

# 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.

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

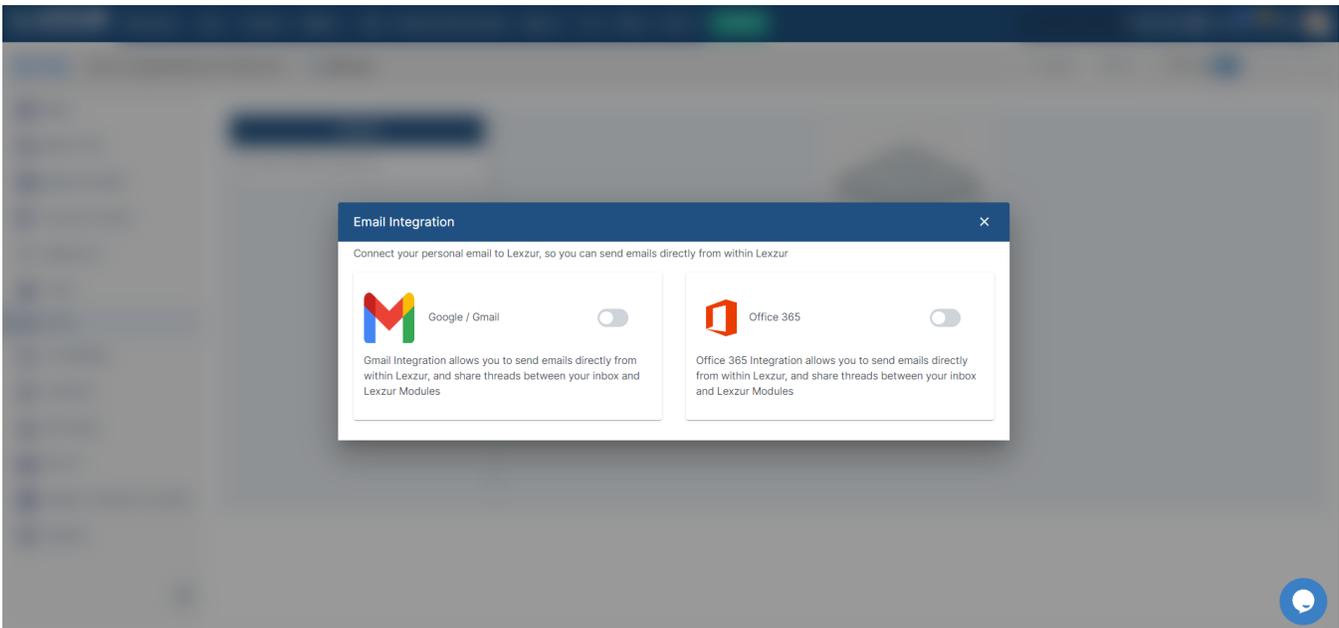
Compose

Search All Conversations

No emails

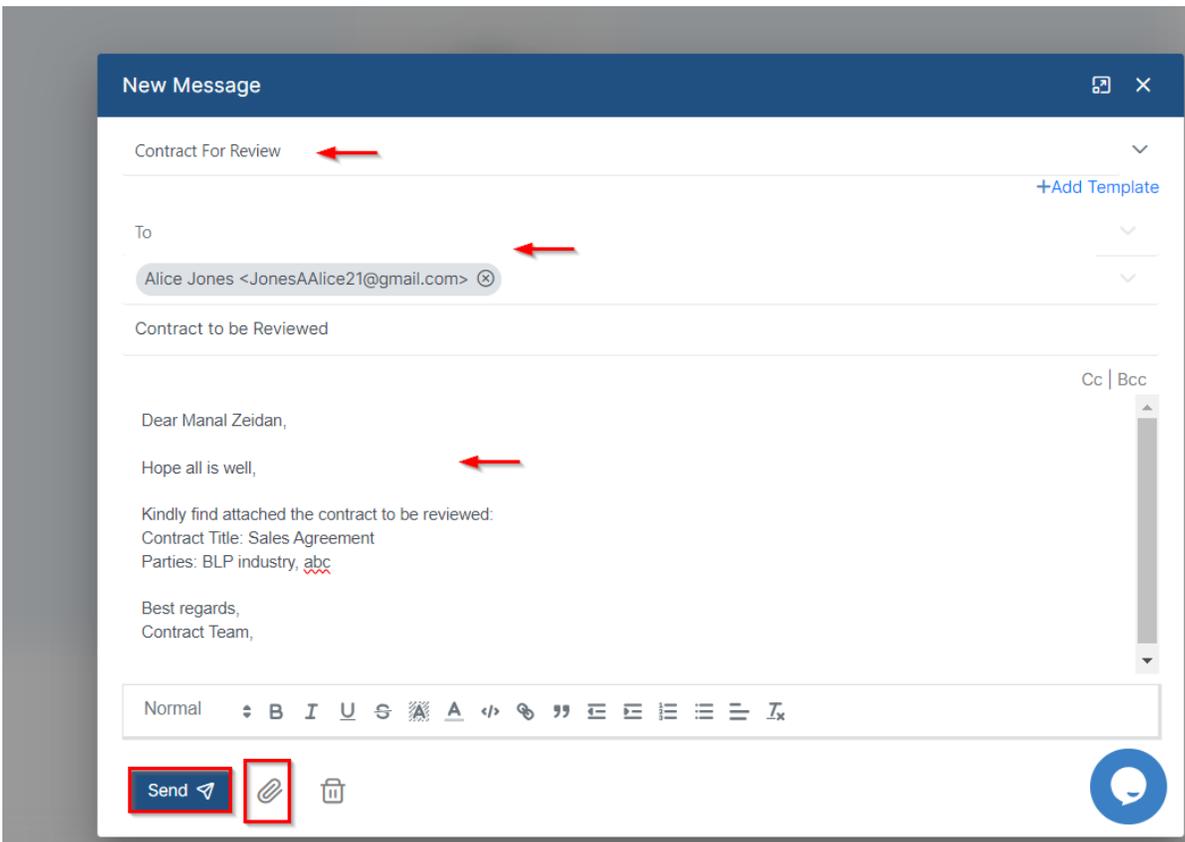
Click on **Compose** to start a new message.

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**.

Document(s) X

Contract/Document: CT191 Choose columns

Name ↑↓	Size ↑↓	Modified On ↑↓	Modified By ↑↓
Employment contract between BTL insurance and ABC 20230217131624.docx	36.7 KB	2023-02-17 13:19:48	James Marven
PA-QLA20230104164942.docx	62.9 KB	2023-02-22 11:07:20	Alice Jones
PA-QLA20230104164942.pdf	54.8 KB	2023-02-22 11:07:28	Alice Jones

<< < 1 > >> 1 - 3 of 3 items 10

Employment contract between... X

Cancel ✓ Attach

You have the option to respond to the email directly within Lexzur, and also to forward it for further communications.

GEC-CT-26-02-2024-56 Canceled Under Approval Under Negotiati... More Active

- Details
- Attachments
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- Signature Center
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- Tasks
- Emails
- Time Entries
- Expenses
- Reminders
- Matters
- Related Contracts/Documents
- Settings

Compose

Search All Conversations

Documents in english Feb 01, 2024

Manal Zeidan <manal.zeidan@lexzur.com>  
To: Manal Zeidan <manal.zeidan@lexzur.com>

Documents in english Thursday, Feb 01, 2024, 07:32 AM

Manal Zeidan <manal.zeidan@lexzur.com>  
To: Manal Zeidan <manal.zeidan@lexzur.com>

Reply
Reply All
Forward

Employment-Contract-Agre...  
71.6 KB

Non-Disclosure-Agreement...  
52.5 KB

Sales-Agreement.docx  
16.7 KB

Documents in english.eml  
195.6 KB

For more information on LEXZUR, reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!