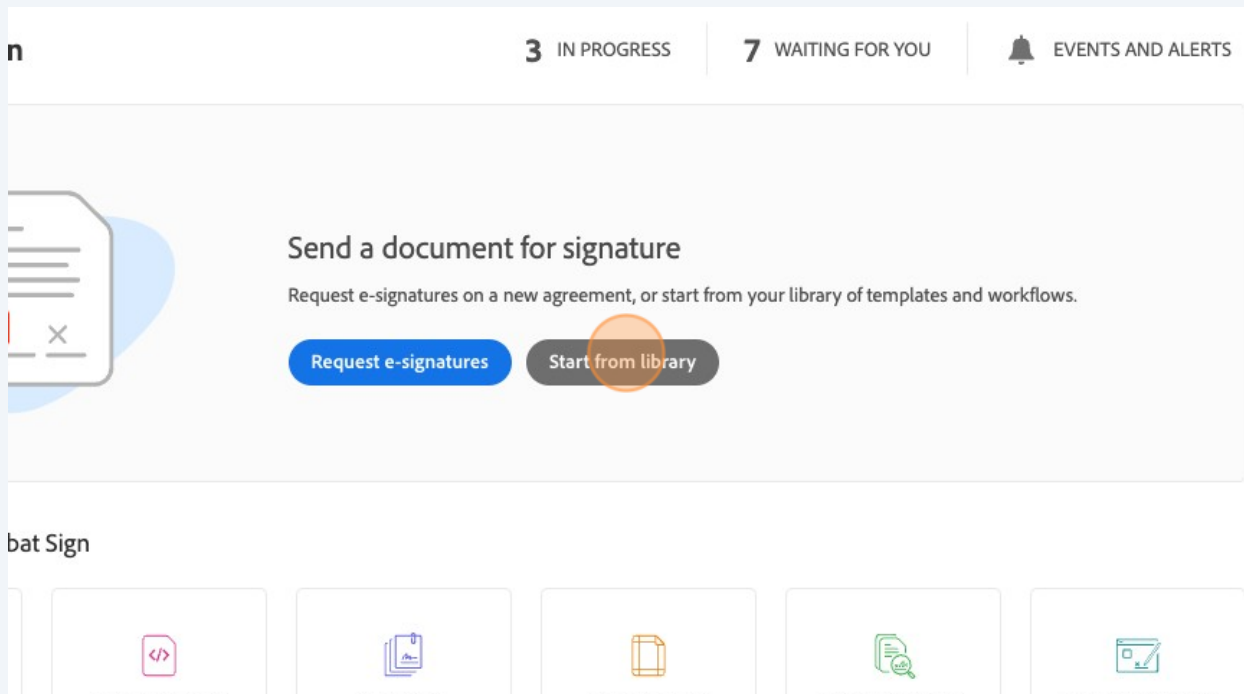


How to send a reuseable/shared Template in Adobe.

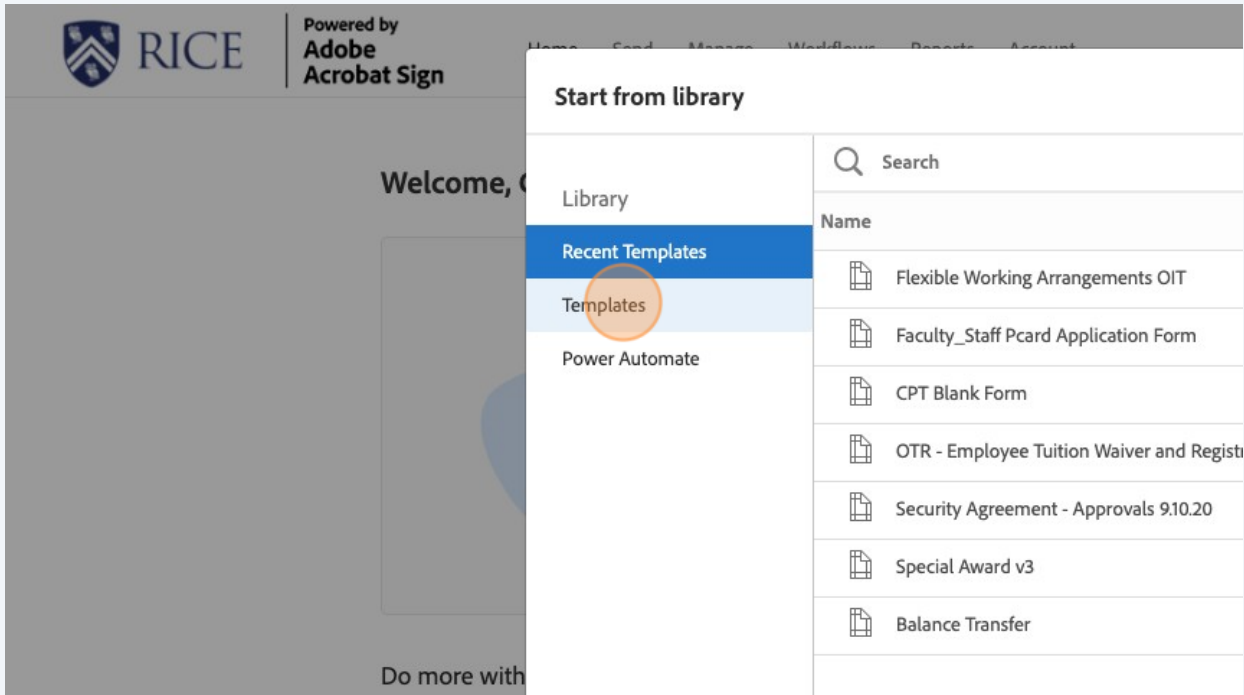
Please note, if you need to create a reusable template please contact Adobe Sign Administrator by emailing helpdesk@rice.edu.

