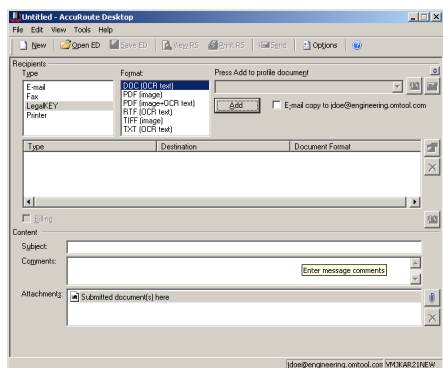# Sending a message to LegalKEY using AccuRoute Desktop

For detailed information on sending messages using AccuRoute Desktop, consult the user guide located at:
http://www.omtool.com/documentation/Accuroute/6.1/AccurouteDesktop/AccuRouteDesktopUserGuide.pdf

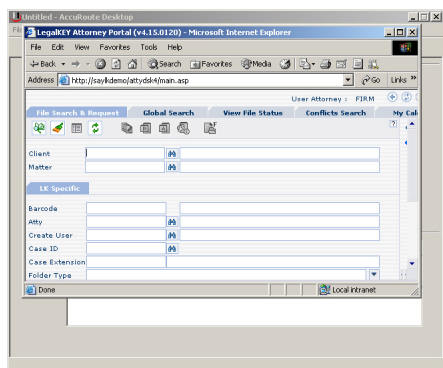**To send a message to LegalKEY using AccuRoute Desktop:**

1   Start AccuRoute Desktop. Click **Start**, go to the Upland AccuRoute programs group, and select **AccuRoute Desktop**. Log in if prompted. The application appears on your desktop.
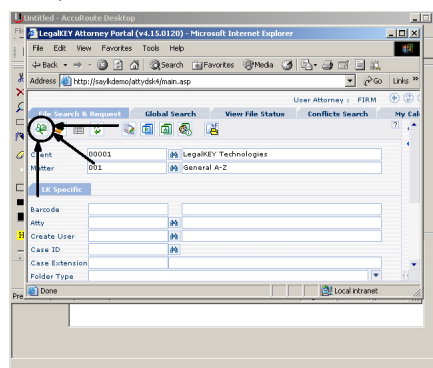

2   Select the destination type **LegalKEY** in the **Recipients Type** list and select a file format for your message in the **Format** list.

For more information on the available file formats, consult the AccuRoute Desktop User Guide.
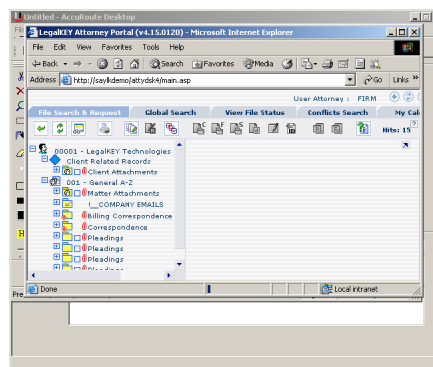
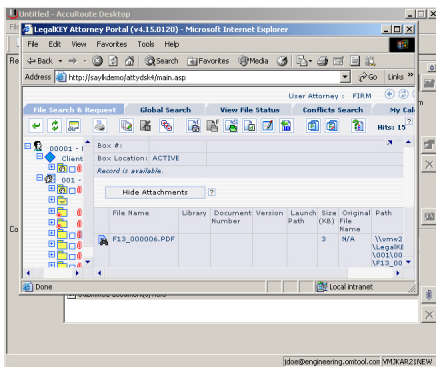**3**   Click **Add**. The **LegalKEY Attorney Portal** (v4.15.0120) screen appears.

4   Type the appropriate client code in the **Client** text box and click the binoculars button. (LegalKEY validates the client code.) Then type the appropriate matter code in the **Matter** text box and click the binoculars button. (LegalKEY validates the matter code.)

5   Click **Start Search**. LegalKEY launches a query and returns a list of folders and files where you can save the document.
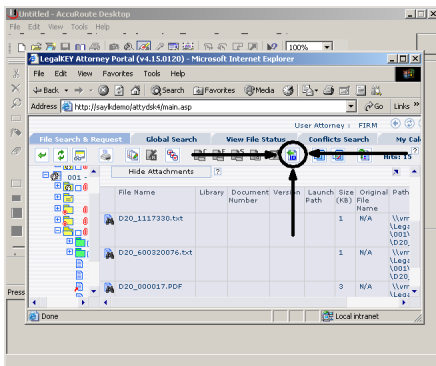
6   Select a location for the document.

7   Click **Get Item ID**. LegalKEY assigns a document ID to the document and closes. (In the background, LegalKEY writes an XML file that contains all the required document routing data for AccuRoute Desktop and saves this file in the AccuRoute Desktop pickup folder.)

The document is added to the Recipient list.

8   Add content to your message.

a   Locate the **Content** section at the bottom and type a subject and comments.

b   Add any attachments you want to send with your message. Click the paperclip icon and do one of the following:

File - Select this option to attach a file saved from your computer or network share. Go to the file, select it, and click **Open**. The file appears in the attachments list.

Web document - Select this option to attach a web page from the Internet. Type the address of the web document, choose a file name for the attachment,

select a file format for this attachment (such as PDF or HTML), and click **OK**.

9   Continue selecting options if necessary, and click **View RS** to generate the Routing Sheet. (In the background, AccuRoute Desktop picks up the XML file from the AccuRoute Desktop pickup folder pickup folder, obtains the required document routing data, and generates the Routing Sheet.)