

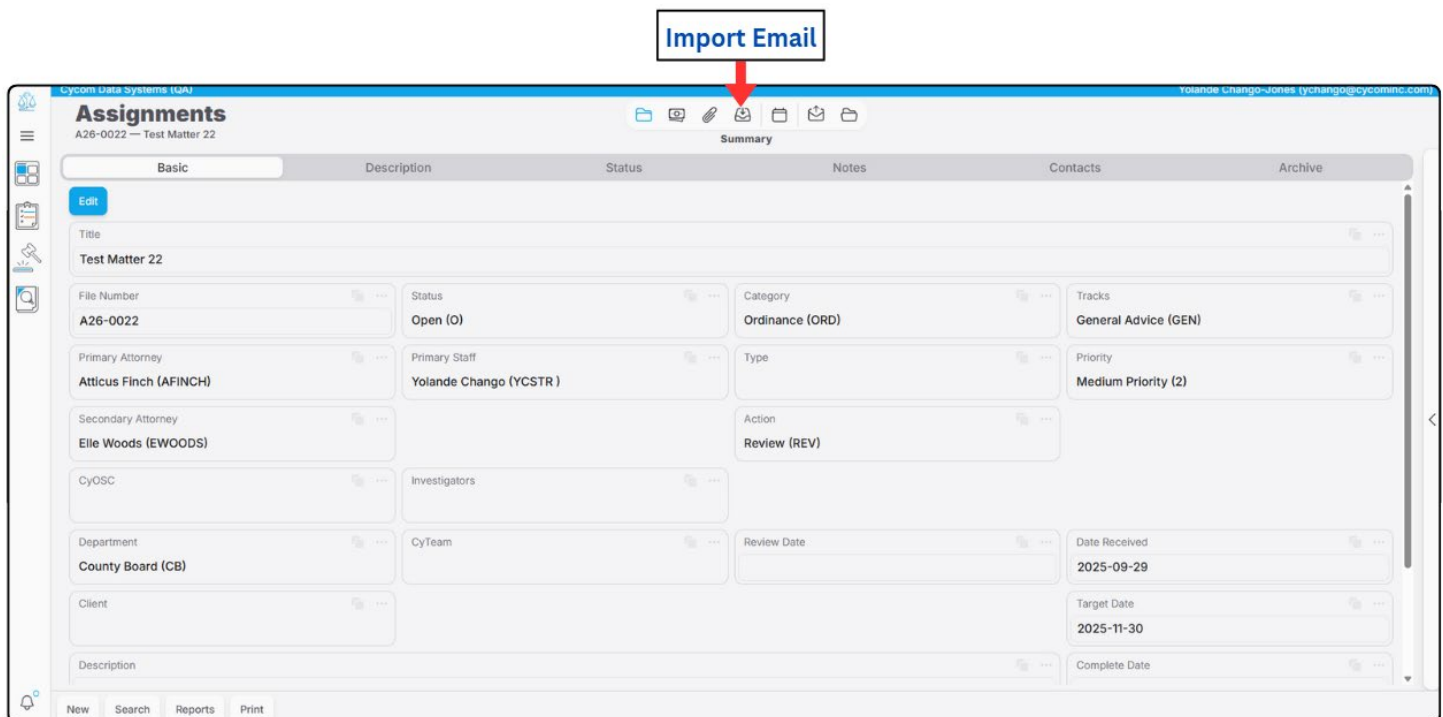
This article includes **Importing and Sending Emails** from within a matter in **CityLaw/CountyLaw Next Generation (CLNG)**.

Contents:

