How do I use the address book in DocuSign?

Tell Me

DocuSign eSignature includes a Contacts list to help make sending envelopes even easier.

- When you send an envelope, the recipients' name and email address are automatically added to your Contacts list.
- You can use the Contacts list to quickly add recipients to the envelopes you send.
- You can add, modify, and delete entries in your Contacts list through the My Preferences > Account > Contacts view.
- More information about managing contacts can be found at this DocuSign support article.

⚠️ Please note: do not send a DocuSign document for esignature to a uncc.edu email alias (first.last@uncc.edu), the document must be sent to the NinerNET username email address e.g. jdoe@uncc.edu not jane.doe@uncc.edu.

Related FAQs

- How do I digitally sign and submit disbursement forms?
- What is my DocuSign ID and how do I update my profile information?
- What is DocuSign?
- How do I login to DocuSign?
- How do I start using DocuSign?