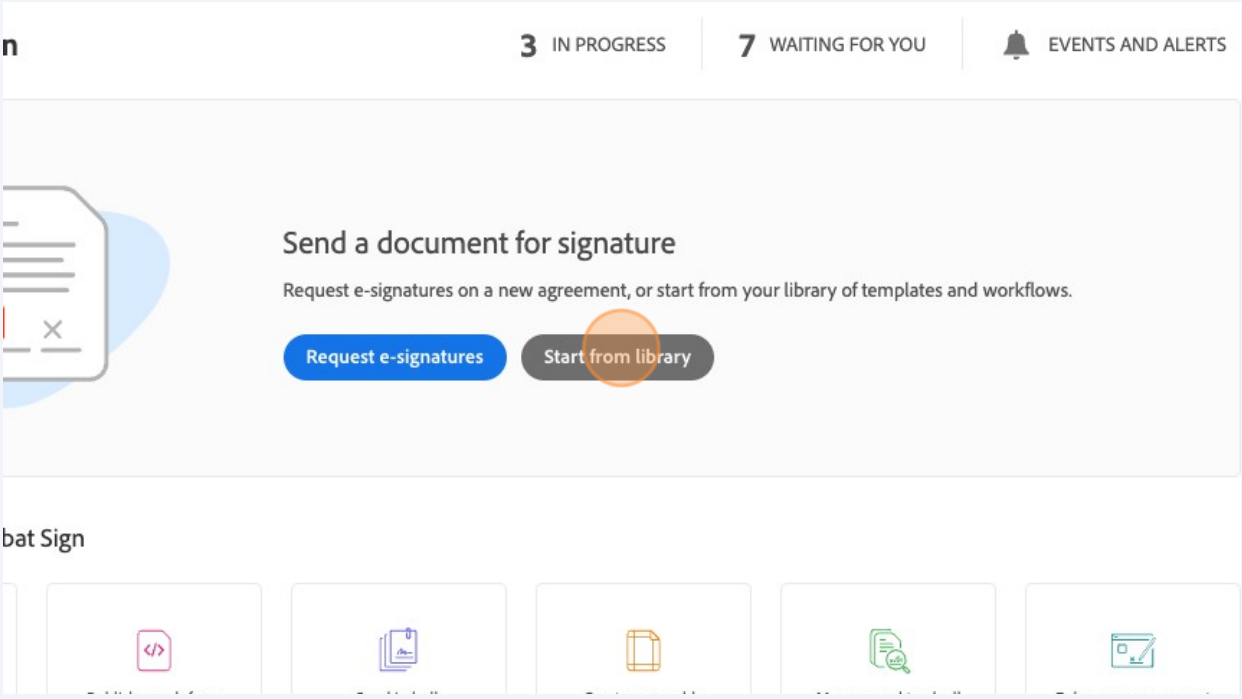
How to send a reuseable/shared Template in Adobe.

