

# How to Configure Email Notifications Templates

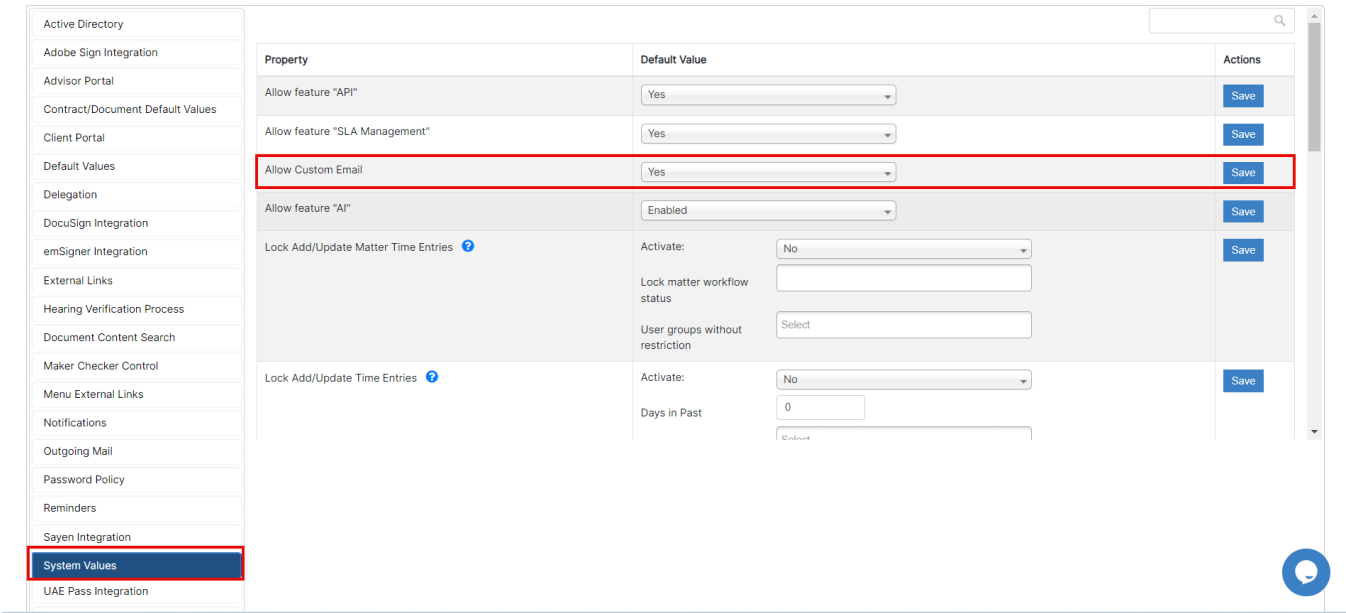
## Objectives

- Enable the Email Configuration Feature
- Customize email templates in Core

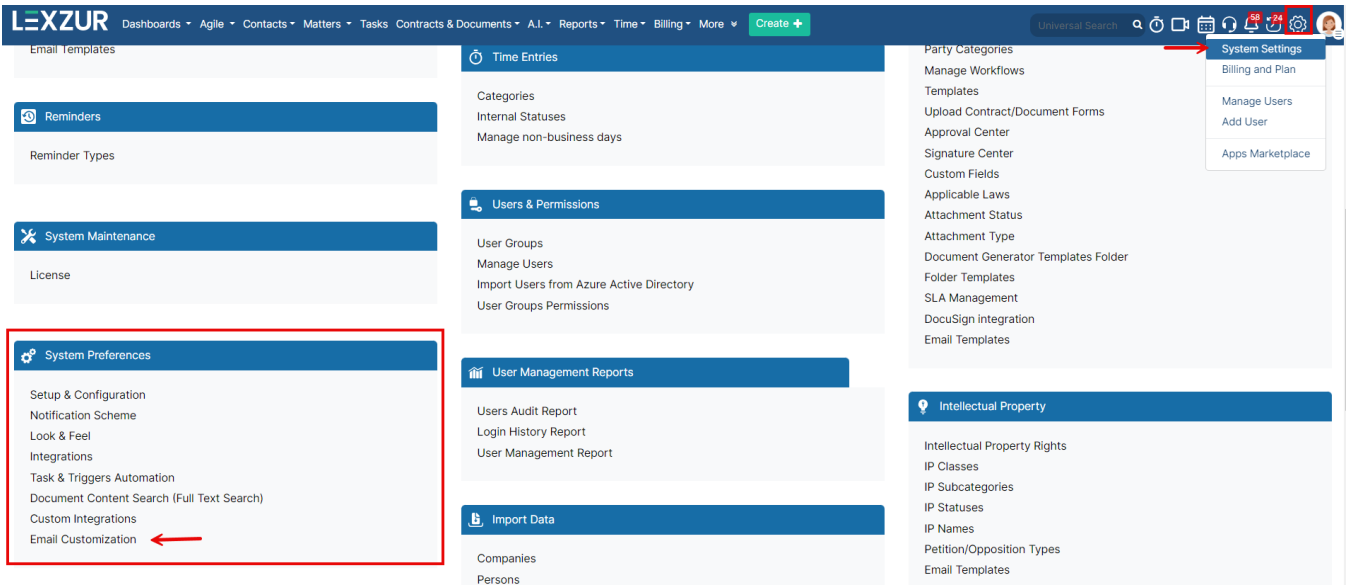
## Steps

You can now tailor notification emails across various modules, such as contracts, hearings, matters, reminders, and more.

To activate this functionality, first, navigate to the **system settings Setup and Configuration system values** and enable the "Allow Custom Email" feature.



Now you can access the customization options through settings preferences.



To customize the template, select the specific module, main language, and, if necessary, a secondary language.

Customize your Email Notifications to Suit your Needs.

Module

Matters

Main Language

English

Secondary Language

None

Sections

Requester Info

☒

Details

☒

History

☐

Save

LEXZUR

Activity Alert

Requester Info

Name	John Do
Username	john_do@company.com
Email	john_do@company.com
Mobile	123 - 7777777
Phone	90 - 9999 999
Department	Legal

Depending on the chosen module, users can then specify the details to be included in the notification email. For instance, when customizing a matter notification, one can choose to include requester information, details, and the historical context.

Customize your Email Notifications to Suit your Needs.

Module

