

Getting started with Lexis® for Microsoft Office® for use with Lexis Advance®

Setting up your credentials

1. If this is the first time you are accessing the Lexis Advance® service, you will need to update your password. *If you have already updated your Lexis Advance password, please go to step 6.*

2. Go to advance.lexis.com.

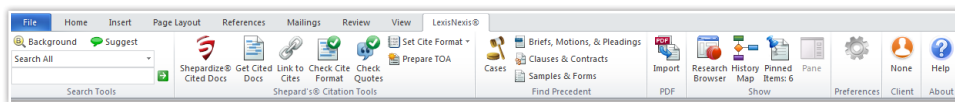
3. Enter your ID and Password.

4. You may be prompted to enter a new password.

5. Complete the change-password process, if prompted.

6. Open Microsoft® Word.

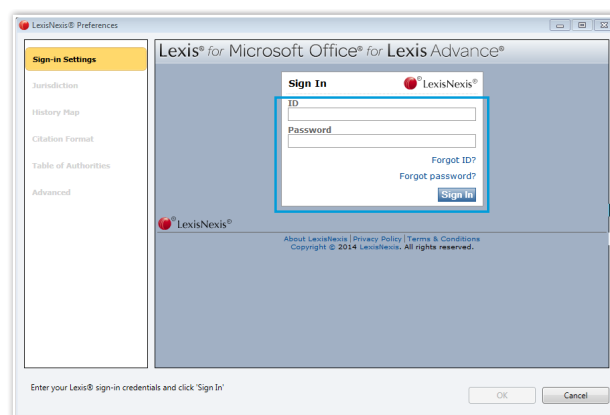
7. Click the **LexisNexis®** tab in the ribbon. Your ribbon will then appear as shown below.



8. Click **Preferences** on the right side of the ribbon.



9. Use the Sign-In form on the right side of the "Preferences" dialog box.



10. Enter your Lexis Advance ID and Password.

11. Click the **Sign In** button.

12. Click the **OK** button at the bottom of the dialog box.

13. Close the window.

For help, contact me: