# McGill

Information
Technology
Services

# DocuSign User Guide for Recipients

**Connect. Learn. Innovate.**

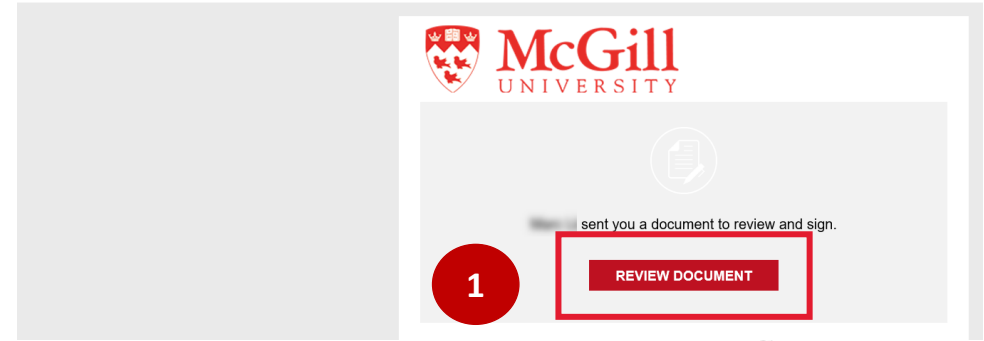# DocuSign Quick User Guide: Recipient



## Sign a document as a recipient

1. Click on **Review Document** on the email you received.
2. Click on **Continue.** You may need to click on a checkbox to continue. DocuSign will also ask your permission to access the location. You can accept or refuse.
3. Click on the **yellow box** to sign.
4. Select your signature. You can choose among **Select a signature**, **Draw** or **Upload**.
5. Click **Adopt and Sign**.
6. You can choose to save a copy. Click **No Thanks** to end the process.