Matters

Main Language

Secondary Language

Sections

Requester Info

☐

Details

☐

History

☐

None

Contracts & Documents

Hearings

Matters

Meeting

All Other Notifications

Reminder

Tasks

Similarly, for hearing notification emails, users have the flexibility to incorporate hearing details and relevant matter information, providing a tailored and efficient communication system for diverse operational needs.

Customize your Email Notifications to Suit your Needs.

Module: **Hearings** (indicated by a red arrow)

Main Language: **English** (indicated by a red arrow)

Secondary Language: **None**

**Sections**

Details: ☒ (indicated by a red arrow)

Related Objects Details: ☐

**Save**

**LEXZUR**


**Activity Alert**

**Details**

**Hello**

M2-"Administrative Case" has a hearing update by Dan Smith

<b>Id</b>	H1
<b>Type</b>	Judgment
<b>Hearing Date</b>	04/12/2023
<b>Summary by lawyer</b>	This hearing is related to Matter M2 on 29/11/2023



The user will receive the email notification as customized.

App4Legal - CT-52-Non-Disclosure Agreement Contract Awaiting Approval

App4Legal  
To: Caroline Mrawed

Wed 11/29/2023 3:40 PM

**LEXZUR**

**Activity Alert**

**Requester Info** معلومات مقدم الطلب

<b>Name</b>	Caroline Mrawed
<b>Username</b>	carolinemr
<b>Email</b>	carolinemrawed@gmail.com

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

Thank you!