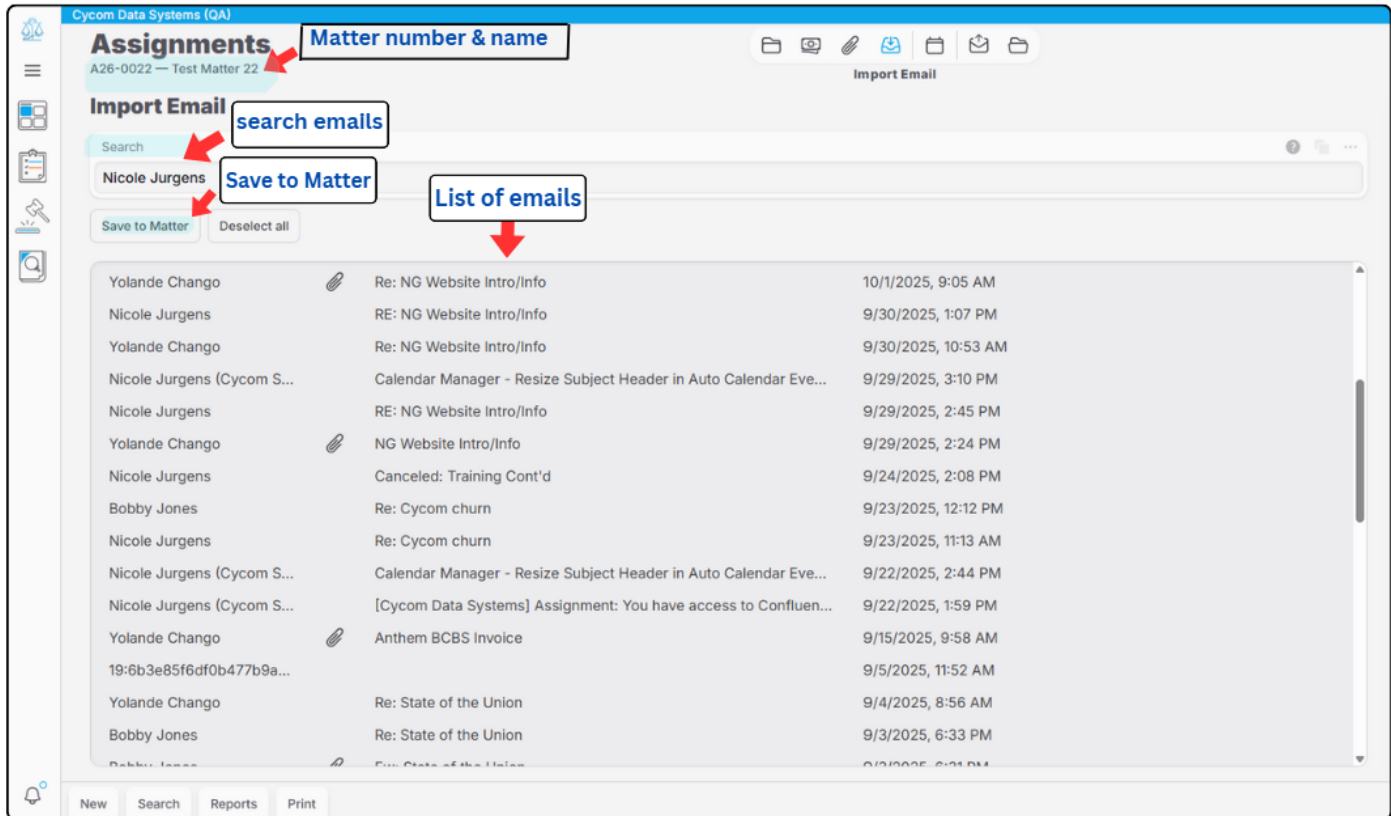
- [Import Email](#)
- [Send Email](#)

Import Email

To Import an Email, click on the **Import Email** button (folder icon with an arrow in) on the **Module Tool Bar**.



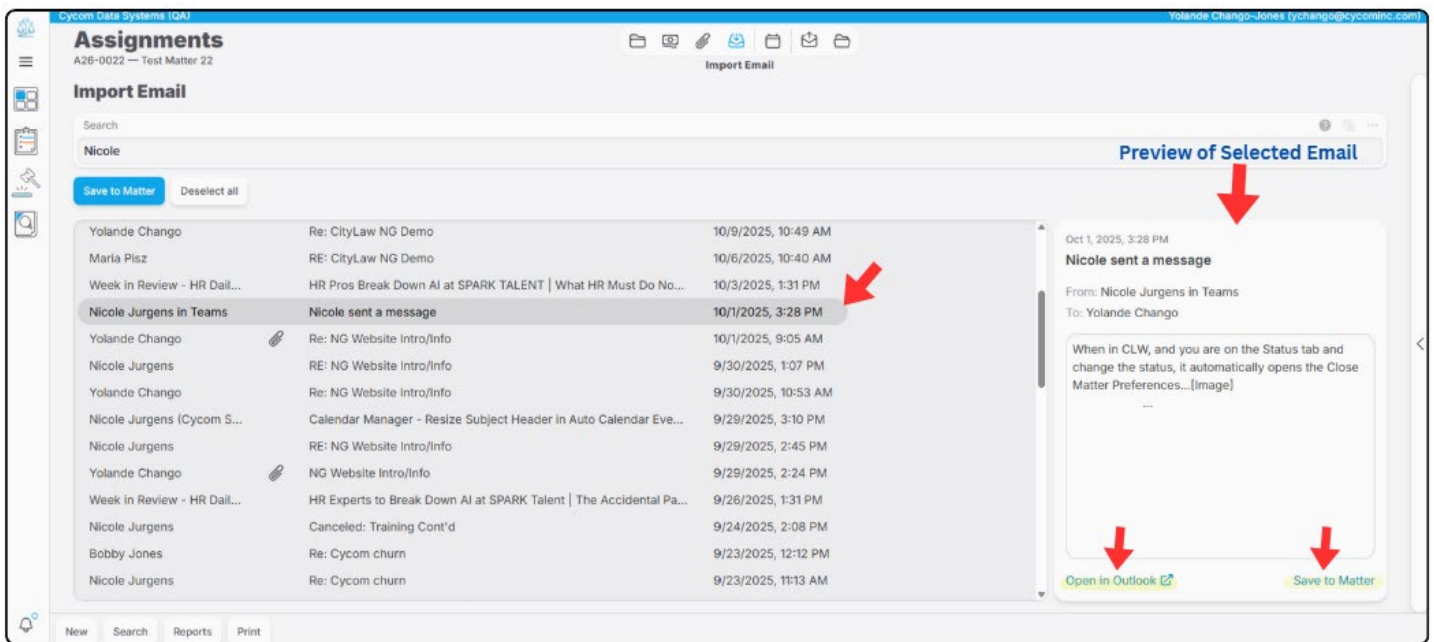
The **Import Email** view will open and emails from your **Outlook** account will be visible in the panel. You may **search** for a specific email by **name, subject, date or any identifying keyword/s**. You may then **select the email** or any number of emails you wish to attach to the matter.



