

How to Sync LEXZUR Calendar with Google Calendar™

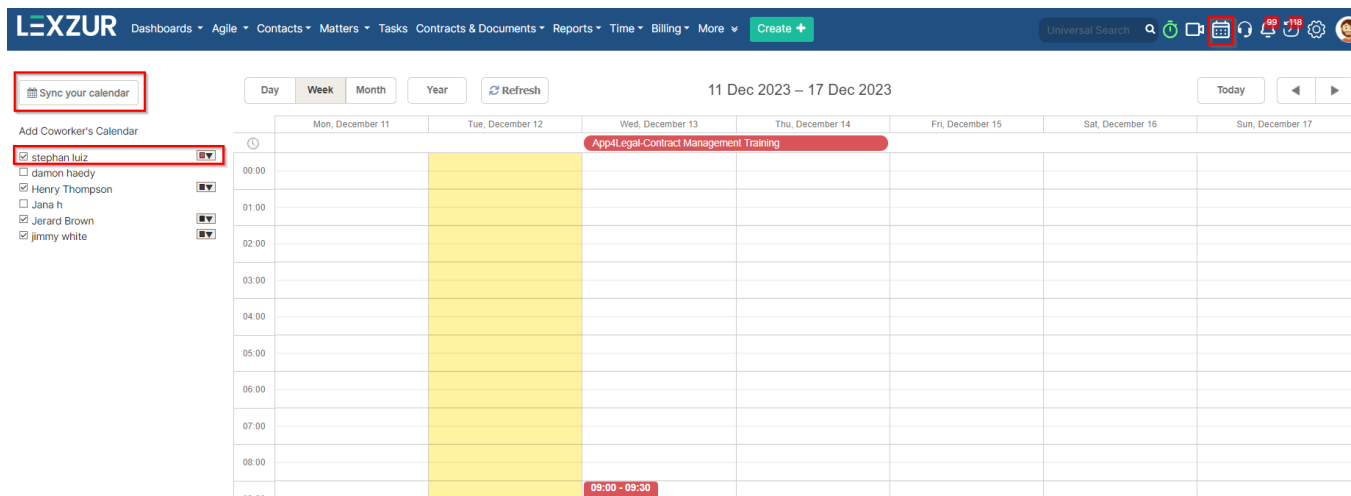
Objectives

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

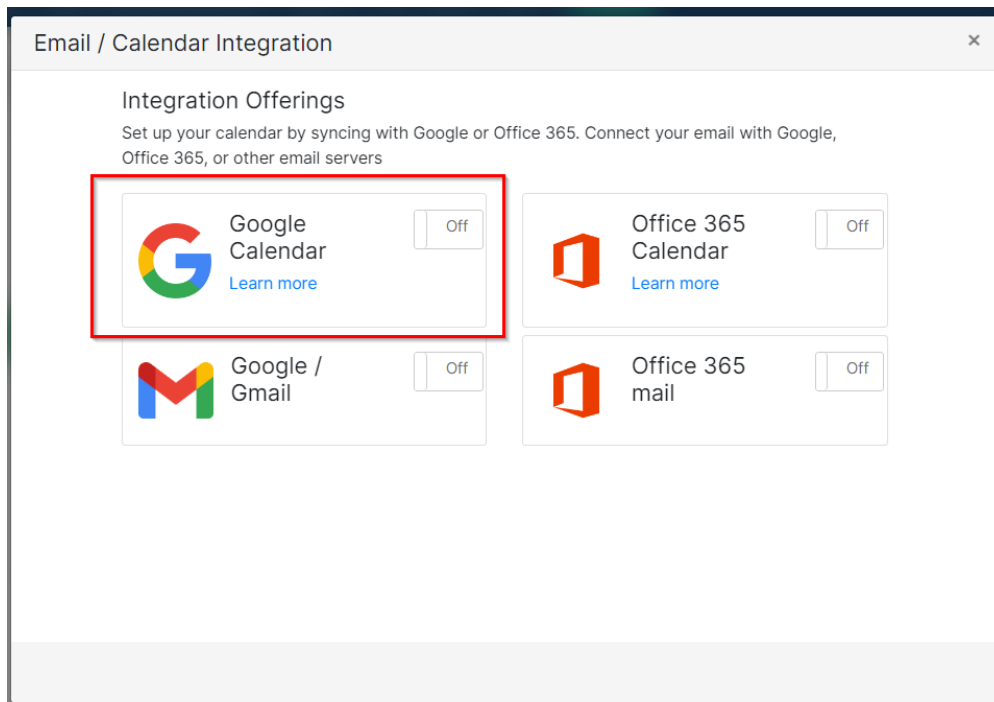
Steps

Sync LEXZUR Calendar with Google Calendar™:

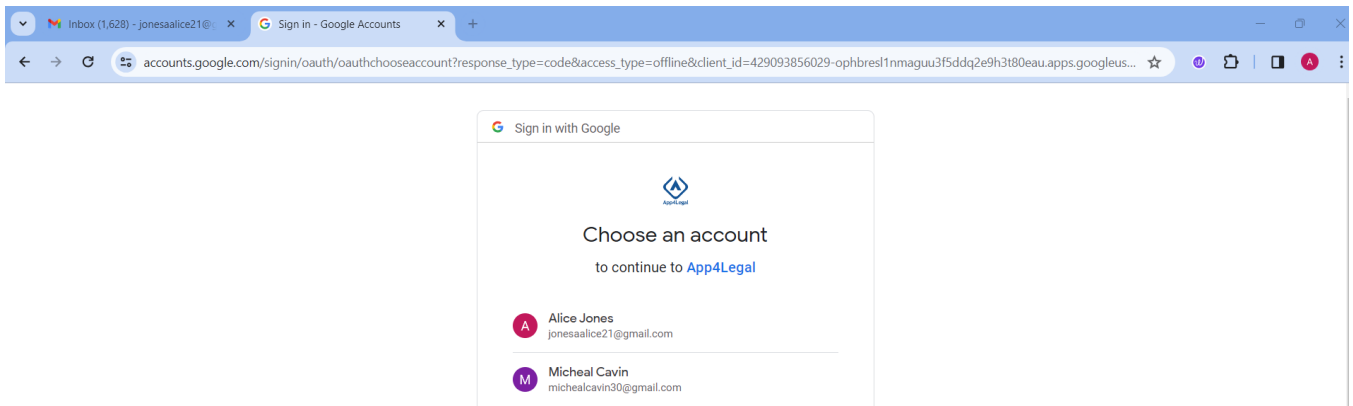
- Click on the Calendar icon from the top right of the main menu:



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



- 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.

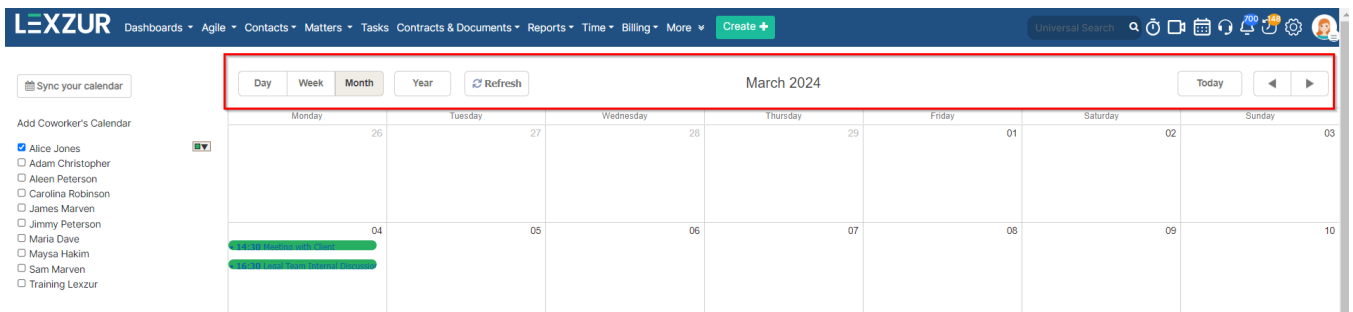
Pick your calendar

- ☒ 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.





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

Basic Information Personal Information Address Comments Signatures Integrated Applications walkthrough Out of Office

Integration Offerings

Set up your calendar by syncing with Google or Office 365. Connect your email with Google, Office 365, or other email servers

Google Calendar
Activated Calendar: App4Legal
Learn more

Office 365 Calendar
Learn more

Google / Gmail

Office 365 mail

Save

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.

Sync your calendar

Day

Add Coworker's Calendar

☒ Peter Smith

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

Thank you!