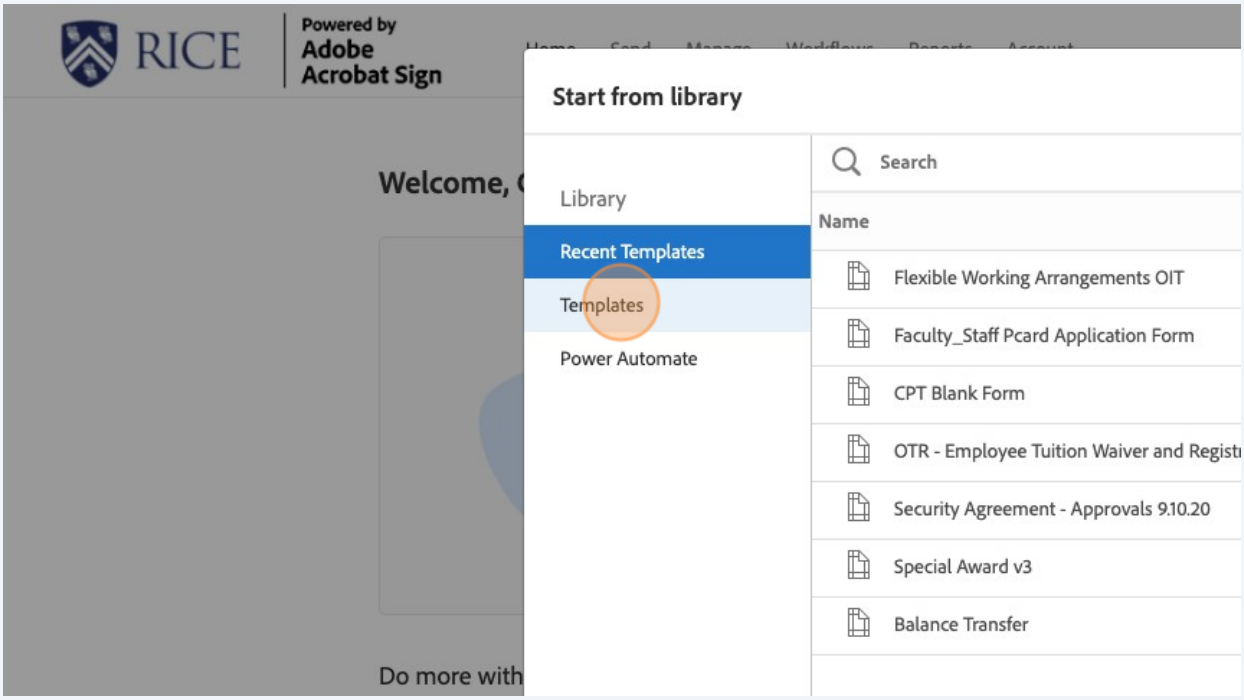
Please note, if you need to create a reusable template please contact Adobe Sign Administrator by emailing helpdesk@rice.edu.

1 Navigate to https://riceuniversity.na1.documents.adobe.com/account/homeJS

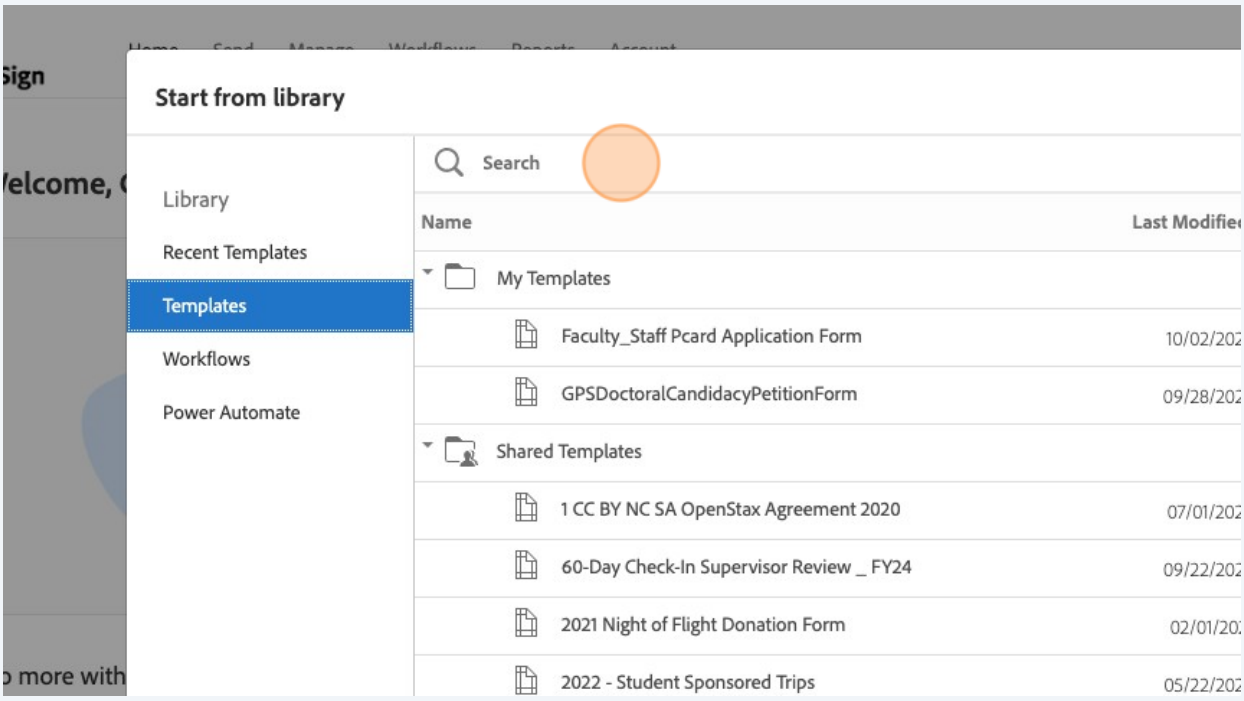
2 Click "Start from library"