The screenshot displays the 'Import Email' view within the 'Assignments' section for matter 'A26-0022 - Test Matter 22'. The interface includes a search bar with the text 'Nicole Jurgens' and buttons for 'Save to Matter' and 'Deselect all'. A list of emails is shown below, with columns for sender, subject, and date. Red arrows highlight key features: 'Matter number & name' (pointing to the matter ID), 'search emails' (pointing to the search bar), 'Save to Matter' (pointing to the button), and 'List of emails' (pointing to the email list).

Sender	Subject	Date
Yolande Chango	Re: NG Website Intro/Info	10/1/2025, 9:05 AM
Nicole Jurgens	RE: NG Website Intro/Info	9/30/2025, 1:07 PM
Yolande Chango	Re: NG Website Intro/Info	9/30/2025, 10:53 AM
Nicole Jurgens (Cycom S...	Calendar Manager - Resize Subject Header in Auto Calendar Eve...	9/29/2025, 3:10 PM
Nicole Jurgens	RE: NG Website Intro/Info	9/29/2025, 2:45 PM
Yolande Chango	NG Website Intro/Info	9/29/2025, 2:24 PM
Nicole Jurgens	Canceled: Training Cont'd	9/24/2025, 2:08 PM
Bobby Jones	Re: Cycom churn	9/23/2025, 12:12 PM
Nicole Jurgens	Re: Cycom churn	9/23/2025, 11:13 AM
Nicole Jurgens (Cycom S...	Calendar Manager - Resize Subject Header in Auto Calendar Eve...	9/22/2025, 2:44 PM
Nicole Jurgens (Cycom S...	[Cycom Data Systems] Assignment: You have access to Confluen...	9/22/2025, 1:59 PM
Yolande Chango	Anthem BCBS Invoice	9/15/2025, 9:58 AM
19:6b3e85f6df0b477b9a...		9/5/2025, 11:52 AM
Yolande Chango	Re: State of the Union	9/4/2025, 8:56 AM
Bobby Jones	Re: State of the Union	9/3/2025, 6:33 PM
Bobby Jones	Re: State of the Union	9/3/2025, 6:33 PM

