

# How to Send Emails From Contracts

## Objectives

- Send Direct Emails from Contracts/Documents

## Steps

To send emails and attach related contract documents directly from LEXZUR:

Open the contract you want from the Contract/Document page by clicking on its name or ID.

LEXZUR

Dashboards

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Contracts

Matters

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Reports

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Create

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Tools

Contracts & Documents

All

Save as

1 - 20 of 302 items

Search

Advanced

Columns

| <input type="checkbox"/> | ID     | Name                             | Value | Type                        | Currency | Status | Workflow Status   | Date       | Start date |
|--------------------------|--------|----------------------------------|-------|-----------------------------|----------|--------|-------------------|------------|------------|
| <input type="checkbox"/> | CT-568 | Service Agreement - ABC Services | 0.00  | Service Agreement           |          | Active | Rejected          | 2024-04-10 | 2024-04-10 |
| <input type="checkbox"/> | CT-567 | NDA for SMP                      | 0.00  | Non-disclosure Agreement    |          | Active | Drafting          | 2024-03-27 |            |
| <input type="checkbox"/> | CT-566 | General employment contract      | 0.00  | General employment contract |          | Active | Filing & Drafting |            | 2024-04-01 |
| <input type="checkbox"/> | CT-563 | Agreement for BLP                | 0.00  | Franchise Agreement         |          | Active | New Request       | 2024-04-08 |            |
| <input type="checkbox"/> | CT-562 | Non-disclosure Agreement         | 0.00  | Non-disclosure Agreement    |          | Active | Drafting          | 2024-03-01 |            |

All emails related to this specific contract can be sent and tracked under the **Emails** tab on the contract's page.

CT191 - Employment contract between BTL insurance and ABC

Done | Filing & Drafting | In Progress | Active

Details

Attachments

Approval Center

Signature Center

Milestones

Tasks

Time Entries

Expenses

Emails

Reminders

Matters

Related Contracts/Documents

Settings

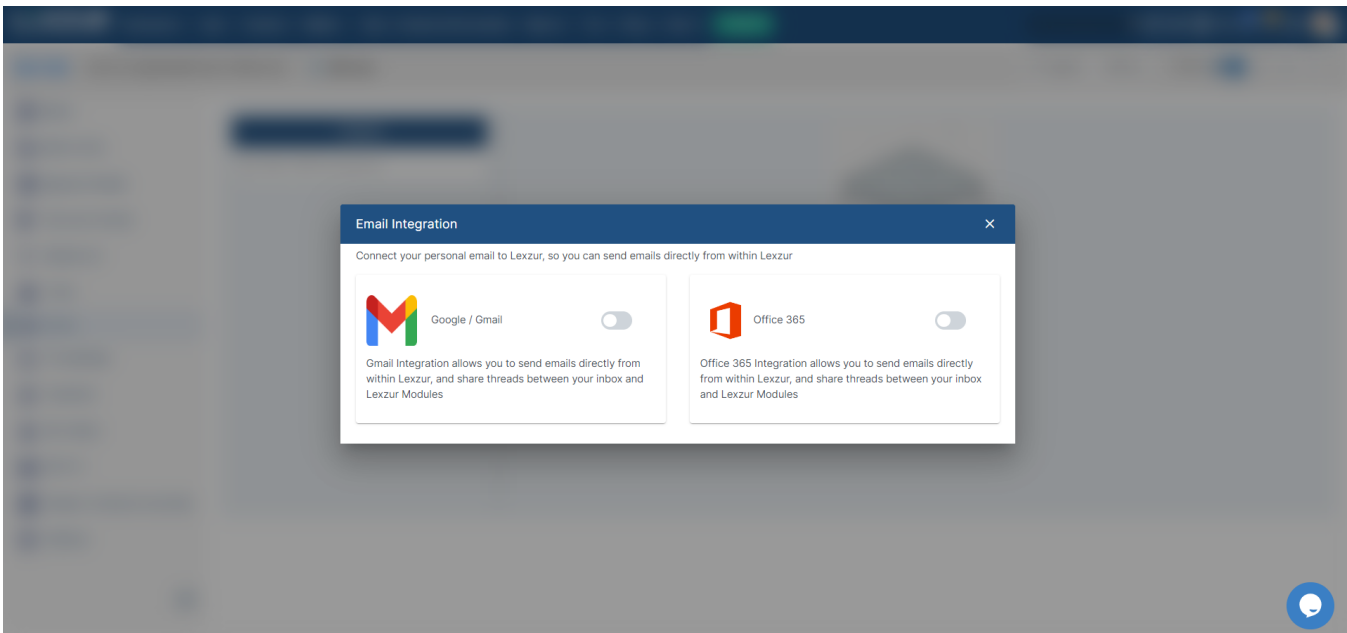
Compose

Search All Conversations

No emails

Click on **Compose** to start a new message.

