T4L Support Guides
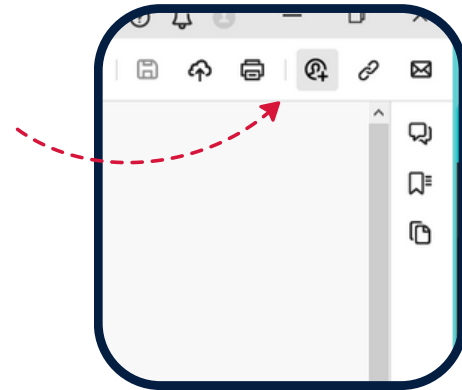## Adobe Acrobat Reader
Sharing a PDF Document

Step 1

Ensure you are signed in to Acrobat Reader. If not, you can sign in by clicking "Sign in" across the top of the application window. Use your @detnsw credentials then select Company/School account.

Step 2

Select the icon that shows the outline of a person with a + symbol.
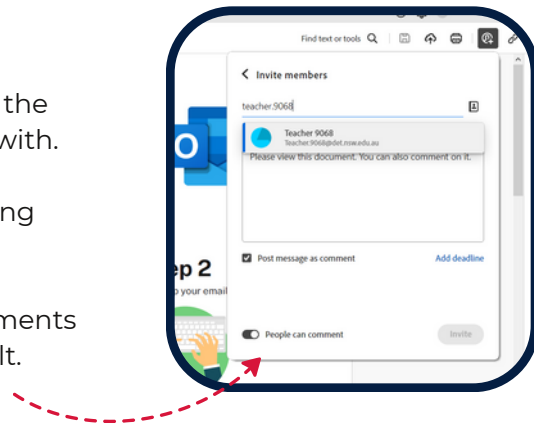

Step 3

In the "Invite Members" box that appears, type or insert the email address of the person you wish to share the PDF with.

You can also add a message to the person you are sharing with.

At the bottom there is a toggle to allow the use of comments for the person you are sharing with. It is set on by default.

Step 4

Once you have added all the users with whom you would like to share the PDF, click the invite button.

Users will then receive an email informing them that the PDF has been shared with them.