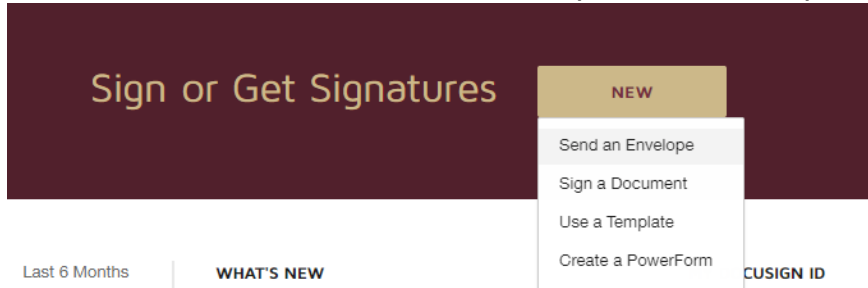


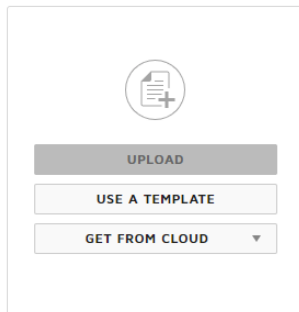
How to Send an Envelope in DocuSign

1. Go to docusign.fsu.edu and sign in with your myFSU username and password if prompted
2. Click “new” and choose “send an envelope” from the drop down list



3. Click “upload” to browse your computer and select the document that you need signed, click "open" to upload

Add Documents to the Envelope



4. Add the name(s) and email address(es) of everyone that needs to sign under “add recipients to the envelope”

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

[Import a bulk list.](#) Send copies of this envelope to many people at once. ⓘ

Set signing order

Name *	<input type="text"/>		 NEEDS TO SIGN ▾	MORE ▾
Email *	<input type="text"/>			

 ADD RECIPIENT

- If you need more than one person to sign click “add recipient” to add another name and email address to the envelope
- Check the “set signing order” box if you have multiple recipients to ensure the document is signed in the correct order
- Check with your advisor if you are unsure of who should sign the form

- If you want someone to receive a copy of the form, but not sign themselves, select “receives a copy” from the options next to their name where “needs to sign” will default
5. Add an optional message to the recipients under the “message to all recipients” section

Message to All Recipients

Custom email and language for each recipient

Email Subject*

Please DocuSign:

Characters remaining: 100

Email Message

Enter Message

Characters remaining: 10000

Advanced Options | Edit

- Recipients can sign on paper
- Recipients can change signing responsibility
- Incomplete envelopes expire 120 days after send date
- Recipients are warned 0 day(s) before request expires
- Senders can use either quick send or advanced edit

- You can send individualized messages by checking the “custom email and language for each recipient” box
6. Click next
7. If a fillable PDF file is uploaded, you will be prompted with the “Manage PDF form field data” screen
- Choose “keep PDF form data” if your form is already filled out and you just need signatures
8. Click on the fields from the left-hand side of the screen and click again on to the document where each recipient will need to sign to place the field on the form
- You can cycle through all recipients by selecting their name from the drop down of all names
 - If you need to adjust a field that is already placed on the form, click and drag the field to move it
 - Fields can be deleted by clicking on them and selecting “delete” from the right-hand side of the screen
9. Click send