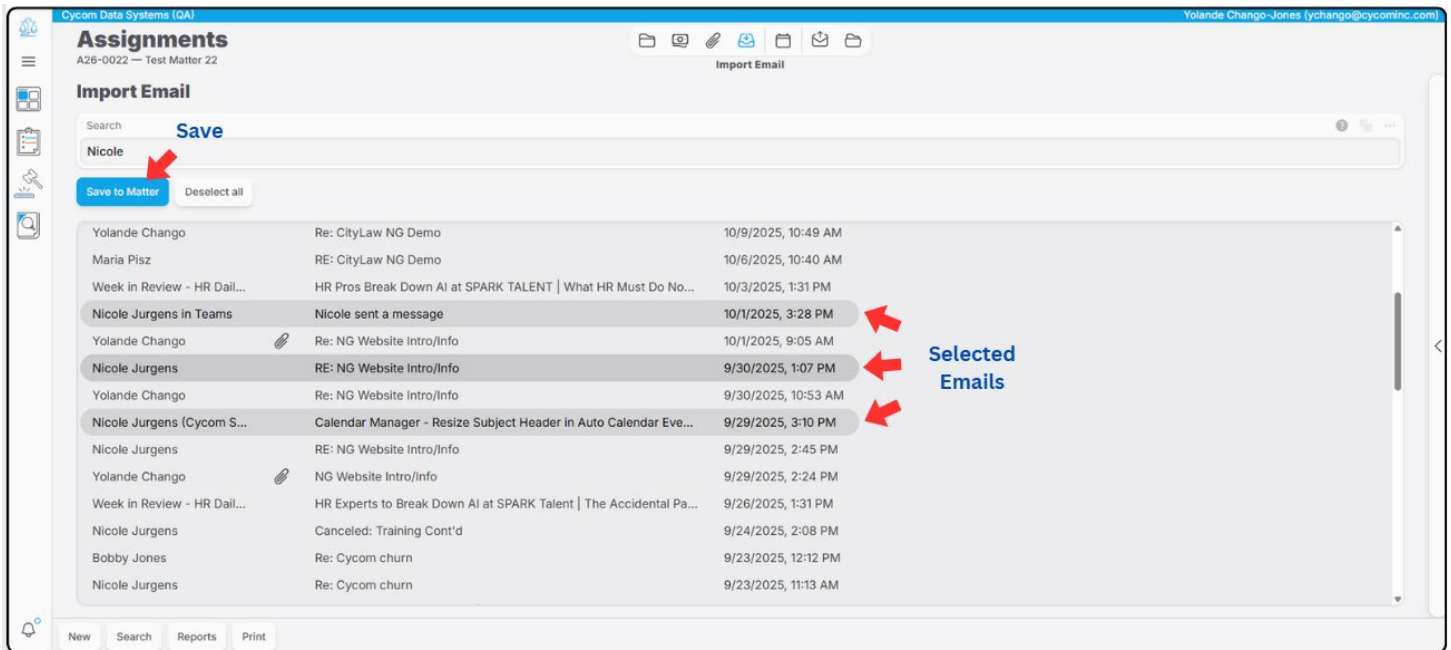
When an email is selected, it will be highlighted with **light grey** color, and a preview of the email will appear in a second panel to the right. If you wish to open the email in Outlook, select **Open in Outlook** at bottom left of the right panel. If you wish to attach the email to the matter, select **Save to Matter** at bottom right of the panel.



The screenshot displays the 'Assignments' interface for 'A26-0022 - Test Matter 22'. It features an 'Import Email' section with a search bar and a 'Save to Matter' button. Below this is a list of email assignments. One email is selected and highlighted in light grey: 'Nicole Jurgens in Teams' with the subject 'Nicole sent a message' and timestamp '10/11/2025, 3:28 PM'. To the right, a 'Preview of Selected Email' panel shows the email content: 'Nicole sent a message' from 'Nicole Jurgens in Teams' to 'Yolande Change'. The preview includes a text snippet: 'When in CLW, and you are on the Status tab and change the status, it automatically opens the Close Matter Preferences...[Image]'. At the bottom of the preview panel, there are two buttons: 'Open in Outlook' and 'Save to Matter'. Red arrows in the image point to the selected email row, the preview title, and both buttons.

Sender	Subject	Time
Yolande Change	Re: CityLaw NG Demo	10/9/2025, 10:49 AM
Maria Plisz	RE: CityLaw NG Demo	10/6/2025, 10:40 AM
Week in Review - HR Dail...	HR Pros Break Down AI at SPARK TALENT What HR Must Do No...	10/3/2025, 1:31 PM
Nicole Jurgens in Teams	Nicole sent a message	10/11/2025, 3:28 PM
Yolande Change	Re: NG Website Intro/Info	10/1/2025, 9:05 AM
Nicole Jurgens	RE: NG Website Intro/Info	9/30/2025, 1:07 PM
Yolande Change	Re: NG Website Intro/Info	9/30/2025, 10:53 AM
Nicole Jurgens (Cycom S...	Calendar Manager - Resize Subject Header in Auto Calendar Eve...	9/29/2025, 3:10 PM
Nicole Jurgens	RE: NG Website Intro/Info	9/29/2025, 2:45 PM
Yolande Change	NG Website Intro/Info	9/29/2025, 2:24 PM
Week in Review - HR Dail...	HR Experts to Break Down AI at SPARK Talent The Accidental Pa...	9/26/2025, 1:31 PM
Nicole Jurgens	Canceled: Training Cont'd	9/24/2025, 2:08 PM
Bobby Jones	Re: Cycom churn	9/23/2025, 12:12 PM
Nicole Jurgens	Re: Cycom churn	9/23/2025, 11:13 AM

If multiple emails are selected the preview panel will not open. After you have made your selections, click **Save to Matter** at the top left.

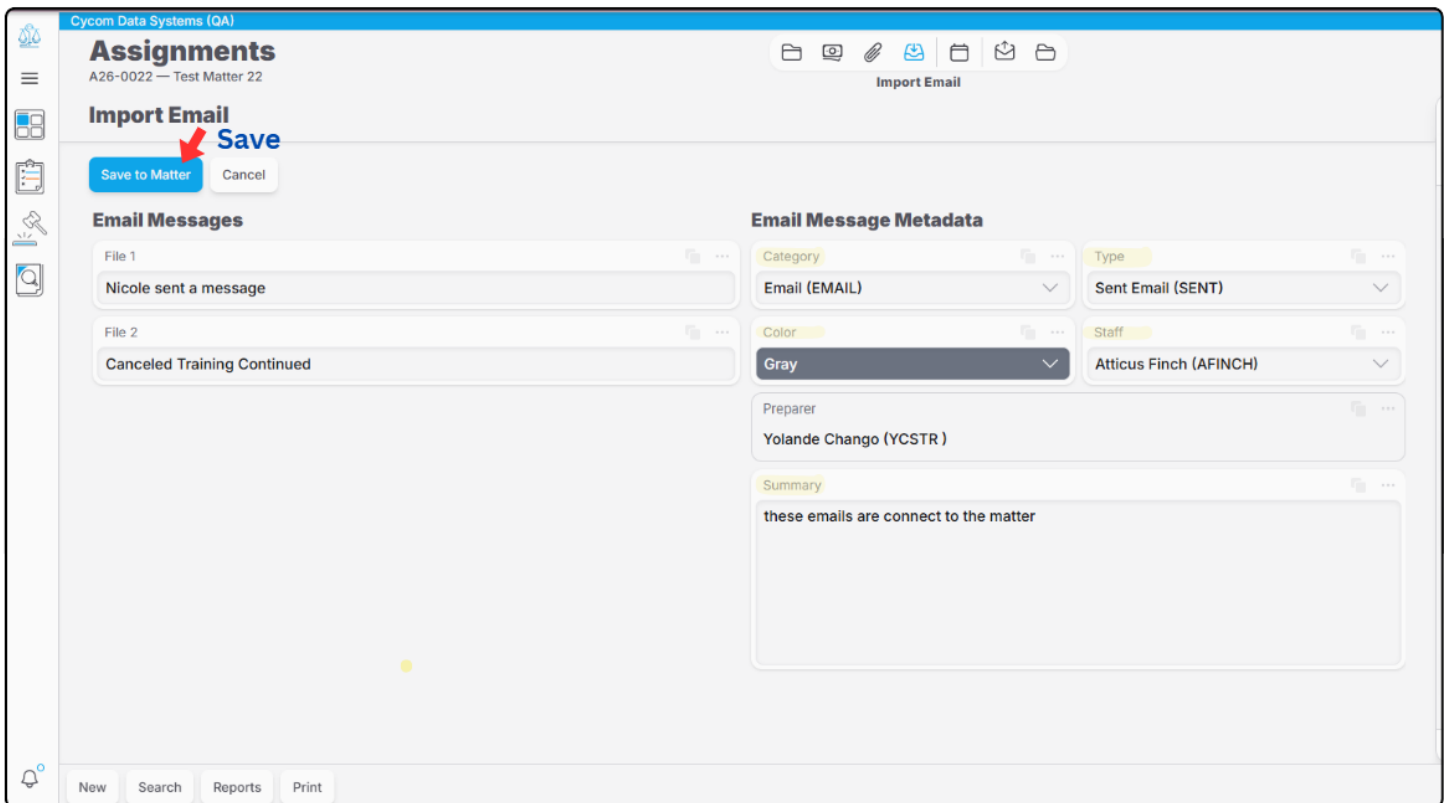


The screenshot displays the 'Assignments' page in the Cycom Data Systems (QA) application. The page title is 'A26-0022 — Test Matter 22'. The user is identified as 'Yolande Chango-Jones (ychango@cycominc.com)'. The main section is titled 'Import Email' and features a search bar with the text 'Nicole' and a 'Save' button. Below the search bar are two buttons: 'Save to Matter' (highlighted with a red arrow) and 'Deselect all'. The email list contains the following entries:

Sender	Subject	Date/Time
Yolande Chango	Re: CityLaw NG Demo	10/9/2025, 10:49 AM
Maria Pisz	RE: CityLaw NG Demo	10/6/2025, 10:40 AM
Week in Review - HR Dall...	HR Pros Break Down AI at SPARK TALENT What HR Must Do No...	10/3/2025, 1:31 PM
Nicole Jurgens in Teams	Nicole sent a message	10/1/2025, 3:28 PM
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Nicole Jurgens (Cycom S...	Calendar Manager - Resize Subject Header in Auto Calendar Eve...	9/29/2025, 3:10 PM
Nicole Jurgens	RE: NG Website Intro/Info	9/29/2025, 2:45 PM
Yolande Chango	NG Website Intro/Info	9/29/2025, 2:24 PM
Week in Review - HR Dall...	HR Experts to Break Down AI at SPARK Talent The Accidental Pa...	9/26/2025, 1:31 PM
Nicole Jurgens	Canceled: Training Cont'd	9/24/2025, 2:08 PM
Bobby Jones	Re: Cycom churn	9/23/2025, 12:12 PM
Nicole Jurgens	Re: Cycom churn	9/23/2025, 11:13 AM

Annotations in the screenshot include three red arrows pointing to the email entries: 'Nicole Jurgens in Teams', 'Nicole Jurgens', and 'Nicole Jurgens (Cycom S...'. A blue text label 'Selected Emails' is positioned to the right of these three entries.

An **Import Email** card will open for the purpose of editing or entering some information like a **Summary** or assigning a **Type, Color, or Staff** to the emails, the **preparer** will be entered automatically. When you have finished entering the information, click the blue **Save to Matter** button at the top left.



Cycom Data Systems (QA)

Assignments

A26-0022 — Test Matter 22

Import Email

Save to Matter Cancel

Email Messages

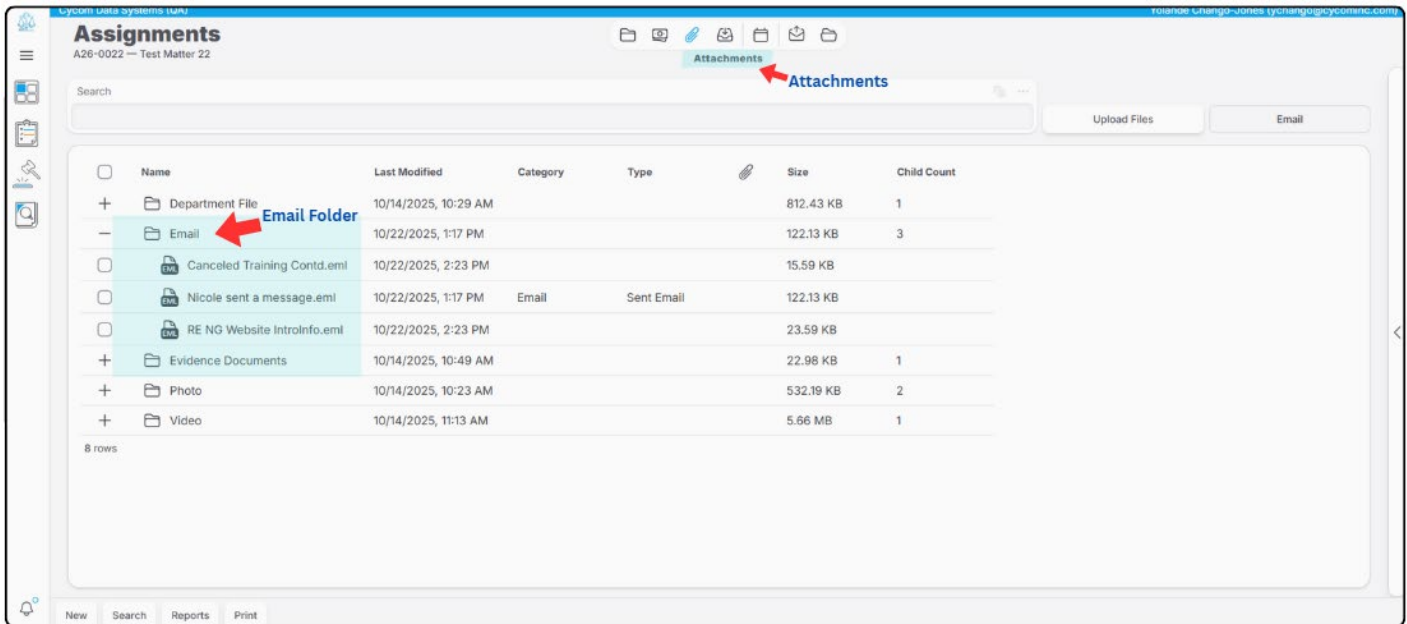
File	Message
File 1	Nicole sent a message
File 2	Canceled Training Continued

Email Message Metadata

Category	Email (EMAIL)	Type	Sent Email (SENT)
Color	Gray	Staff	Atticus Finch (AFINCH)
Preparer	Yolande Chango (YCSTR)		
Summary	these emails are connect to the matter		

New Search Reports Print

To access the imported emails, go to **Attachments** by clicking on the paperclip icon in the Module Tool Bar. There will be a **subfolder labeled Email**, imported emails that are attached to the selected matter will be listed there as files.

