

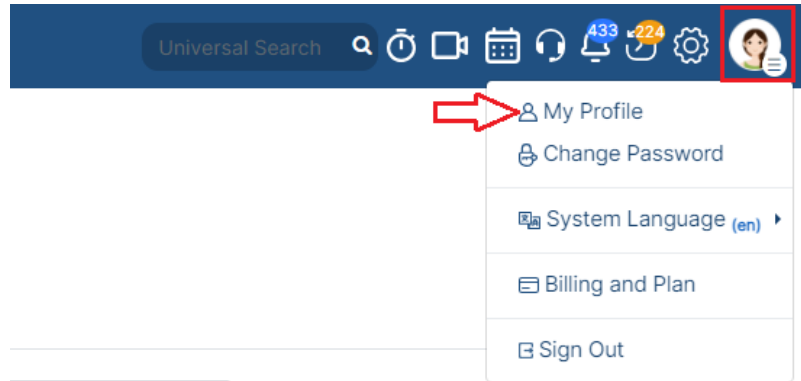
How to Manage your Profile

Objective

- Manage your profile in LEXZUR
 - Add/Update Basic, Personal, and Address information
 - Add Signatures
 - Set Out of Office
 - Change Password
 - Change System Language

Steps

Each user can manage his/her own profile easily. Click on your **avatar** at the top right of the navigation menu **My profile**.



From the **Basic Information** page, you can change your first name, last name, email, and any other basic user information.

A screenshot of the 'Basic Information' page in the LEXZUR application. The page has a header with a user profile icon and a navigation menu with tabs: 'Basic Information', 'Personal Information', 'Address', 'Comments', 'Signatures', 'Integrated Applications', 'walkthrough', and 'Out of Office'. The 'Basic Information' tab is selected. Below the tabs, there is a form with the following fields: 'First Name*' (containing 'Jimmy'), 'Last Name*' (containing 'Peterson'), 'User Group*' (containing 'Administrator'), 'Email*' (containing 'omran.hariri@app4legal.com'), and 'User Code*' (containing 'UC18'). A blue 'Save' button is located at the bottom left of the form. A red box highlights the entire form area.

The **Personal Information** page is where any additional information is provided including your job title, nationality, phone details, date of birth, and so on.

Basic Information

Personal Information

Address

Comments

Signatures

Integrated Applications

walkthrough

Out of Office

Title

Choose Title

Gender

Choose Gender

Father

Father

Date Of Birth

YYYY-MM-DD

Mother

Mother

Nationality

None

Foreign First Name

Foreign First Name

Foreign Last Name

Foreign Last Name

Teams

Start typing

Job Title

Job Title

Website

Website

Phone

Phone

Fax

Mobile

Mobile

Is Lawyer

☐

Save

On the **Address** page, you can provide your address details (city, country, state,...)

Basic Information

Personal Information

Address

Comments

Signatures

Integrated Applications

walkthrough

Out of Office

Address1

Address1

Address2

Address2

City

City

State

State

Country


None

Zip

Zip

Save

Additionally, users can create their own signature within the system which can be used in signing contracts. This can be done from the **Signatures** page.

 [Learn more about how to add your own signature here.](#)

Basic Information

Personal Information

Address

Comments

Signatures

Integrated Applications

walkthrough

Out of Office

Signature:

Add signature

Alice Jones

default_signature_733329961

Set as default signature


A. J

default_initials_362370562

Set as default signature

Save





On the **Integrated Applications** page, you can manage your integration with Calendar and Email, either with Google, or Office 365.

 You can sync your internal calendar within LEXZUR with Google or Office 365 Calendar to track all your meetings in one place
Email integration allows you to send emails directly via LEXZUR from your email.

