

# How to Sign into A4O and Document Editor using Azure AD for on-server?

## Objectives

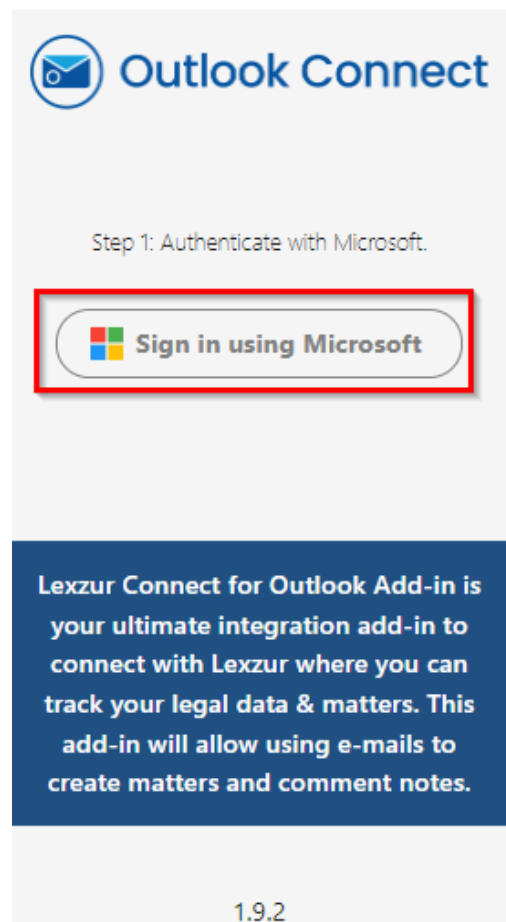
- Sign Into A4O using Azure AD for on-server

## Steps

Outlook Connect is an add-on that directly connects your Outlook account with your LEXZUR instance, allowing you to track and sync emails from Outlook to LEXZUR. You can also add information, and access certain modules directly from Outlook.

## How to access it?

After you have downloaded the add-on, you click on “Log in” in order to connect Outlook to your LEXZUR account. You will be asked to sign in using your Microsoft credentials.



Then, you need to select the server option then press on Login using Azure AD.



Step 2: Authenticate with Lexzur

Cloud

Server

Lexzur URL

Email Address

Password

Sign In

or

Sign In using Azure AD

Login with SSO

You will be asked to enter LEXZUR URL where you should put the URL of the application on your server then press on Login.

You will be redirected to a screen that will authenticate you and sign you in.

After the connection is made, you will be able to add data to the system such as a company, corporate matter, task, and more - through the "Add New" tab.

Please note that same steps are applied for the Document editor sign in.

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

Thank you!