

# How to Archive My Emails in the System

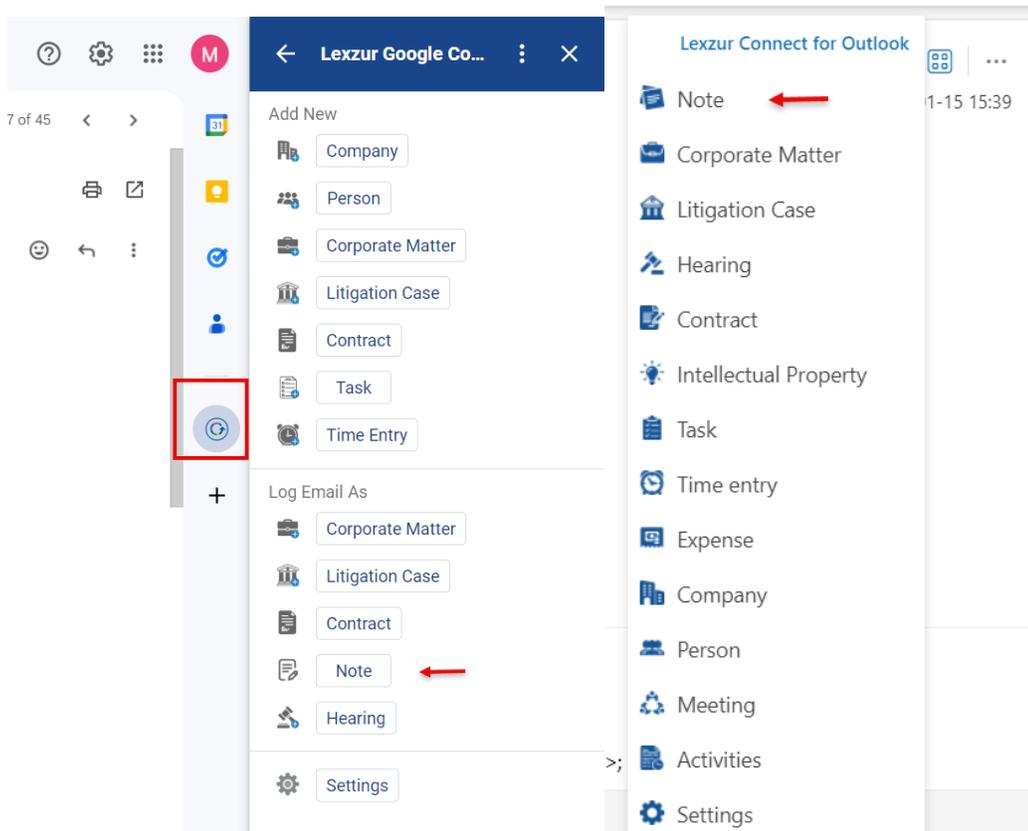
## Objectives

- Log Emails as Notes in Matters and Contracts

## Steps

In LEXZUR you can keep a record of email threads between you and other users or any received emails as a note inside matters or contracts.

From your Gmail or Outlook account, select the email you want to archive, then using Lexzur Connect for Gmail or Outlook, select **Note**.



To log the email as a note you must first specify the type, matter, or contract, The matter/contract name.

You will be able to include the whole email or select part of it, and add the previous conversation if this email is a thread, where you can add the thread content from the beginning of the conversation till this email along with their attachments.

Level Link Legal- Lexzur Trai...  
Now, Microsoft Teams

eps Read / Unread

Agency Grid X ABC Company

Reply Forward

**From:** Alice Jones <jonesalice21@gmail.com>  
**Sent:** Friday, June 17, 2022 9:30 AM  
**To:** Caroline Al Mrawd <caroline.moraod@app4legal.com>  
**Subject:** Agency Grid X ABC Company

Dear Legal team,

A new litigation case between Agency grid and ABC company regarding Agreement clauses issues...  
Please find attached the related agreement and all the necessary legal documents for this case.

best,

Agency Grid X ABC Compa... (No subject)

Lexzur Connect for Ou... X

Note

Log Email as a Note into:

Matter  Contract

Matter\* [M112] legal opinion for /X

Note

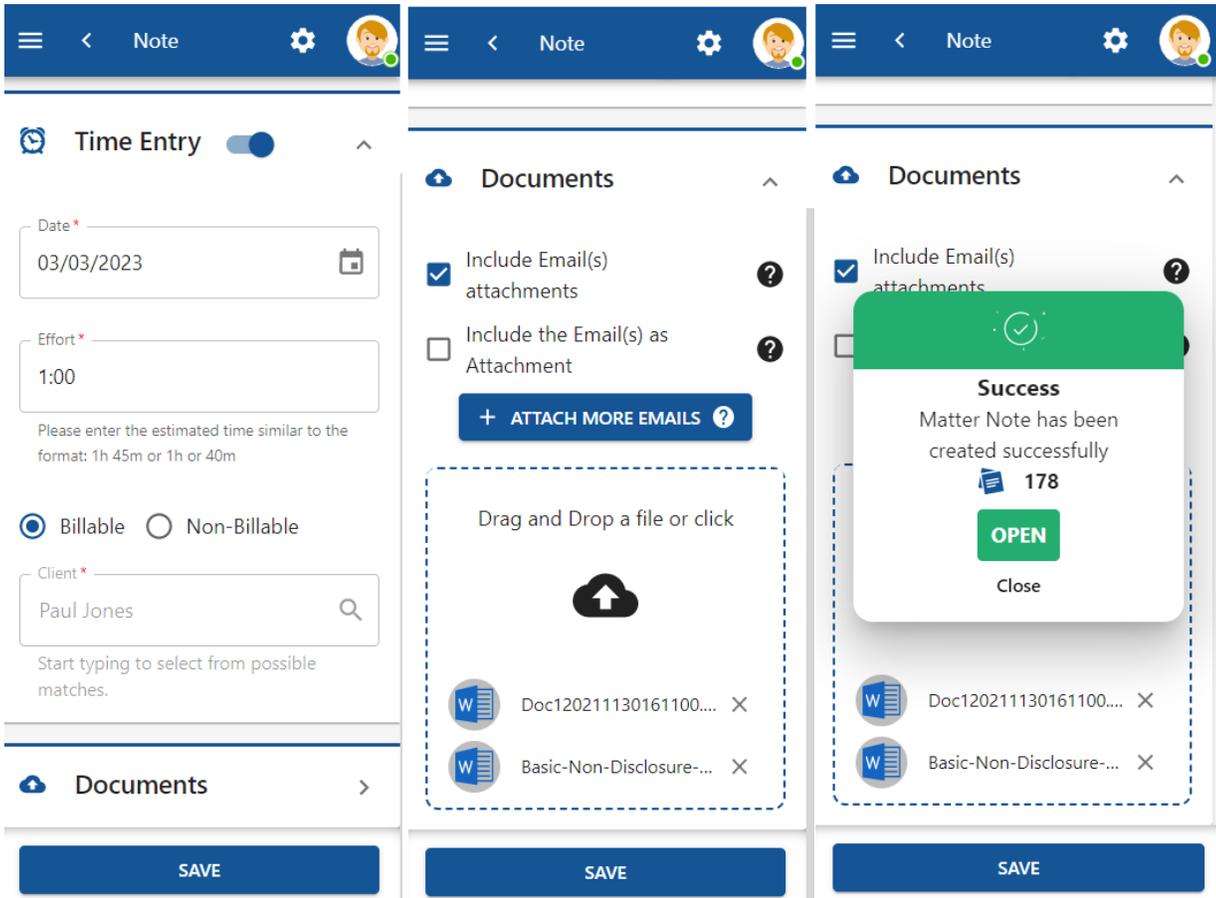
BODY IMAGES HEADER TIME-STAMP TEXT

T B I U ↶ ↷

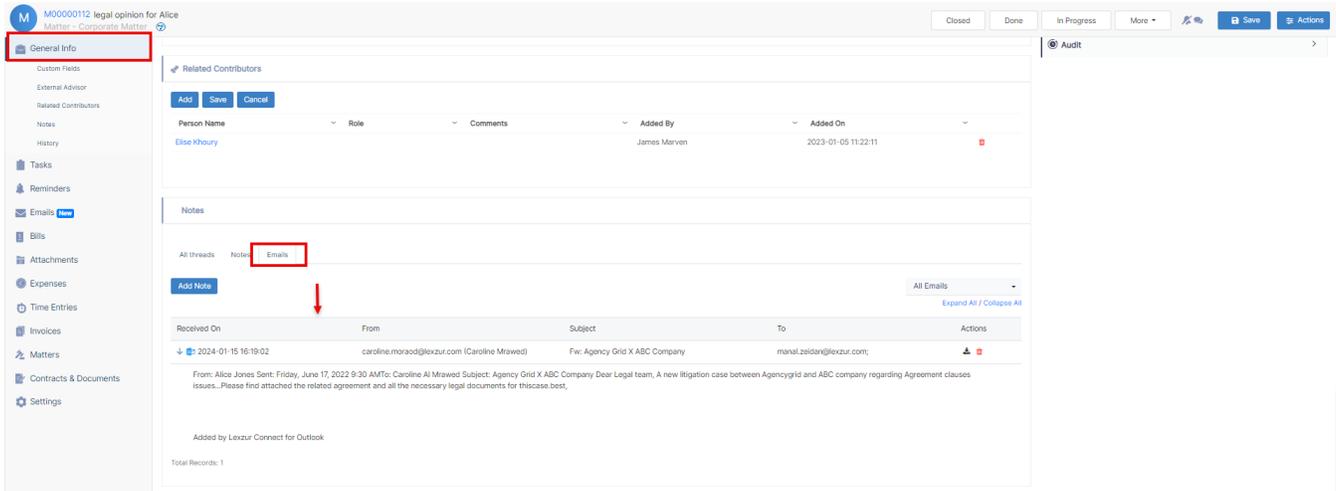
From: Alice Jones Sent: Friday, June 17, 2022 9:30 AM To: Caroline Al Mrawd Subject: Agency Grid X ABC Company Dear Legal team, A new litigation case between Agency grid

SAVE

In addition, you can log time entries along with creating a new matter note, and you can include the Email attachments or include the email as an attachment.



Once done, the note will be created and added under the selected Matter/Contract in the system.



And it could also be accessible from the **Emails** page under **Archive**

M M00000112 legal opinion for Alice  
Matter - Corporate Matter

General Info  
Tasks  
Reminders  
Emails  
Bills  
Attachments  
Expenses  
Time Entries  
Invoices  
Matters  
Contracts & Documents  
Settings

Emails Archive

Expand All / Collapse All

Received On	From	Subject	To	Actions
2024-01-15 10:19:02	caroline.morad@lexzur.com (Caroline Mrawed)	Fw: Agency Grid X ABC Company	manal.zeldan@lexzur.com;	

From: Alice Jones Sent: Friday, June 17, 2022 9:30 AM To: Caroline Al Mrawed Subject: Agency Grid X ABC Company Dear Legal team, A new litigation case between Agencygrid and ABC company regarding Agreement clauses issues..Please find attached the related agreement and all the necessary legal documents for this case best,

Added by Lexzur Connect for Outlook

Total Records: 1

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

Thank you!