1 Navigate to <https://riceuniversity.na1.documents.adobe.com/account/home>

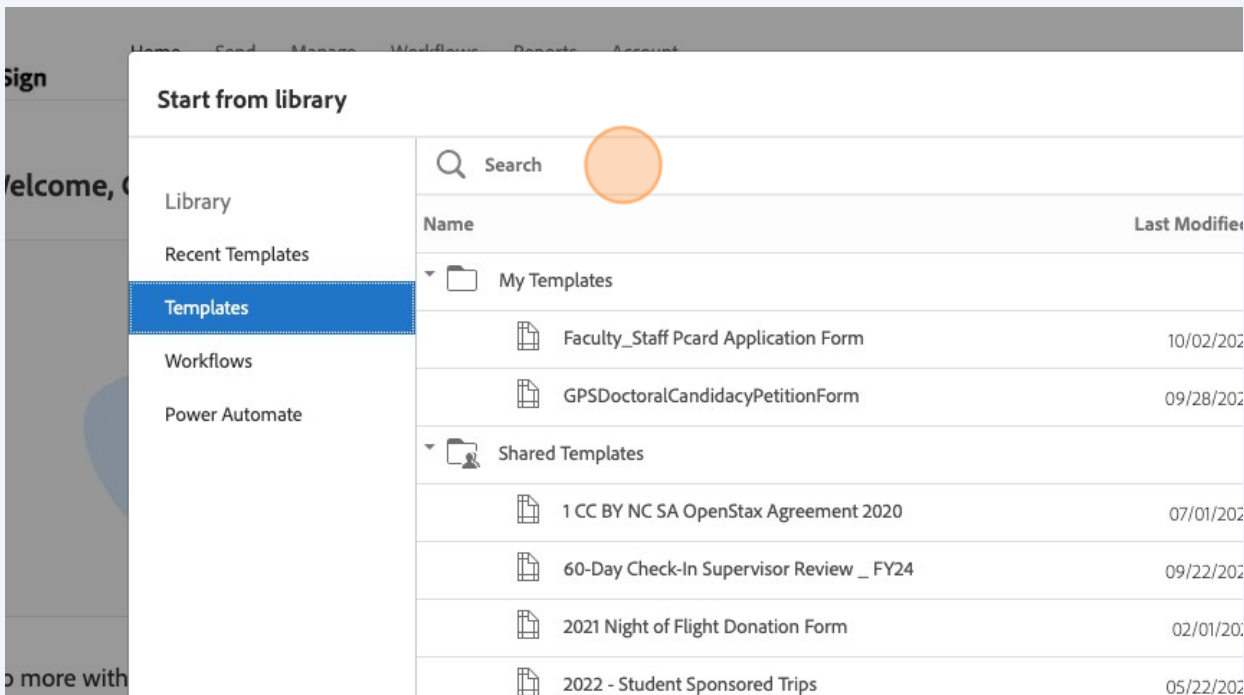
2 Click "Start from library"



