## How to Customize Contra Email Template

## **Objectives:**

• Create Contract Email templates, predefine the Subject, Message, etc ....

## Steps:

Users can now customize the email templates for sending emails in Contracts, Matters, Cases, and Invoices.

You can create multiple variations, personalize subjects and messages, and add custom fields and recipient information according to your preferences.

To initiate this customization process, navigate to the System Settings Email Templates in the Contracts & Documents section.

LEXZUR Dashboards - Agile - Contacts - Matters -	Universal Search 🔍 Ō 🗖	Universal Search 💁 Ō 🗗 🛅 🗿 🖉 🚳 🧃		
Court Types Court Degrees / Circuits			System Settings Billing and Plan	
Court Regions Courts	🔬 Meetings	Contracts & Documents	Manage Users Add User	
Hearing Types Reason of Win or Lose Stage Statuses	Locations Meeting Types	ID Configuration Types Sub types	Apps Marketplace	
Opponent Positions Email Templates	Õ Time Entries	Boards Party Categories Manage Workflows		
Reminders     Reminder Types	Categories Internal Statuses Manage non-business days	Templates Upload Contract/Document Forms Approval Center Signature Center		
renninder rypes	🗒 Users & Permissions	Custom Fields Applicable Laws Attachment Status		
<ul> <li>System Maintenance</li> <li>License</li> </ul>	User Groups Manage Users Import Users from Azure Active Directory	Attachment Type Document Generator Templates Folder Folder Templates SLA Management		
දු System Preferences	User Groups Permissions	DocuSign integration Email Templates		

Here, you can efficiently manage your contract email templates and create new ones.

LEXZUR Dashboards - Agile - Contacts -	Matters • Tasks Contracts & Documents • Reports • Time • Billing • More • Create +	Universal Search 💁 💿 🗔 🗟 🖓 🖉 🛞 📀
Settings / Email Templates		
Email Templates - Contract / Docum	nent	•
Title	Subject	
( Contract For Review	Contract to be Reviewed	
⊘ Edit i Delete		$\ll$ $\langle$ 1 $\rightarrow$ $\gg$ 1 - 1 of 1 items 10 $\checkmark$

To create a new template, simply provide the template with a distinctive name, specify the subject and message for your email, and identify the CC recipients.

emplate Name *         Employment Agreement Template         ubject *         Employment Agreement Between {{parties}}         fc	×
Employment Agreement Template ubject * Employment Agreement Between {{parties}}  Cc Cc Scontent * BCC BCC Cc C	
ubject * Employment Agreement Between {{parties}} Cc Cc Scontent * Bcc Cc Cc Scontent * Bcc Cc Scontent * Bcc Cc Cc Cc C	
Employment Agreement Between {{parties}}	
ic Cc iontent * $f \land Paragraph \lor B I \equiv \equiv \equiv :: I \land A \lor Insert Placeholders \lor$ Dear {{name}}, Kindly find below the details related to the employment agreement. {{start_date}}	
Cc $\checkmark$ content *       Bcc $\checkmark$ $\land$ $\checkmark$ $\land$ $\checkmark$ $\land$ <	り
Cc $\checkmark$ content *       Bcc $\checkmark$ $\land$ $\checkmark$ $\land$ $\checkmark$ $\land$ <	
$\begin{array}{c c} & & & & & & & \\ \hline & & & & \\ \hline & & & & \\ \hline & & & &$	
Somether $\bullet$ $\bullet$ $\bullet$ Paragraph $\vee$ B $I \equiv \equiv \equiv \equiv \equiv I \equiv A \vee Insert Placeholders \veeDear {{name}},Kindly find below the details related to the employment agreement.{{start_date}}$	
Dear {{name}}, Kindly find below the details related to the employment agreement. {{start_date}}	
Kindly find below the details related to the employment agreement. {{start_date}}	
Kindly find below the details related to the employment agreement. {{start_date}}	
{{start_date}}	
{{renewal}}	
Best regards,	
Cancel 🗸 S	

Additionally, you have the flexibility to insert any contract field and custom fields directly into the message content using placeholders.

Later, when composing a new email from the Emails tab in a contract, you will be prompted to choose the template you wish to utilize.

EMC-CT-35 _ emp agreement	⇔ ≙	Cancelled Executed Fili	ing & Drafti More 👻	Active	•
<ul> <li>Details</li> <li>Attachments</li> <li>Approval Center</li> <li>Signature Center</li> <li>Milestones</li> <li>Tasks</li> <li>Time Entries</li> <li>Expenses New</li> <li>Emails New</li> <li>Reminders</li> </ul>	Compose           Q Search All Conversations	No emails			
Matters Related Contracts/Documents Relations					•

This streamlined approach ensures that all necessary information is automatically filled in with minimal effort on your part.

You can then add the recipient of the email, modify your message, and attach any files if needed.

New Message	
Employment Agreement Template	
То	+Add
Employment Agreement Between jake homsi, Labbini LLC	
	C
Dear Jake,	
Kindly find below the details related to the employment agreement.	
Best regards,	
Send 🔊 🕖 🔟	

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

Thank you!