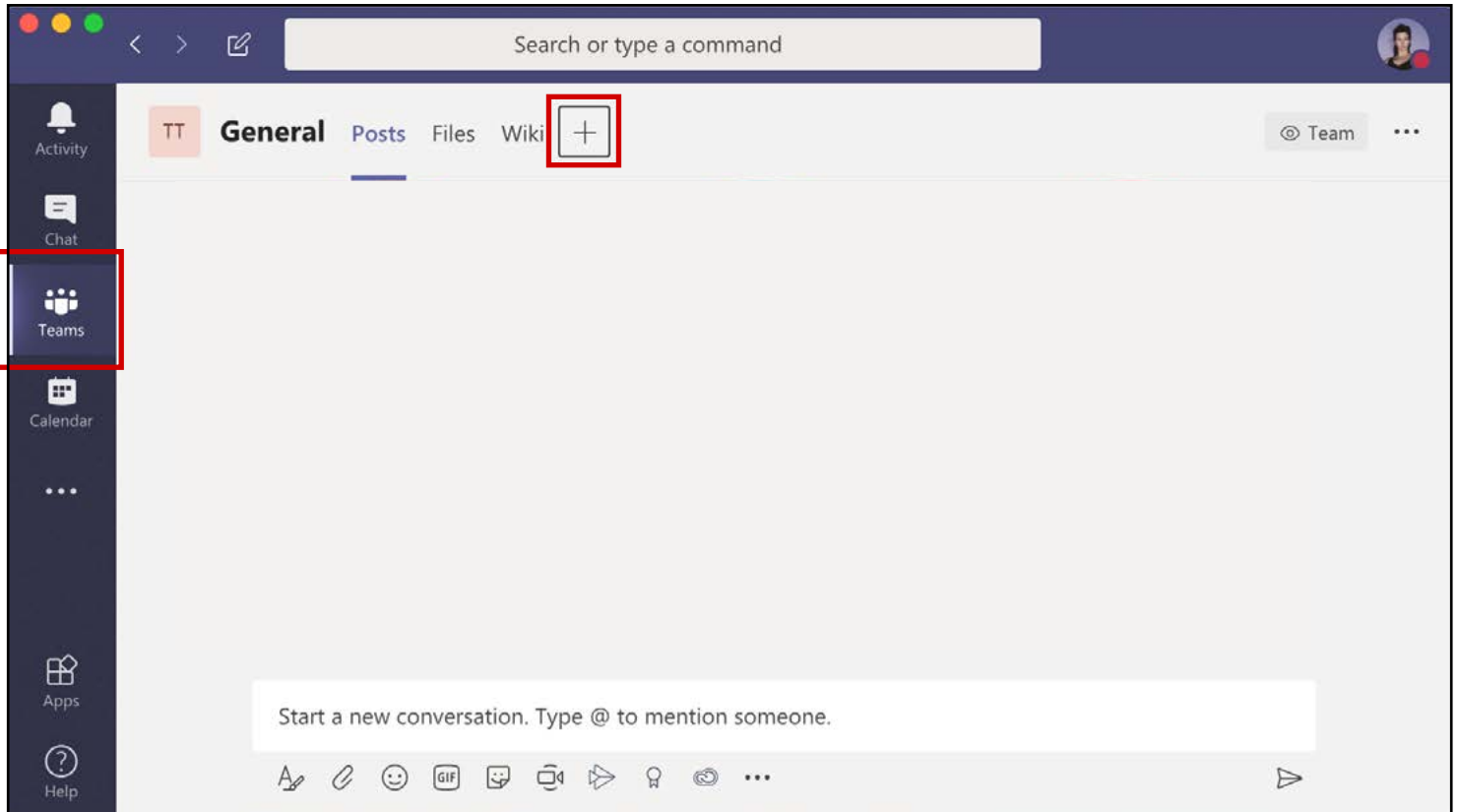
1. When the app opens in teams, the default view will be bot mode. Type “Sign In” to the chat bot, which will prompt a sign in window and allow you to go through the sign in process. You will be asked to grant permission to the app to access your Creative Cloud files.



