# Sign from Email as Guest and Non-Zoho User

Guests and Non-Zoho users can sign the documents they receive directly from their inbox.

There are three steps to be followed by guests to sign documents from their email inbox.

1. Access the documents via secure link in email
2. Authenticate
3. Fill the form fields and send the signed documents

1. Signature Request Email

The guest will receive an email on behalf of the sender. This email, also known as the Signature Request email, will contain a secure link to access the page, where the documents can be viewed and signed by the guest. To start the signing process, they just have to click the button at the bottom of the email after reviewing its contents.
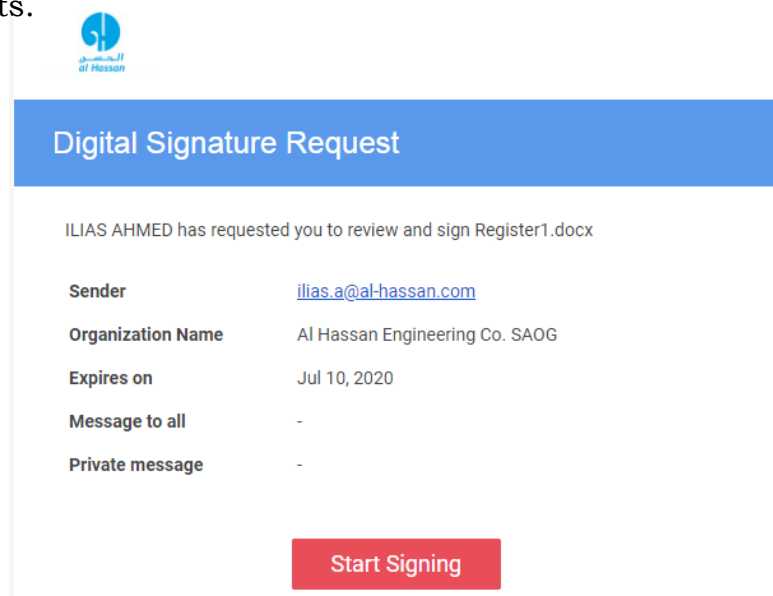
2. **Authentication Code**

If the documents have been sent to the guest with the additional authentication step enabled, they will be prompted to enter an authentication code before they can access the documents.

Depending on the mode of delivery set for the authentication code by the owner of the documents, the code will be shared with the guest either automatically via email or manually by the owner themselves.

If the code delivery type is set to online, the guest will receive an email carrying the authentication code when they start the signing process.

3. **Fill Form Fields**

The document viewer is where the guest signs the documents. The guest will be prompted to fill the required field values and their signature wherever necessary.

The guest can perform the following actions to the documents:

- Sign the documents
- Assign the documents to someone else for their signature
- Decline the signature request
- Skip signing the document

### *To sign the documents, the guest should:*

Review the document information and terms & conditions, and click **Accept & Sign** to start signing.

1. Fill all the input fields as directed.
2. Once all the mandatory fields have been filled, the message *'You've successfully filled all fields. Click Finish to complete.'* will be displayed at the top. Click **Finish** to complete signing the document.
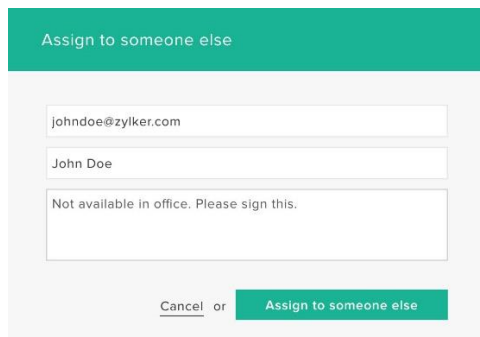
Once the guest finishes signing the documents, they can get a signed copy of them by either choosing to download them to their local drive or get them emailed to their inbox. Regardless of the guest's choice, a signed copy will always be emailed to their inbox.

To assign the documents to someone else for their signature, the guest should:

1. Click **More actions** and select *Assign to someone else* from the dropdown menu, which will prompt a dialog box to open.
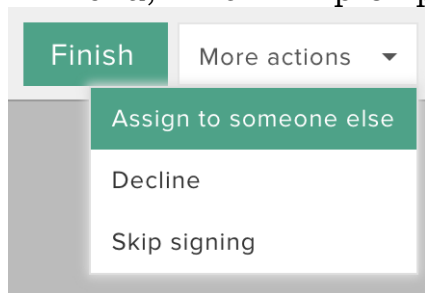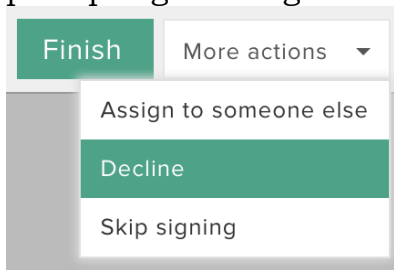

2. Enter the name and email address of the person who will be signing the documents
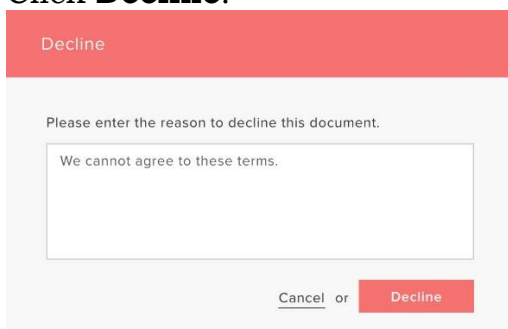
3. Click **Assign to someone else**.

To decline signing the documents, the guest should:

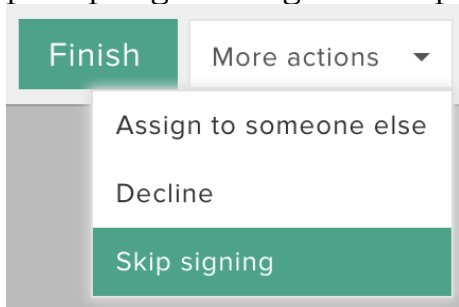1. Click **More actions** and select _Decline_ from the dropdown menu, prompting a dialog box to open.

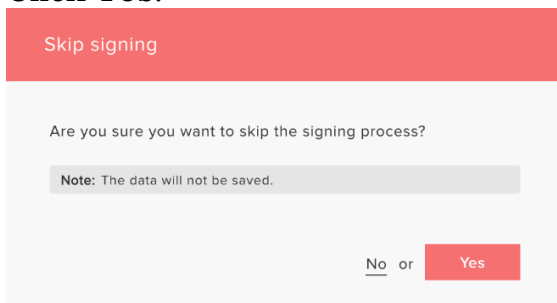2. Enter the reason for declining the signature request.

3. Click **Decline**.

To skip signing the document, the guest should:

1. Click **More actions** and select _Skip signing_ from the dropdown menu, prompting a dialog box to open.

2. Click **Yes**.

   The '_Skip signing_' option can be used to simply review the contents of a document and put off signing it until a later time.