



DocuSign Desktop Client Setup

Use this document to quickly set up your computer to use DocuSign® Desktop Client. For more complete instructions, see the *DocuSign Desktop Client Advanced User Guide*.

1 Sign up for the DocuSign Signature Signing Service

To use the DocuSign Desktop Client software, you must have a DocuSign account. If you do not already have an account, open your browser to <http://www.docusign.com>. Follow the onscreen instructions to sign up for the DocuSign Signature Signing Service.

2 Install DocuSign Desktop Client Advanced

1. Download the DocuSign Desktop Client installation utility from the DocuSign web site. Copy it to your desktop. Double-click the **DocuSignProfessional.msi** file. The InstallShield Wizard opens.
2. Click **Next**. The License Agreement appears.
3. Review and accept the license agreement. Click **Next**.
4. To change the installation location, use the **Change** button. After you select a location, click **Next**.
If your computer is used by more than one DocuSign user, enable the “Anyone who uses this computer” option before you click Next.
5. Click **Install**. After the wizard completes installing the files, click **Finish**.
If prompted, click OK to confirm that you are connected to the Internet to download and install Microsoft .NET framework files. These are required to operate this application.

3 Launch DocuSign Desktop Client

To start the application, click the DocuSign Professional icon on your desktop or in your system tray. You can also start DocuSign Desktop Client by configuring any application to print to the DocuSign Professional printer.



4 Configure DocuSign Desktop Client with Your Credentials

To send envelopes to the DocuSign Signing Service, you must configure DocuSign Desktop Client with your email address and password then verify your credentials:

1. Select **Tools > Options**.
2. Type your Email address and Password into the appropriate text boxes.
3. Click **Check Credentials**.
You must be connected to the Internet. The client contacts the DocuSign Signing Service and returns your full name and company. It stores your unique account ID on your computer.
4. Click **OK**.

DocuSign Professional Options

User & Login | Application Paths | IDR | Role Sets | Contacts | Envelope Fields | Email | Advanced

DocuSign login

Email: [joez@figurative.com]

Password: [masked]

I have multiple accounts, let me choose

Check Credentials

Name: Joseph Kennely

Company: Figurative, Inc.

Credentials

Select if login information will be stored between application launches Remember Credentials

OK Cancel