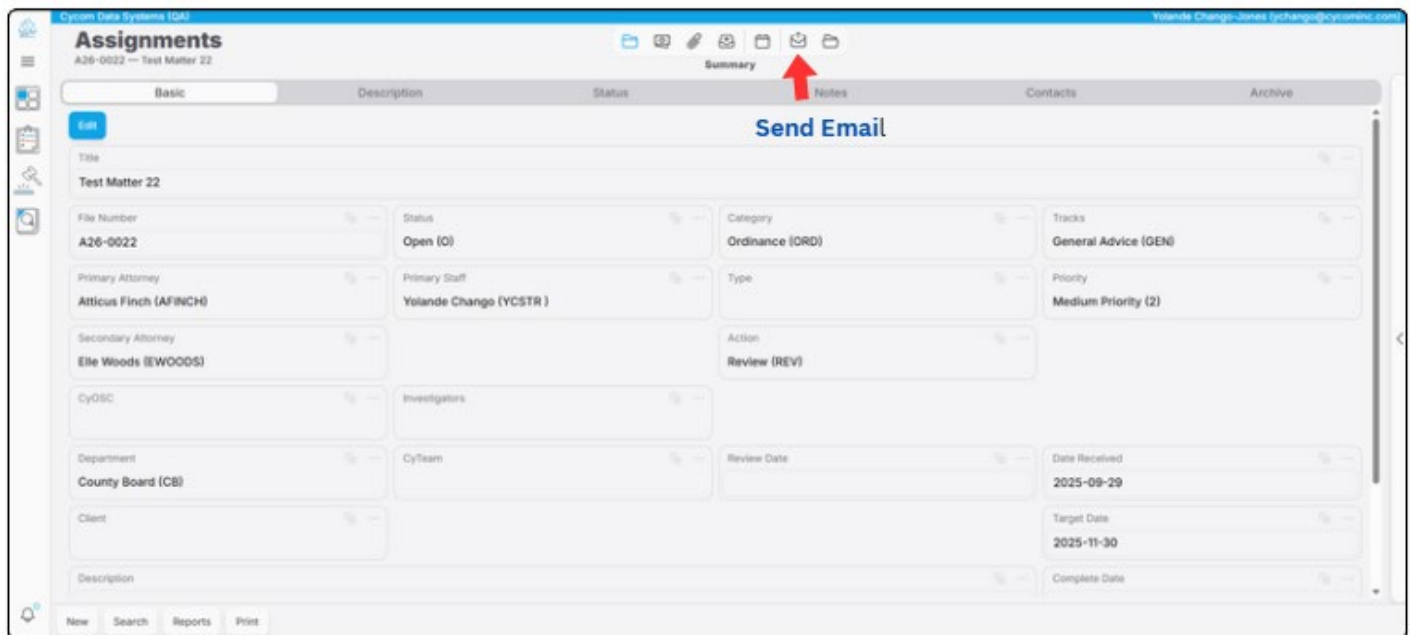


The screenshot shows the 'Assignments' interface for matter A26-0022. The 'Attachments' subfolder is selected, displaying a list of files. A red arrow points to the 'Email' subfolder, which is labeled 'Email Folder'. The list includes several email files, with one selected.

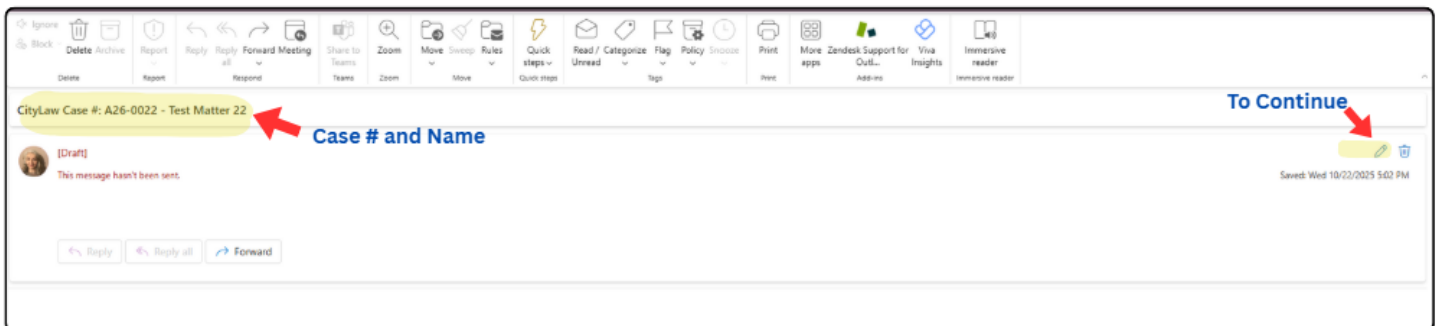
	Name	Last Modified	Category	Type	Size	Child Count
+ [Folder]	Department File	10/14/2025, 10:29 AM			812.43 KB	1
- [Folder]	Email	10/22/2025, 1:17 PM			122.13 KB	3
[File]	Canceled Training Contd.eml	10/22/2025, 2:23 PM			15.59 KB	
[File]	Nicole sent a message.eml	10/22/2025, 1:17 PM	Email	Sent Email	122.13 KB	
[File]	RE NG Website IntroInfo.eml	10/22/2025, 2:23 PM			23.59 KB	
+ [Folder]	Evidence Documents	10/14/2025, 10:49 AM			22.98 KB	1
+ [Folder]	Photo	10/14/2025, 10:23 AM			532.19 KB	2
+ [Folder]	Video	10/14/2025, 11:13 AM			5.66 MB	1

