

How to Sync LEXZUR Calendar with Google Calendar™

Objectives

- Sync LEXZUR Calendar with Google Calendar™.
- Manage Co-Worker's Calendar.

Steps

Sync LEXZUR Calendar with Google Calendar™:

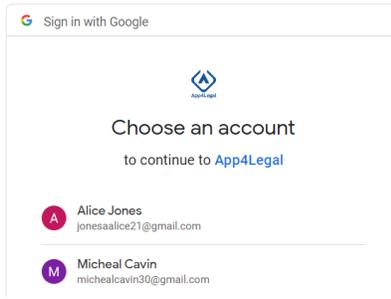
- Click on the Calendar icon from the top right of the main menu:

The screenshot shows the LEXZUR application interface. At the top, there is a navigation bar with the LEXZUR logo and various menu items like Dashboards, Agile, Contacts, Matters, Tasks, Contracts & Documents, Reports, Time, Billing, More, and a Create button. On the right side of the navigation bar, there is a Universal Search bar and several icons, including a calendar icon which is highlighted with a red box. Below the navigation bar, there is a calendar view for the week of 11 Dec 2023 to 17 Dec 2023. The calendar view shows a grid of days and times. A red box highlights the 'Sync your calendar' button in the top left corner of the calendar view. Below this button, there is a list of co-workers' calendars, including 'stephan lutz', 'damon haedy', 'Henry Thompson', 'Jana h', 'Jerard Brown', and 'jimmy white'. A red box highlights the 'stephan lutz' calendar. The calendar grid shows a yellow highlighted area for Tuesday, December 12, and a red event titled 'App4 Legal-Contract Management Training' on Wednesday, December 13, from 09:00 to 09:30.

- Then click on the **Sync your Calendar** button.
- Enable the **Google Calendar** Integration

The screenshot shows the 'Email / Calendar Integration' dialog box. The dialog box has a title bar with a close button. Below the title bar, there is a section titled 'Integration Offerings'. Under this section, there is a sub-header: 'Set up your calendar by syncing with Google or Office 365. Connect your email with Google, Office 365, or other email servers'. There are four integration offerings listed in a 2x2 grid. Each offering has a logo, a name, a 'Learn more' link, and an 'Off' toggle switch. The 'Google Calendar' offering is highlighted with a red box. The offerings are: Google Calendar (Off), Office 365 Calendar (Off), Google / Gmail (Off), and Office 365 mail (Off).

- Sign in with your Google account



- Choose the calendar you would wish LEXZUR to integrate with, and continue.

Calendar Integration

Below is a list of calendars. Choose a calendar you wish to link App4Legal to.

Pick your calendar

- Calendar (Existing)
- App4Legal (Existing)
- United States holidays (Existing)
- United States holidays (1) (Existing)
- Birthdays (Existing)

Continue

You can now easily track all your meetings, hearings, and everything else directly from your calendar.

In the Calendar, you can view Today's meetings or easily select Day, Week, or Month views.

LEXZUR Dashboards - Agile - Contacts - Matters - Tasks - Contracts & Documents - Reports - Time - Billing - More - Create +

Universal Search

Sync your calendar

Day Week **Month** Year Refresh

March 2024 Today

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	27	28	29	01	02	03
04	05	06	07	08	09	10

Add Coworker's Calendar

- Alice Jones
- Adam Christopher
- Aileen Peterson
- Carolina Robinson
- James Marven
- Jimmy Peterson
- Maria Dave
- Maysa Hakim
- Sam Marven
- Training Lexzur



Calendars can be enabled also from the user's profile page through the **Integrated Applications** tab.

Manage Co-Worker's Calendar:

On the left-hand side of the screen, you will see a list of LEXZUR users that you can add to your Calendar by checking the box next to their name.



Only Administrators are allowed to view Co-Worker's Calendars.

You will be able to set colors for different users as well as add one to yours to distinguish calendars. These colors will be reflected on the Calendar.

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

Thank you!