

LEXPRO

GAZETTE



Charmaine Skinner-Schulz
Senior Consultant

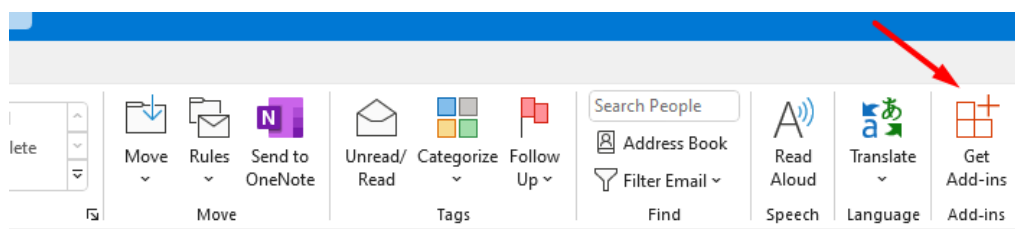
Add on for Microsoft Outlook (Exchange Server)

Users of our online Litigation program can now integrate their Lexpro with Outlook, by using the new Lexpro Add-in available on Microsoft Outlook.

This add-in is free of charge for all registered online Litigation users.

If your firm uses a Microsoft Exchange server, you will have the option to use Add-In.

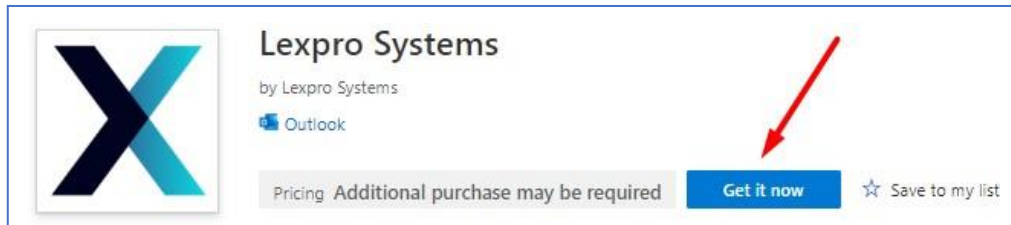
Select the following option on your Outlook menu:



Type Lexpro in the search bar and click Lexpro Systems

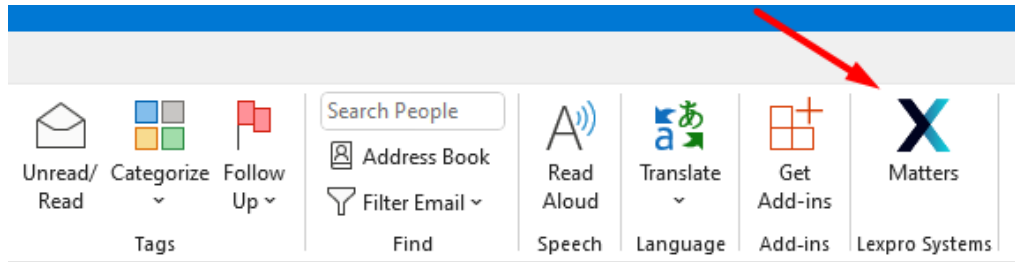


Click Get it now:

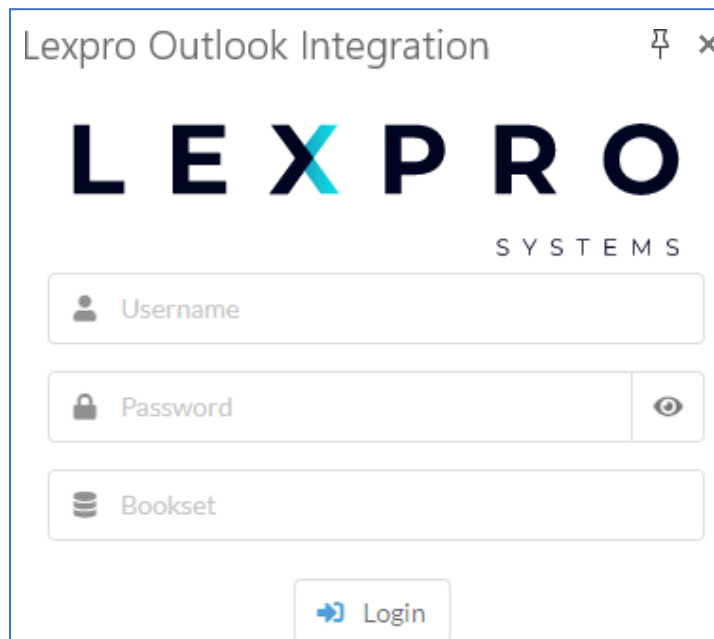


Follow the screen prompts to complete the process. You may be required to log into your Microsoft account to finalize the installation.

After the installation, you will see the Lexpro add-in on your Outlook program:



Click on the Lexpro icon to display the login screen:



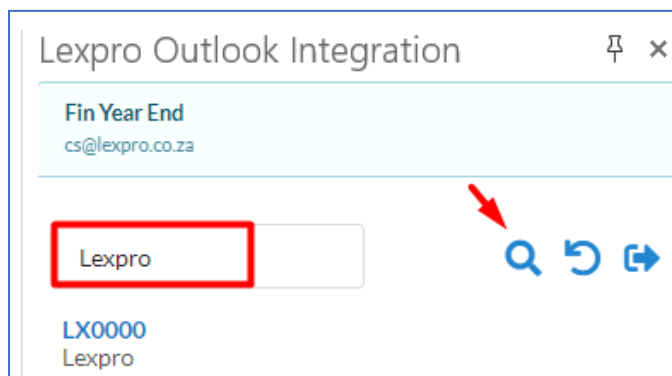
Complete your **LITIGATION** program's login details.

When you receive an email in your inbox, the message will show in the Lexpro Add-in, e.g.



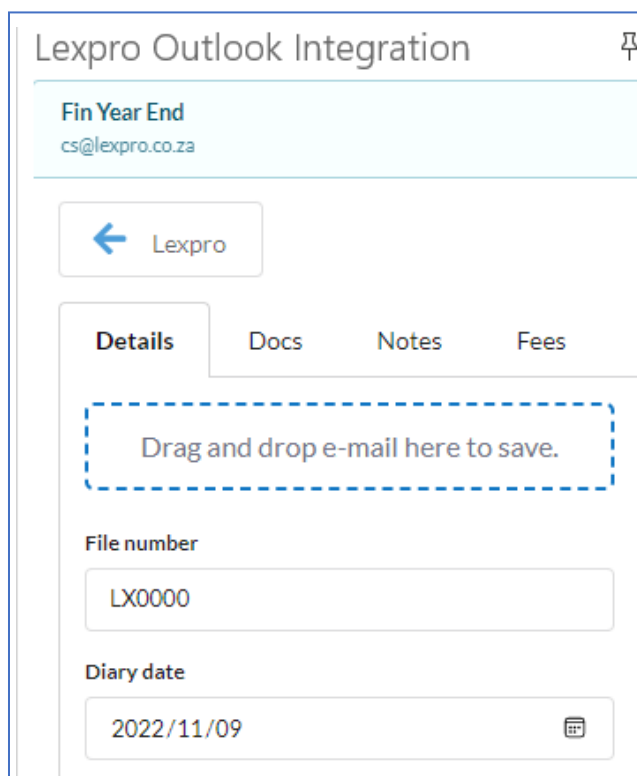
You can save the email or the attachment, directly to the client file.