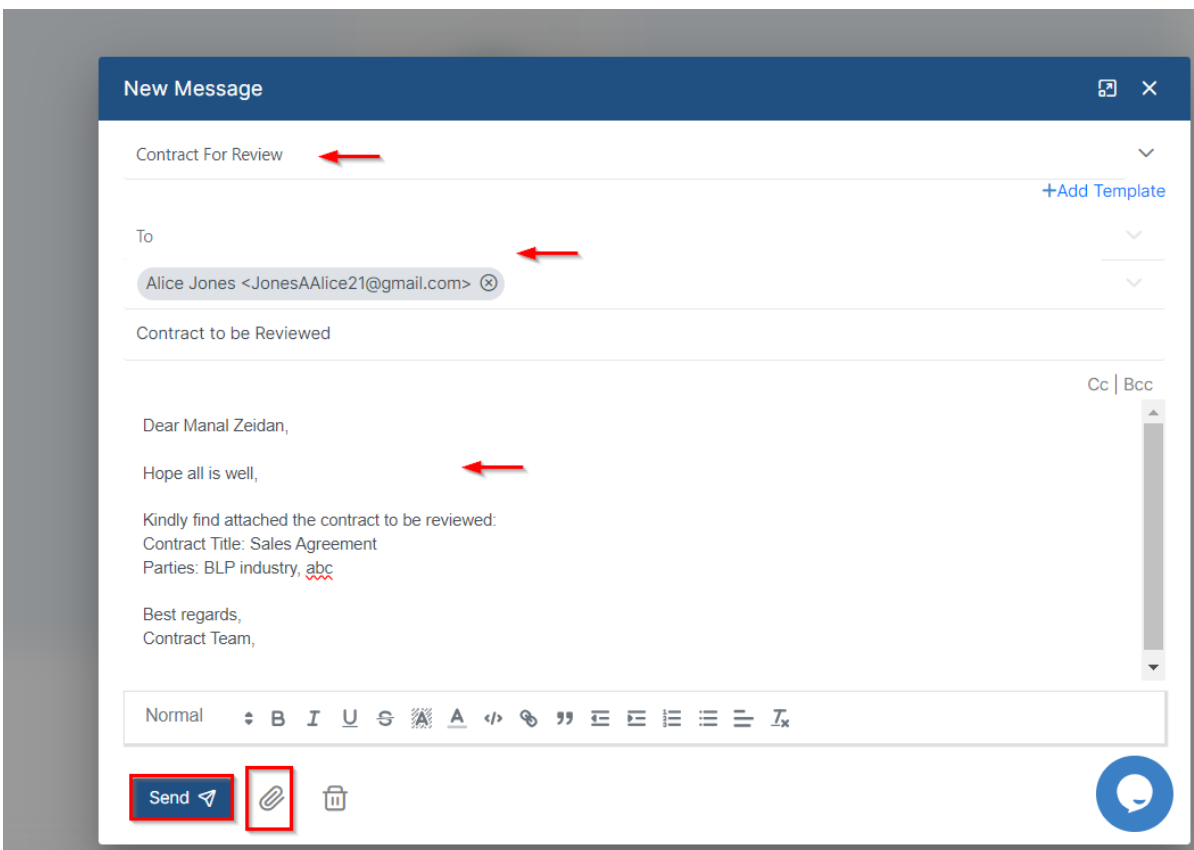
First, connect your email to LEXZUR. Choose either Google/Gmail or Office 365, and sign in with your email address



Write the email, choose the subject of your email and the message you wish to send, then click the attach button to attach either a file from your computer or any Lexzur Documents.



You can also create your email template and use it directly while composing an email. [Learn more here](#)



Choose the Folder from which you want to select your files, select the documents, and press **Attach**.

