

How to sync LEXZUR Calendar with Office 365 Calendar

Objectives

- Sync LEXZUR Calendar with Office 365 Calendar
- Manage Co-Worker's Calendar.

Steps

- **Sync LEXZUR Calendar with Office 365 Calendar:**

In LEXZUR, you can sync LEXZUR Calendar with Office 365 Calendar.

To do so, click on the Calendar in the main menu:

The screenshot shows the LEXZUR application interface. At the top is a dark blue navigation bar with the LEXZUR logo and a menu of options: Dashboards, Agile, Contacts, Matters, Tasks, Contracts & Documents, Reports, Time, Billing, and More. A green 'Create +' button is also present. 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, the main content area is divided into two sections. On the left, there is a sidebar with a 'Sync your calendar' button highlighted by a red box. Below this button is a list of 'Add Coworker's Calendar' with several names and checkboxes. The main part of the screen displays a calendar view for the week of December 11 to 17, 2023. The calendar shows a grid of days with time slots from 00:00 to 09:00. A red event titled 'App4Legal-Contract Management Training' is visible on Wednesday, December 13, from 09:00 to 09:30.

Then click on the **Sync your Calendar** button.

Enable the Office 365 Calendar Integration, then you will be directed to Sign in with your Microsoft account.



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next

Choose the calendar you would like 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.

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

Universal Search 🔍 📅 📞 99 📧 118 ⚙️ 👤

My Profile
Change Password
System Language (en) ▾
Billing and Plan
Sign Out

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 Learn more	Off
Office 365 Calendar Activated Calendar: Calendar Learn more	On
Google / Gmail	Off
Office 365 mail	On

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.

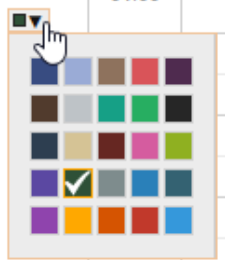
You will be able to set colors for different users as well as add one to yours in order to distinguish calendars. These colors will be reflected on the Calendar.

 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!