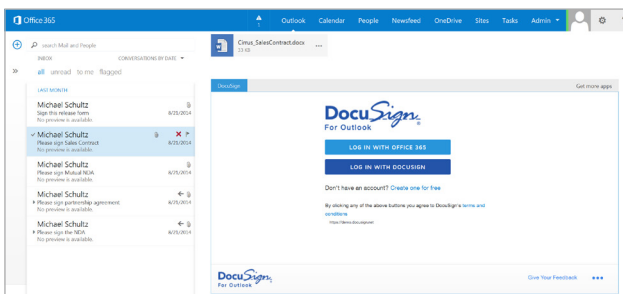## The eSignature choice for Office 365

DocuSign is the global standard for Digital Transaction Management. With DocuSign eSignature applications in Office 365, companies of all sizes can increase speed to results, reduce costs, and improve customer experience.

DocuSign for Outlook increases your productivity and enables individuals and organizations to legally and securely sign and return, or get signatures on email attachments, without ever having to leave their Inbox. There's no need to print, scan, or fax again!

Transact Business in the Cloud

DocuSign® is the industry leader for Digital Transaction Management, providing an easy, fast, and secure way to send, sign, track, and store documents in the cloud.

DocuSign for Outlook

Manage email attachments more efficiently

Eliminate the need to print, scan, fax, or overnight by legally and securely signing and returning without leaving your Outlook inbox. If you need others to sign the document, simply specify the recipients and tag the document using DocuSign directly from the app.
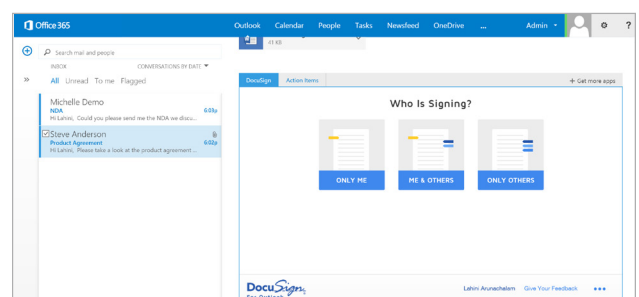

Easy access

Access DocuSign right from the Outlook apps toolbar. Simply login to DocuSign with an existing account, or create a new one using your existing Office 365 credentials. Your accounts are automatically synced using single sign on capabilities powered by Azure Active Directory.*

The right tools when you need them

When receiving an email attachment for signature, the DocuSign app automatically appears, enabling you to launch DocuSign immediately.

Sign or get signatures from the right people

To use DocuSign within Outlook, simply select who is signing and DocuSign for Outlook will walk you through the process of signing and returning the document if you are the only signer. If you need signatures from others, the app will guide you to specify recipients and tag the documents to gather information from those specified.

Built-in document storage

Connect your DocuSign account with your Office 365 credentials and automatically save copies of completed documents to OneDrive for Business for easy, centralized access.

Quickly get signatures from others without leaving Outlook

You can also send a document for signature from the new mail/reply window — just like you would start a new email. Just upload the desired documents and DocuSign for Outlook pre-populates signers from your email message. Use DocuSign to drag and drop tags onto the document to gather signatures and other information from your recipients, and click send.

Work from virtually anywhere

Get the same great experience on the go as you access your email with a mobile device to sign, send, and store email attachments via the DocuSign for Outlook app.

Administrative controls and management

Administrators can easily manage DocuSign for Outlook for their organization. Grant access to the DocuSign app, easily add and remove users, and manage and configure permissions and controls. Ensure compliance and maintain a centralized and secure Location for all DocuSigned documents across your organization.

Compatibility Information:

• DocuSign for Microsoft Outlook relies on the DocuSign service and is designed to work with DocuSign Individual, Professional, Business, or Enterprise subscription plans.

More Information

• Download DocuSign for Outlook:
  http://office.microsoft.com/en-us/store/docusign-for-outlook-WA104218067.aspx?redir=0

• Get additional product information: https://www.docusign.com/microsoft/outlook

• Contact DocuSign today at sales@docusign.com or 1.877.720.2040

*Requires an Office account that is enabled with Azure Active Directory.