3 Click "Templates"



4 Click the "Search" field.



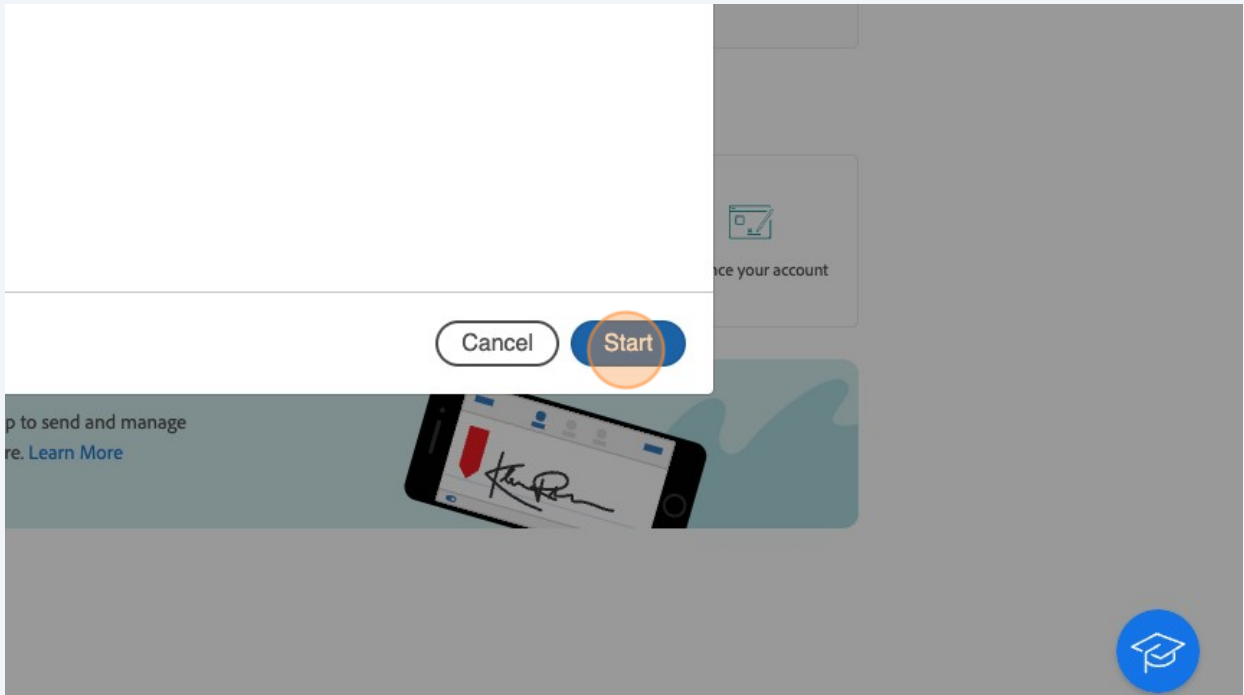
5 Type "Flexible"

6 Search for the template name

The screenshot shows a search interface with a search bar containing the text "Flexible". Below the search bar, a table lists search results. The table has two columns: "Name" and "Last Modified". The results are grouped under "Shared Templates". The following table represents the data shown in the screenshot:

Name	Last Modified
Shared Templates	
DOU FLEXIBLE WORK APPLICATION (1)	12/03/2021
Employee Flexible Work Plan-Template	11/24/2021
Flexible Working Arrangements OIT	10/18/2023
IRSO. Flexible Working.	11/24/2021

7 Click "Start"



8 This will open the template to input email and send for signature.

9 Click the "Enter recipient email" field and type first recipient's email.

CE | Adobe Acrobat Sign Home Send Manage Workflows Reports Account

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Recipients*

Complete in Order Complete in Any Order

1		Enter recipient email
---	--	-----------------------

Show CC

Message* Message Template ▾

Flexible Working Arrangements OIT

Hello, please sign

Options

- Pas
- Set

10 Click the "Enter recipient email" field and enter the second recipient's email.

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Recipients*

Complete in Order Complete in Any Order

1		email1@rice.edu
2		Enter recipient email

Show CC

Message* Message Template ▾

Flexible Working Arrangements OIT

Hello, please sign

11

Click "Send," this will send the form to the recipients.

Flexible working Arrangements OIT

Hello, please sign

Files* Ac

Flexible Working Arrangements OIT

Drag More Files Here

Preview & Add Signature Fields

Send

The screenshot shows a document editor interface. At the top, there is a header area with a circular icon containing the number '11' and a text instruction: 'Click "Send," this will send the form to the recipients.' Below this is a large white area representing the document content. The document has a title 'Flexible working Arrangements OIT' and a body of text 'Hello, please sign'. Below the text is a section titled 'Files*' with a sub-header 'Flexible Working Arrangements OIT' and a large area labeled 'Drag More Files Here'. At the bottom of the document area, there is a checkbox labeled 'Preview & Add Signature Fields' and a blue 'Send' button. A red circle highlights the 'Send' button. In the bottom left corner of the document area, there is a blue circular icon with a red center.