3 Click "Templates"

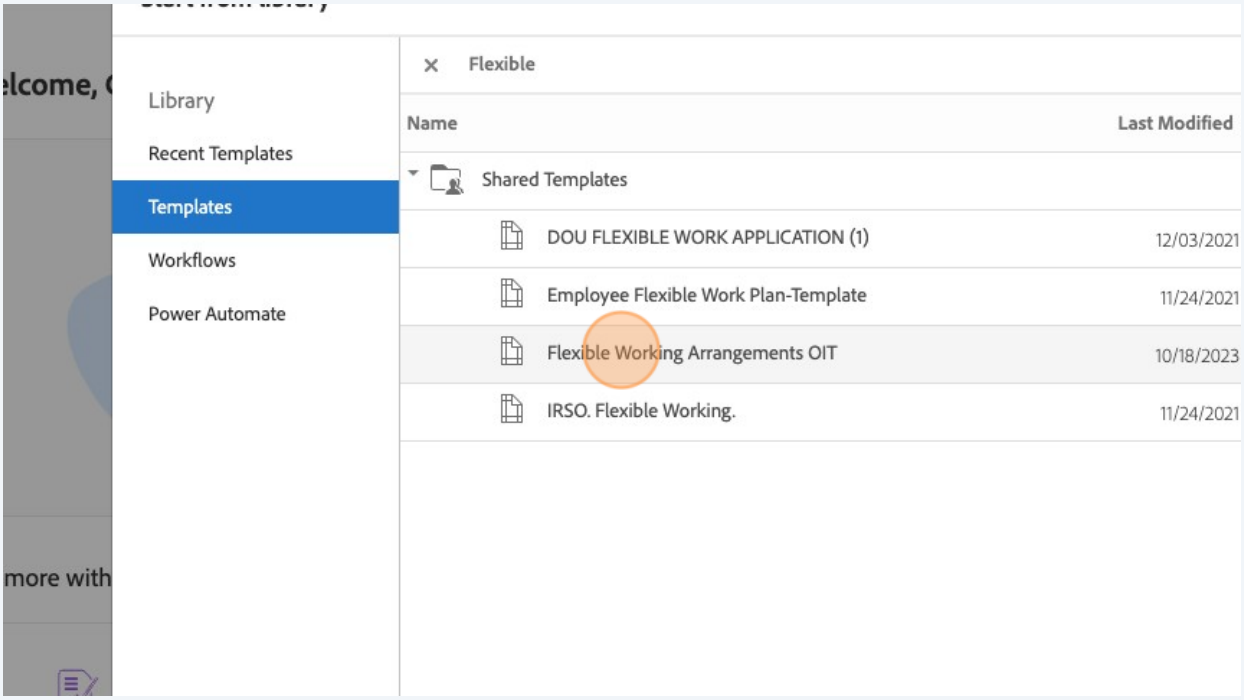


4 Click the "Search" field.

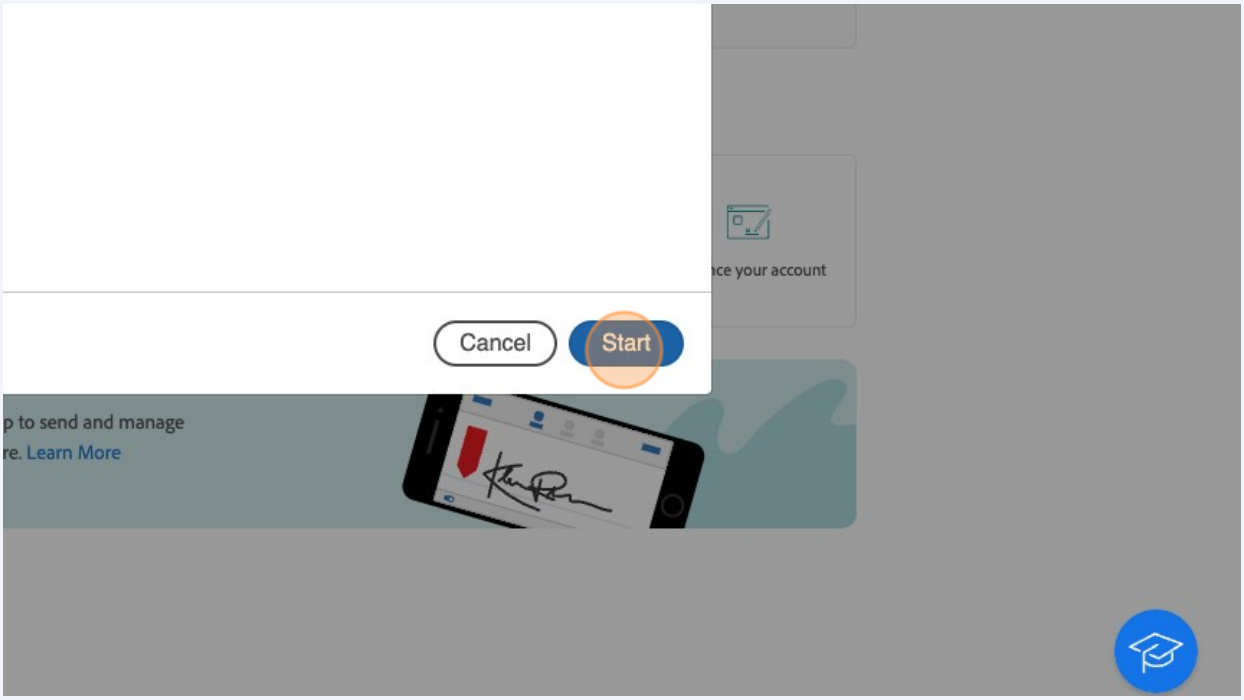