Type the Client's name, file number, parties name, reference or any of our standard online search criteria, in the Search option, e.g.:

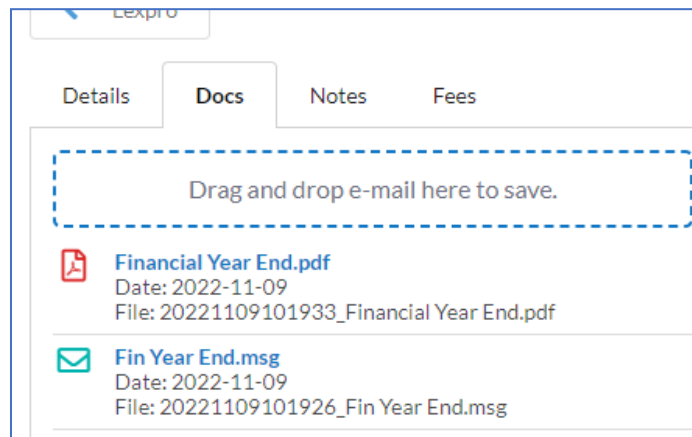


Click on the search icon to see the available results. Click on the file number to access the file.

Various functions will be displayed:

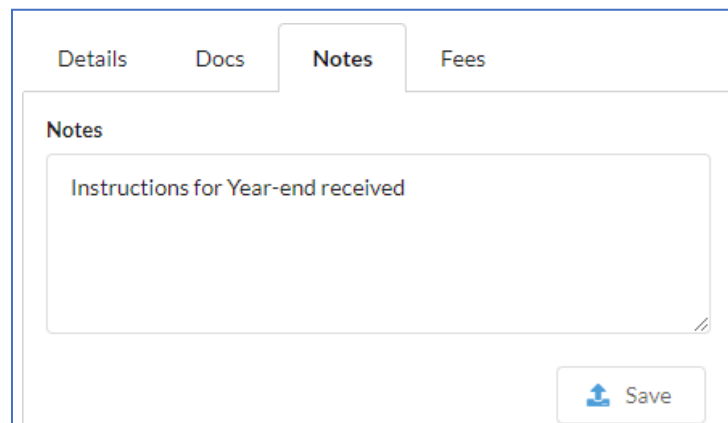


You can drag and drop the email or the attachment to save on the file:

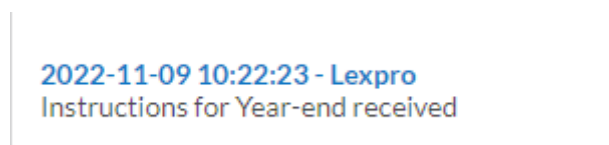


All uploaded documents, whether saved through the online Litigation program or the Add-in will be displayed on the file.

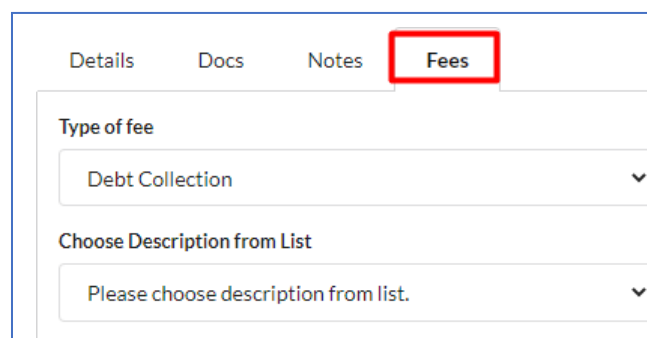
Click Notes to add a note to the file:



The note will display on both the online Litigation program as well as in the Add-in.



Click the fees tab to capture a fee on the file





Chris Lubbe
Senior Consultant

Lexpro App – Available for iOS and Android

As a leading provider of legal technology solutions, we are proud to announce the launch of a new app designed specifically for attorneys. The app, which is available for download on both iOS and Android devices, offers a range of features to help attorneys to streamline their work and to improve their efficiency.

The app allows attorneys to easily search for files, make phone calls and send emails directly from the app. It also includes features for debiting fees and generating fee reports and five-column client ledgers. Additionally, the app allows for the taking of file notes and sending of messages.

We are excited to bring this cutting-edge technology to the legal community. Our goal is to make the lives of attorneys easier by providing them with the tools they need to be more productive and successful in their work.

The new app is available for download on the App Store and Google Play and is free of charge for all registered online Litigations users. Use your existing Lexpro online Litigation & Debt Collection login details to access the app.