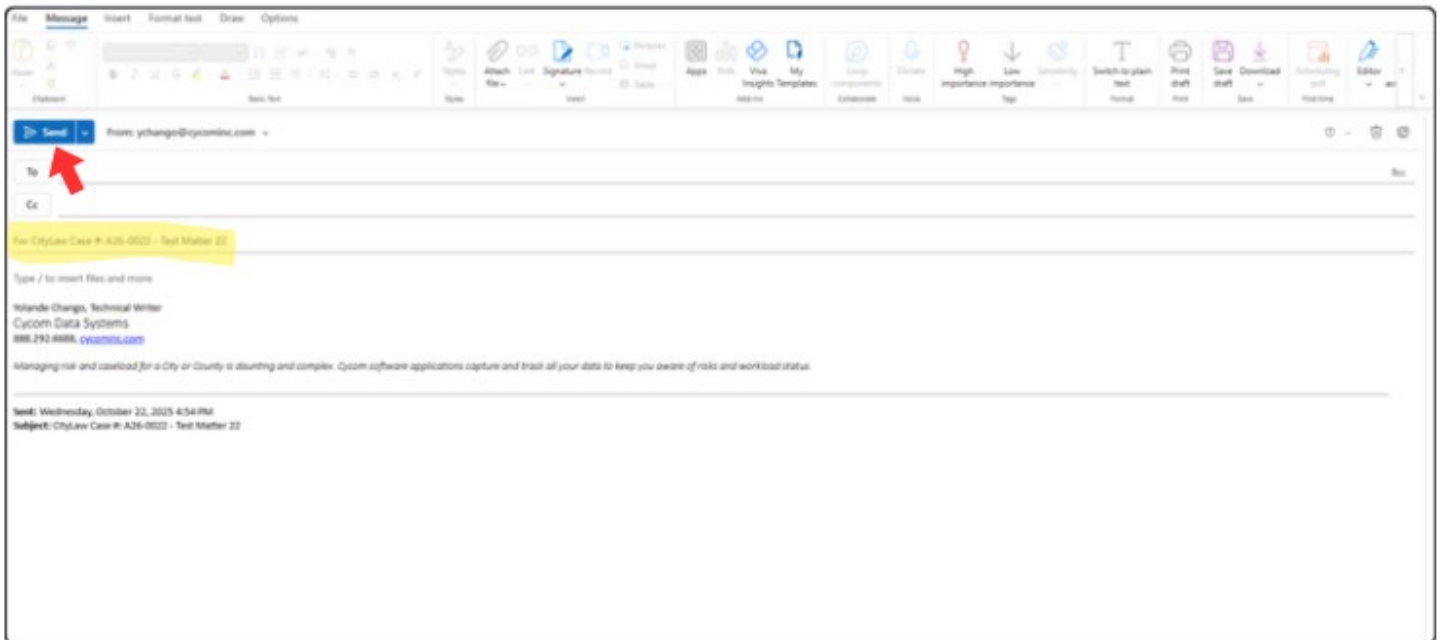
Send Email

To send an email without a matter attachment, click on **Send Email** icon on the **Module Tool Bar** (an envelope with an arrow in).



An **email draft** will open as a separate tab in the browser with the **case number and name of the matter** already entered under subject. Click the **pencil icon** to the right to **continue** creating your email.





Click send. The sent email will automatically be saved under **Attachments**.

If you discover an error in this document, or if you encounter any problems performing any steps described, please contact **Cycom Support** at support@cycominc.com or by calling **888-292-6688**.