5 Type "Flexible"

6 Search for the template name

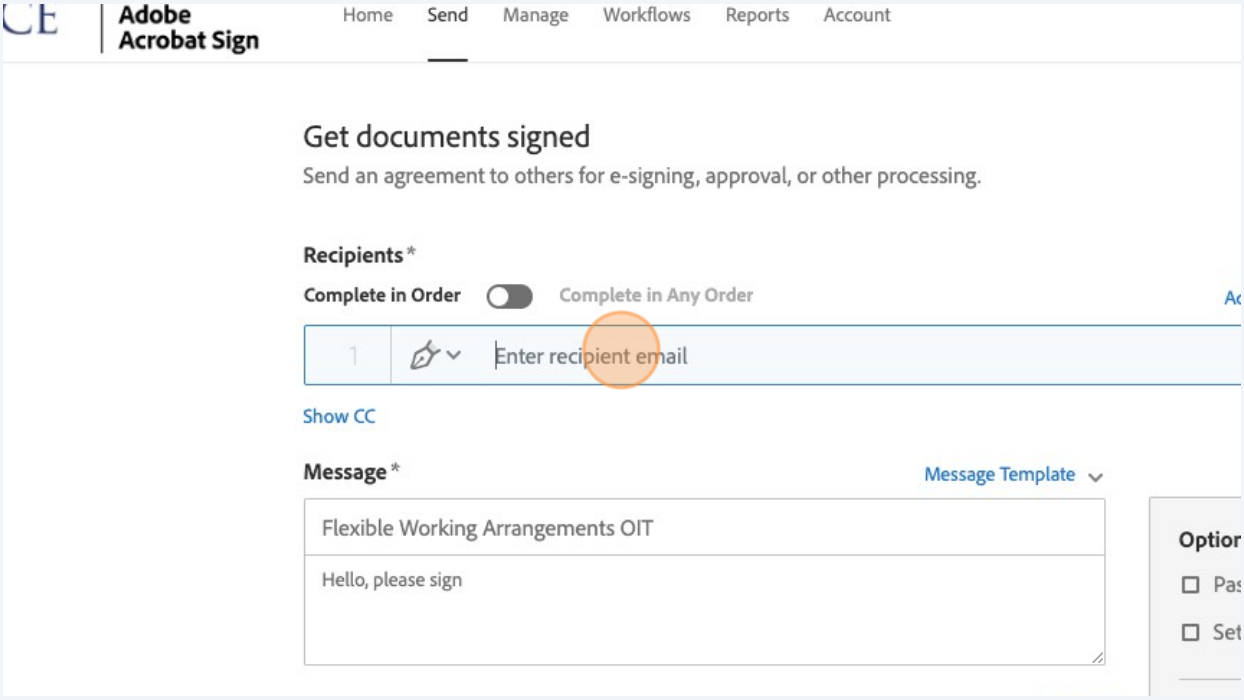


7 Click "Start"

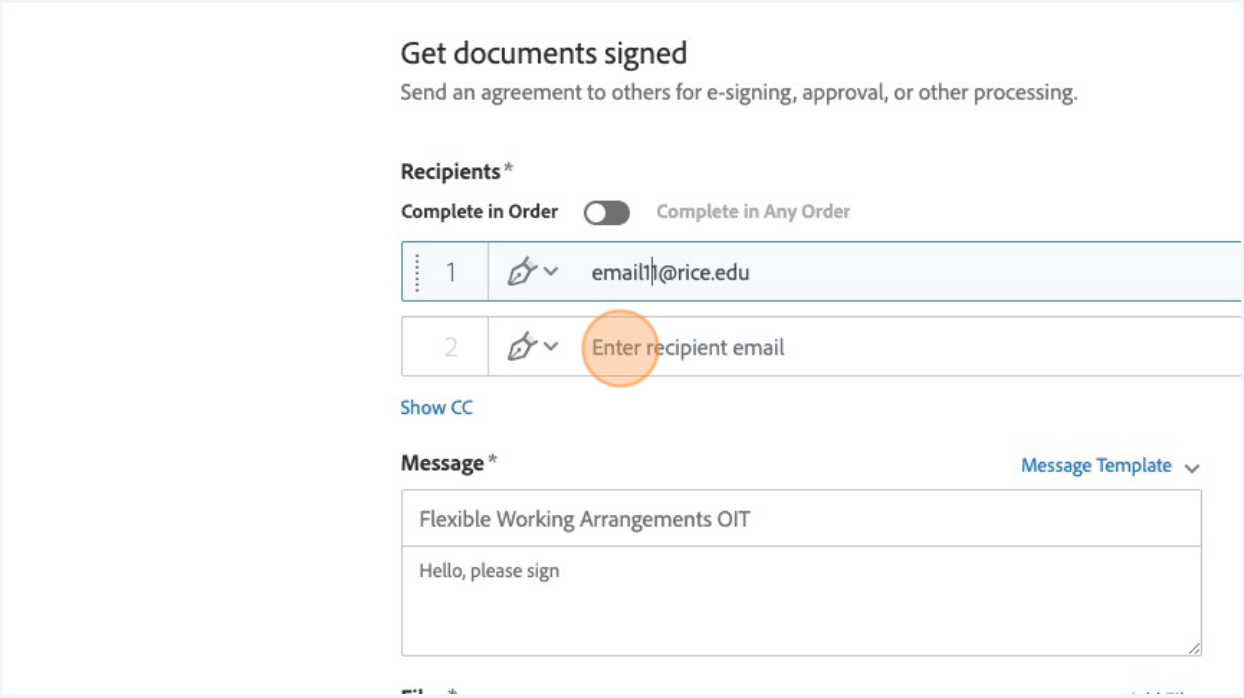
