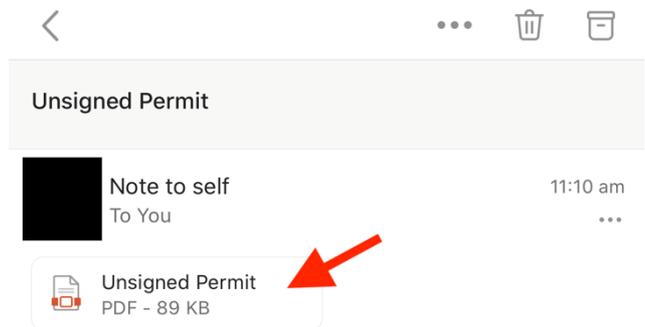


## Apple Devices - Electronically Signing a PDF

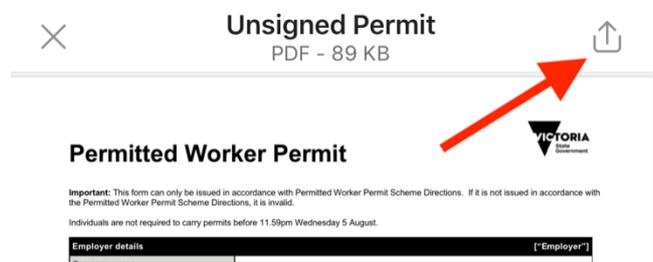
Using the **Mark-up** tool and the **Microsoft Outlook** app, you will be able to electronically sign and send PDFs from your iPhone.



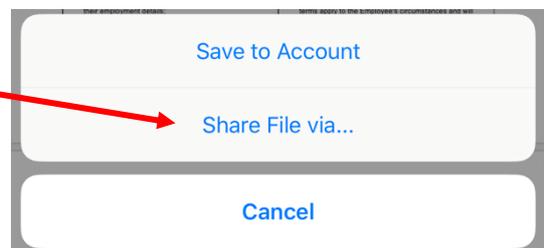
1. **Tap** on a PDF you wish to sign from any email in Outlook.



2. Tap on the **Share** icon.

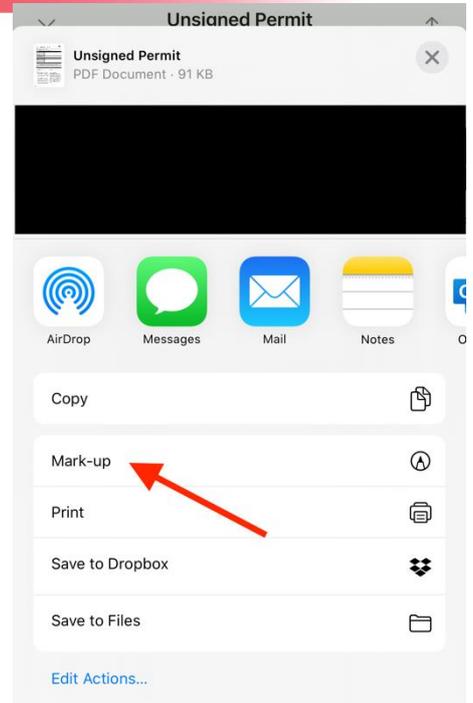


3. Choose **Share File via...**

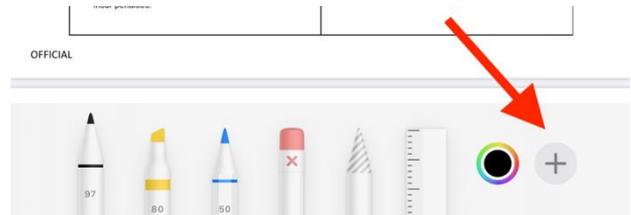


4. A menu will pop up showing you different ways you can share your PDF. Choose **Mark-up**.

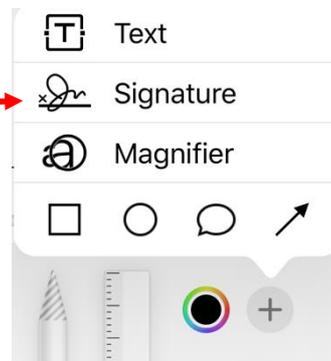
Note: if you do not see Mark-up as an option go into *Edit Actions* to add it.



