



Adobe Experience Manager

Introduction to Adobe Sign

Course description: Adobe Sign is an instructor-led course where you will learn to create, and participate in, digital signing workflows. The class is designed for new users and introduces the most popular features and benefits of Adobe Sign. Students will learn the business benefits of electronic signatures and participate in a dozen hands-on exercises. The course is organized into an Administrator Session and a Student Session. All student users will be hands-on with their own Adobe Sign accounts and learn to create, and participate in, digital signing workflows.

Transform your time-consuming paper-based signing into an instant digital process. Adobe Sign speeds every business transaction and works on any device. The signatures comply with legal requirements, industry regulations, and the most stringent security standards around the world. Seal the deal and streamline your business with Adobe Sign from the world-wide digital document leader.

Objectives

After completing this course, you will be able to:

- Understand the five Adobe Sign Interfaces: *Dashboard, Send, Manage, Reports, and Account*.
- Create Users and Groups.
- Create Group Administrators.
- Manage user preferences and settings.
- Configure Adobe Sign with your company's brand and graphics.
- Send documents to single signers and to multiple signers.
- Participate in Adobe Sign workflows.
- Create the four different types of signatures: type, draw, image, and mobile.
- Understand the different types of signature components.
- Sign documents with your mobile device.
- Share your account and delegate work.
- Password protect a signed document to enhance security.
- Understand the different types of Adobe Sign workflows.
- Understand the different methods of signer authentication.
- Review a document's status and audit trail.

Course Materials

- *Introduction to Adobe Sign Student Guide*

AUDIENCE

- Business Users who need to get hands-on with Adobe Sign and create and participate in digital signature workflows.

PRODUCT VERSIONS

- Adobe Sign

LENGTH

- A 2-hour Administrator Session and a 5-hour Student Session.

PRE-REQUISITES

- This is a group course and to qualify your organization must have a license for Adobe Sign.