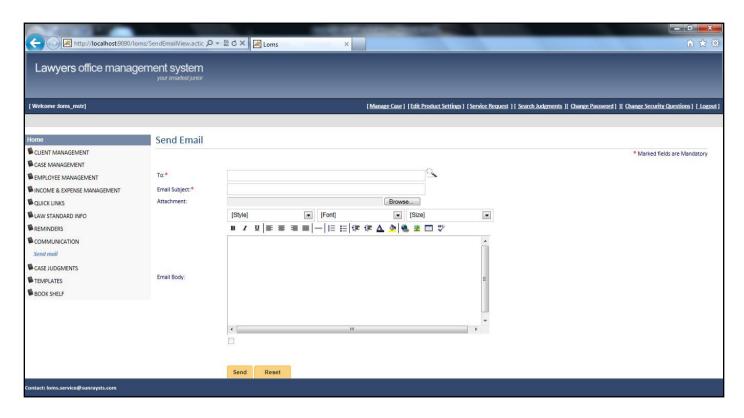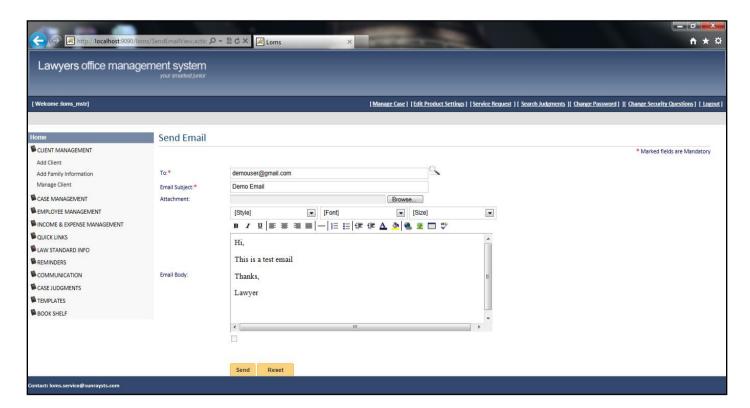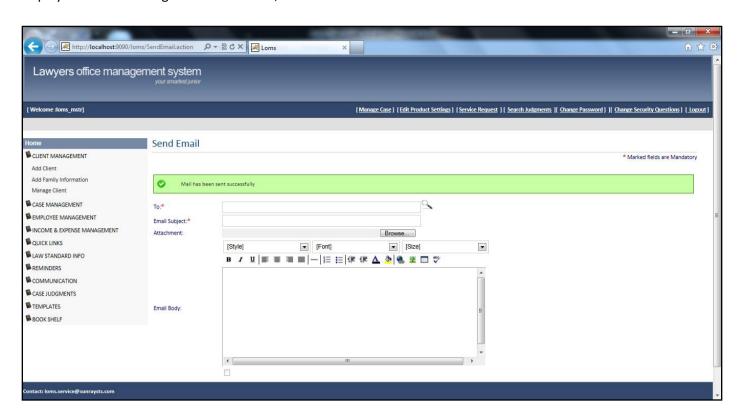# Send Email

Step 1: Navigate to the link COMMUNICATION > SEND EMAIL

Step 2: The user can compose the email normally as they would do it in any email websites. To send an email to an client, the user can click on the magnifier symbol near the TO field and search the client email id

Step 3: Click on the SEND button after composing the email. Once the email has been sent the application will display a success message as shown below,

NOTE: The application will use the Lawyer's registration credentials to SEND EMAIL. Please be careful with the mail content and the option usage.