5. A selection of editing tools will appear at the bottom of the screen. Tap on the + icon.



6. Choose **Signature**



7. If this is your first time doing an electronic signature, you will be asked to **Sign your name using your finger** down the bottom of the screen.



8. If you are unhappy with your signature tap on **Clear** to start again.

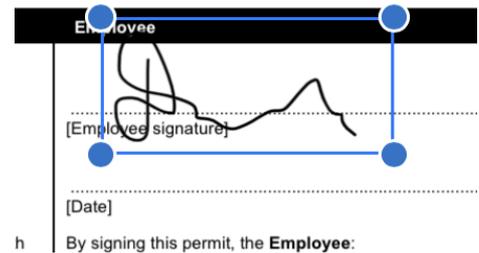
When you are satisfied with your signature press **Done**.



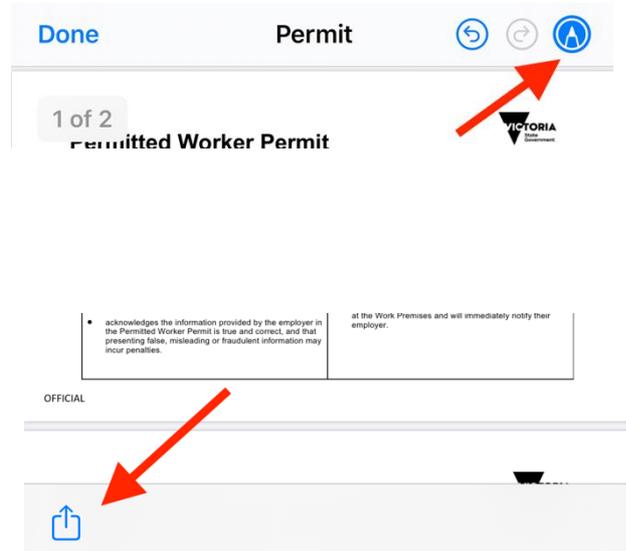
9. Your signature will now appear on the PDF.

**Move** the signature to where it is needed on the page by dragging it with your finger.

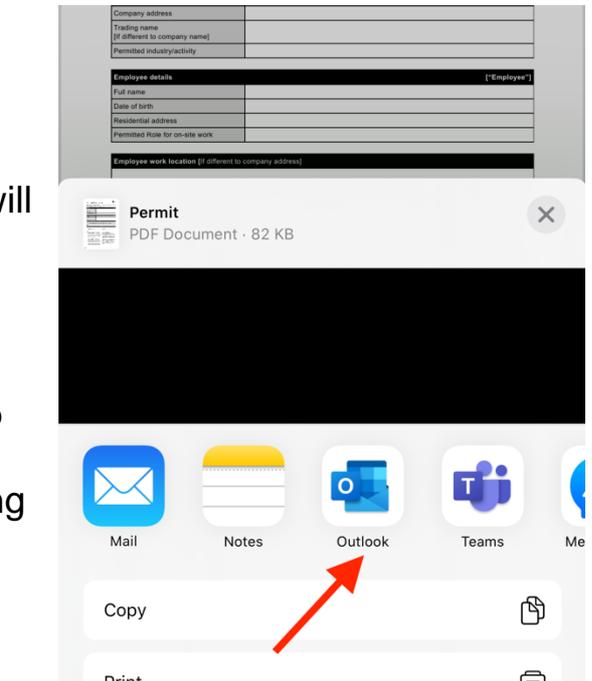
**Resize** the signature by dragging the blue circles inwards or outwards.



10. When you are satisfied with your signature, tap on the **Mark-up icon** at the top of the screen to finish editing the PDF.



11. To export the PDF, tap on the **Share icon** at the bottom of the screen.



12. Tap on the **Outlook icon**. Outlook will then open a new email with the signed PDF attached.

Note: if you have the **OneDrive** app installed, you may also save the signed PDF to OneDrive by choosing OneDrive instead of Outlook.