Basic Information Personal Information Address Comments Signatures Integrated Applications walkthrough Out of Office

Integration Offerings

Set up your calendar by syncing with Google or Office 365. Connect your email with Google, Office 365, or other email servers

 Google Calendar Learn more	Off
 Office 365 Calendar Learn more	Off
 Google / Gmail	Off
 Office 365 mail	Off

[Save](#)

On the **Walkthrough** page, you can enable a walkthrough for different modules. This will help you in getting to know how to work on the system.

Basic Information Personal Information Address Comments Signatures Integrated Applications walkthrough Out of Office

[Companies](#)
[Persons](#)
[Matters](#)
[Litigation](#)
[Tasks](#)
[Contracts & Documents](#)
[Support](#)
[Money](#)


Companies ☒

New Company ☒

Company Details ☒

[Save](#)

On the **Out of Office** page, you can assign an alternative assignee to receive what's newly assigned to you when you are out of office. All you have to do is to specify the assignee and the end date.

 [Learn more about the out-of-office feature here.](#)

Basic Information Personal Information Address Comments Signatures Integrated Applications walkthrough Out of Office

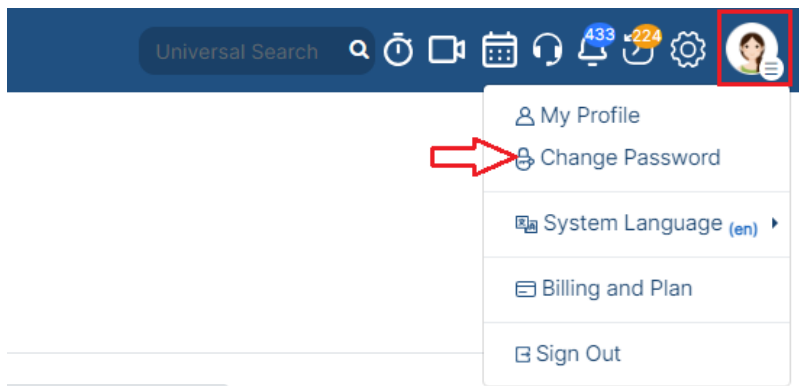
Set "Out of Office" ☒ [?](#)

Alternative Assignee

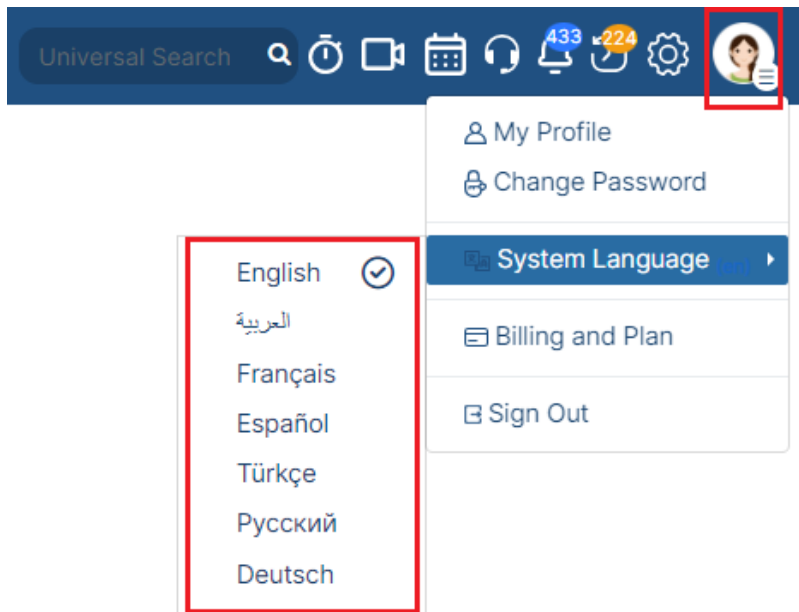
End Date

[Save](#)

Additionally, users can change their passwords easily. Similarly from the avatar, they can access the change password page



Last but not least, you can choose the language that you want to use the system with, English, Arabic, French, etc....



For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!