



FEATURE COMPARISON


Supercharge productivity in Microsoft Teams with Adobe Acrobat.

Switching between apps slows you down. Stay in the flow with Adobe Acrobat for Microsoft Teams.

- **Edit and review** PDFs directly in Microsoft Teams.
- **Gain document insights** with Adobe Acrobat AI Assistant.
- **Collaborate and share** in real time by commenting and annotating in Teams.
- **Get notification of comments** made to PDFs directly in Teams.
- **Access PDFs** stored in Microsoft SharePoint and OneDrive in Teams.

Adobe Acrobat for Microsoft Teams is the ideal way for your organization to read, work with, and gain intelligence from PDFs in Teams. Ask your Teams admin to [enable Acrobat](#) so employees can access free features such as adding comments, including sticky notes, highlights, and drawings. By signing in to your Acrobat Standard or Pro account, you can edit, combine, protect, export, and organize, PDFs in Teams. By purchasing the AI Assistant add-on, you can rapidly extract insights from documents, generate new content, and assign actions to meeting participants..

Acrobat features and availability in Teams

	Teams' built-in PDF reader	Acrobat for Teams	
Features		Free Acrobat functionality, or no Acrobat account, with or without user sign-in	Acrobat Standard and Acrobat Pro with user sign-in
Enable Acrobat as default PDF reader—Admin action required.		✓	✓
View PDFs—View recent files, pan, zoom, and search. Use two-page view, full screen, presentation mode, and rotate pages. Comment, annotate, and highlight personal PDFs.	✓ (Basic viewing functionality only)	✓	✓
Generate insights—Use AI Assistant to gain document insights & create summaries, Teams meeting notes, and new content.		✓ (AI Assistant license & sign-in required)	✓ (AI Assistant license & sign-in required)
Collaborate efficiently—Add and consolidate comments on a single, shared document with sticky notes. Notify others with @mentions. Highlight, content and draw.		✓	✓
Edit text and images—Add, edit, or format text. Change fonts, styles, sizes, and colors. Insert, resize, and align images.		✓	✓
Export PDFs—Convert PDFs into Word, Excel, PowerPoint, and RTF formats.			✓
Organize PDFs—Insert, delete, extract, reposition, rotate, and replace pages in a PDF.			✓
Compress PDFs—Reduce the size of PDFs for easy sharing.			✓
Protect PDFs—Add a password to protect your PDF.			✓
Provide Accessibility—Accessibility is built-in with read aloud, keyboard alternatives to mouse actions, and high-contrast features.		✓	✓

[Learn how](#) admins can enable Acrobat as the default PDF viewer in Microsoft Teams. [Learn more](#) about upgrading to an Acrobat plan. [Learn more](#) about purchasing AI Assistant.