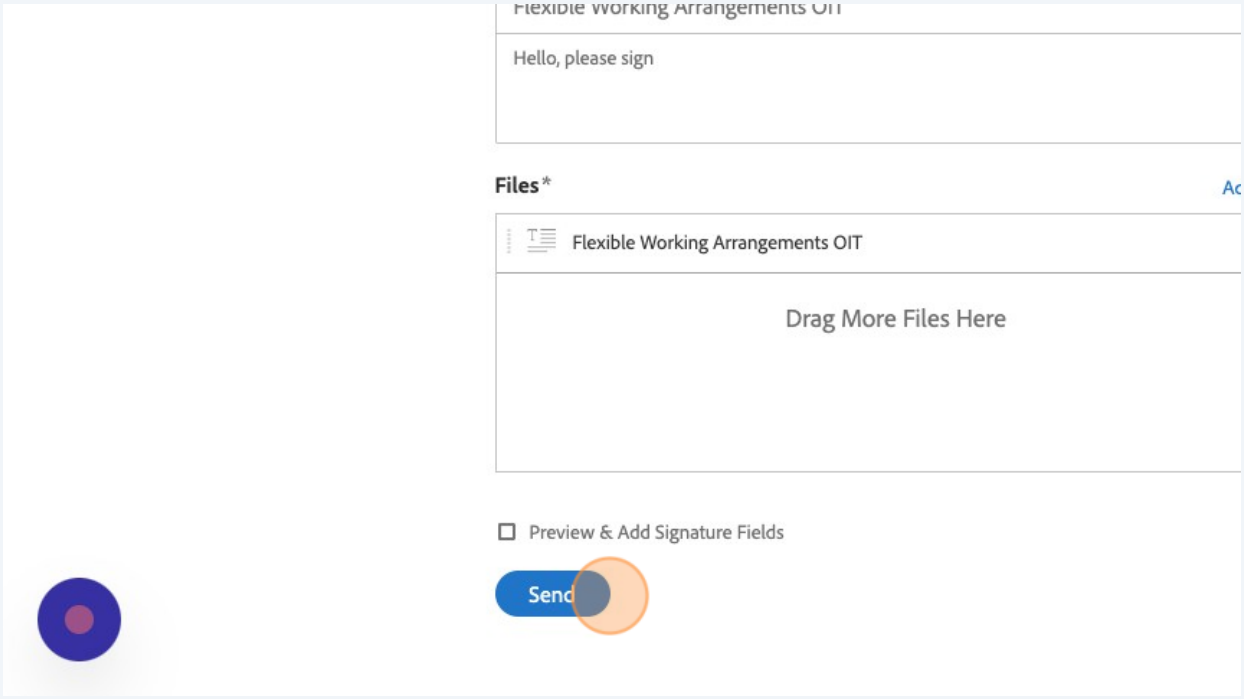


8 This will open the template to input email and send for signature.

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



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



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