Adobe Acrobat

Adobe ✕ **Microsoft**

Adobe Acrobat for Microsoft Teams

Preview, share, collaborate on and gain insights from PDF documents directly in Microsoft Teams.

Adobe named 2023 Security ISV of the Year

Excellence Awards 2023
Microsoft Intelligent Security Association

Documents span every function and process in business. They generate revenue and hold precious data. PDFs in particular remain paramount—they're the number-one business file format, with 320 billion files opened in Adobe products last year.

Adobe Acrobat has been built and continually improved with this reality in mind. Since today's teams want to spend less time toggling between apps and more time focused on completing high-value work, Acrobat is built right into Microsoft Teams.

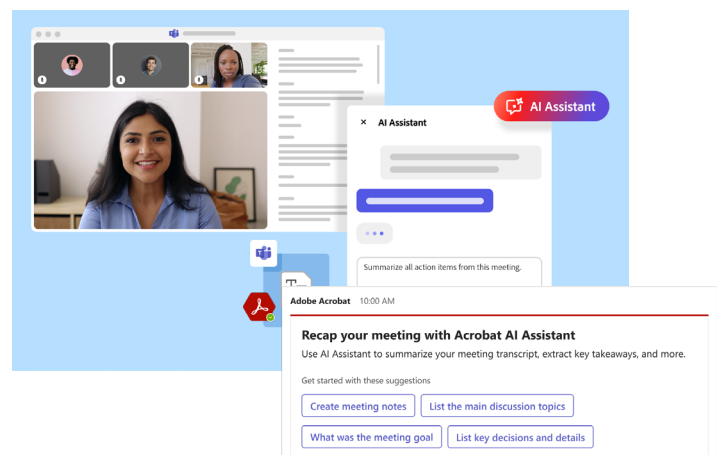## Efficiently collaborate in Microsoft Teams with Adobe Acrobat.

Millions of organizations rely on Adobe Acrobat to create and edit PDFs, convert them to Microsoft 365 formats, and more. When you integrate Acrobat with Microsoft Teams, multiple Acrobat users can comment and annotate in PDF documents stored in Microsoft SharePoint or OneDrive—seamlessly directly in Teams. These enhanced collaboration capabilities streamline a wide range of document workflows. Reviews are more accessible and reviewers can comment on PDFs from within Teams. Plus, incorporating feedback is easier and more efficient. Comments can be recorded in a single PDF stored in SharePoint or OneDrive so there is a "single source of the truth." Transient documents, when created, are stored in a secure manner in Adobe Document Cloud servers, and final document versions are stored in Microsoft SharePoint or OneDrive.

Four reasons to choose Adobe Acrobat in Microsoft Teams.

1. **Make document collaboration a team sport.**

Expand your current Microsoft investments to allow your teams to collaborate on documents with others using Microsoft Teams chat and channels. Collect feedback in a single PDF and finish tasks faster.

- When you integrate Acrobat and Microsoft Teams, multiple Acrobat users can view, comment, and annotate in high-fidelity PDFs.

- Collect channel members' feedback in one shared PDF directly in Teams instead of gathering and reconciling feedback in multiple attachments. Get notified in Teams when others comment on your documents.

* Acrobat and Acrobat Reader customers can purchase AI Assistant as an add on.

2. **Turn documents into action**

Adobe Acrobat AI Assistant* is the perfect addition to document-driven workflows in Microsoft Teams that require quick analysis of document content or rapid generation of new, related communications.

- AI Assistant quickly analyzes the content in PDF documents, automatically creating an outline with headings and summary text that highlights key points.

- AI Assistant's conversational feature prompts users to ask questions about document content and provides immediate answers.

- AI Assistant can be used with a wide range of document formats (e.g., Microsoft Word, PowerPoint) giving users the flexibility to gain insights from an array of document types. They can then use Acrobat to highlight specific intelligence for meeting attendees and use @mentions to assign follow up tasks.

- AI Assistant looks only at the documents you tell it to. Adobe's proprietary technology generates verifiable insights across one or many documents with attributions back to the source so users can ensure they are accessing credible information. Adobe customer data is not used to train Large Language Models (LLMs).

3. **Work on PDF tasks from virtually anywhere, anytime, on any devices that have Microsoft Teams installed.**

Because no one likes switching apps, Acrobat for Microsoft Teams enables your employees to edit, organize, combine, and password protect PDFs directly in the app.

- View, search, and take notes on files using drawing tools, sticky notes, and highlights within PDFs in any browser with the web-based PDF viewer from Adobe.

- Export PDFs into editable Microsoft Word, Excel, PowerPoint, or RTF files while preserving fonts, formatting, and layouts.

- Complete high-value PDF actions conveniently in Teams. Make changes to PDFs like converting, editing, annotating, or securing directly within Teams.†

4. **Provide trust, security, and compliance.**

As a trusted leader in digital documents, Adobe delivers 100% digital experiences in the cloud, from a flexible, global SaaS platform that helps customers reduce security risk and meet their compliance requirements.

- Files are stored in Microsoft Teams for easy access and security. Help ensure additional security with the option to set up password-protected PDF files.

- Accessibility is built-in. PDFs can be read aloud using the Read Aloud feature or on screen readers. Keyboard users can easily navigate PDFs with keyboard alternatives to mouse actions. High contrast and alternative foreground and background colors are supported.

- This technology is integrated with Azure Active Directory identity and supports single sign-on.

Set Acrobat as the default PDF reader in Teams.

Ask your Teams admin to enable Acrobat so you can access free features such as adding comments, tagging colleagues with @mentions, posting sticky notes, and adding highlights and freehand drawings. Additionally, rotate pages; use one- or two-page view; and pan, zoom, and search PDFs. By signing in to your Acrobat Standard or Acrobat Pro account, you can now edit, combine, export, organize, and protect PDFs in Teams.

Adobe can help.

Businesses run on documents, and today's teams expect to work on them from anywhere, using trusted, well-integrated software. Created by the inventor of PDF, Adobe Acrobat is the all-in-one PDF solution made for today's hybrid organizations. By integrating seamlessly with Microsoft Teams, Adobe Acrobat enables teams across your organization to work efficiently, securely, and productively.

Learn how admins can enable Acrobat as the default PDF viewer in Microsoft Teams. Ready to try it? Install Adobe Acrobat for Microsoft Teams.

† Users must have an active account with Adobe.