## How to Configure the Assigned Team

## Objectives

• Configure the assigned team

## Steps

In LEXZUR, you can add different assignees to the same assigned team.

All you have to do is to go to the System Settings Assigned Team.

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Outlook Configuration	Manage Advisors		
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	Manage Email Templates	Matter Attachment Types	
	Manage Workflows	Matter Attachment Statuses	
		Matter Container Attachment Types	
Client Portal		iDocs Attachment Types	
		Docs Attachment Statuses	
inage Clients		Company Attachment Types	
nfigure Roles		Company Attachment Statuses	
nc clients with 'Azure Active Directory'		Person Attachment Types	
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quest Type Categories		Document Generator Templates Folder	
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ntracts/Documents Permissions legations		<u>s≜s</u> Teams	
		Assigned Teams	
		Seniority level	

You can add a new assigned team from the "Add Assigned Team" hyperlink. The assigned team can also be edited or deleted.

After adding the assigned team, make sure to add the users related to this team.

Settings / Assigned Team / Add Assigned Team

## **Assigned Team**

Team Name	
Corporate Team	
Assign Users	
Start typing	Q,
Administrator	
Carolina Robinson (Active)	x
associate	
Micheal Cavin (Active)	x
User	
Alice Jones (Active)	x
Save Reset	

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

Thank you!