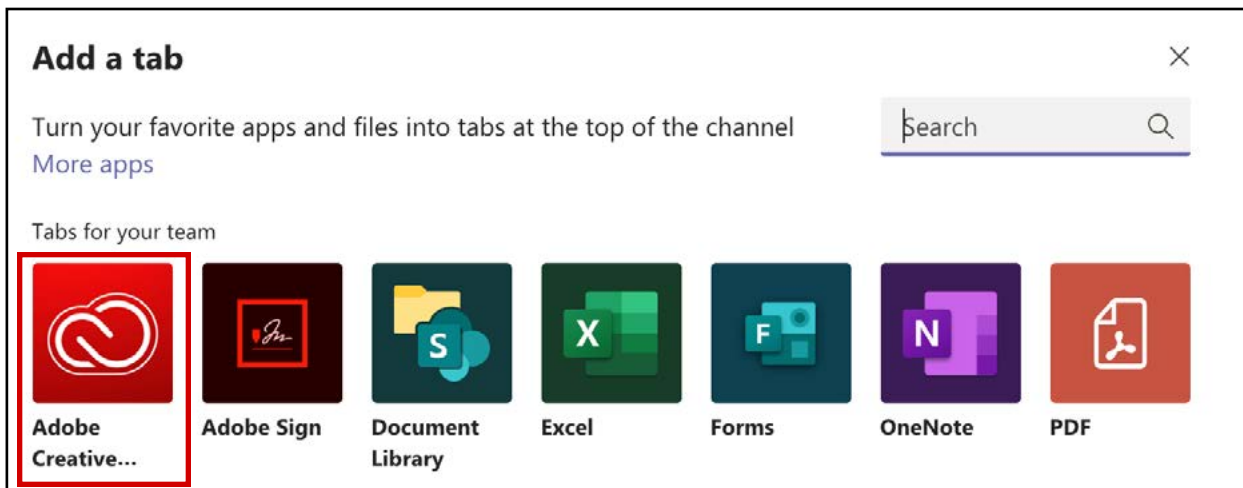
STEP 3

Add Creative Cloud tab to a team channel

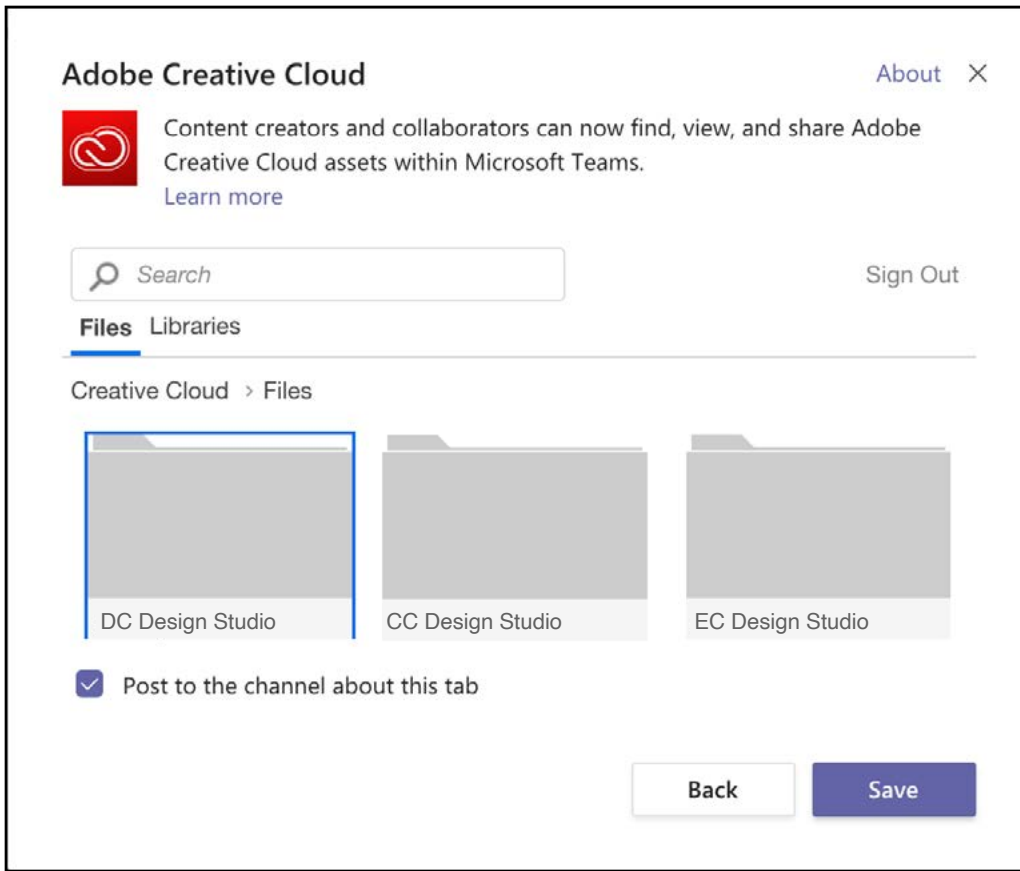
1. To start collaborating with your various teams, you can add a Creative Cloud tab to your channels for quick access to your files and libraries. Open the channel you want to add the tab to, and click the "+" sign at the top of the window.



2. When prompted to add a tab, select Adobe Creative Cloud.



3. Now you can select a folder or a CC library to access from within the channel.



4. Click "Save", and your creative assets will become available as a new tab in the channel, ready to be shared.

