



LexisNexis®

Lexis® for Microsoft Office®

GETTING STARTED WITH LEXIS® FOR MICROSOFT OFFICE®

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.

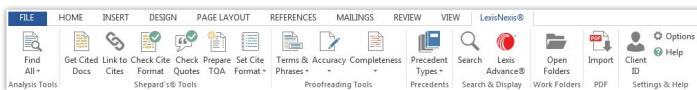
3. Enter your ID
and Password.

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

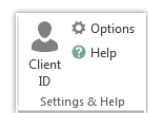
5. Complete the change-password process,
if prompted.

6. Open Microsoft® Word.

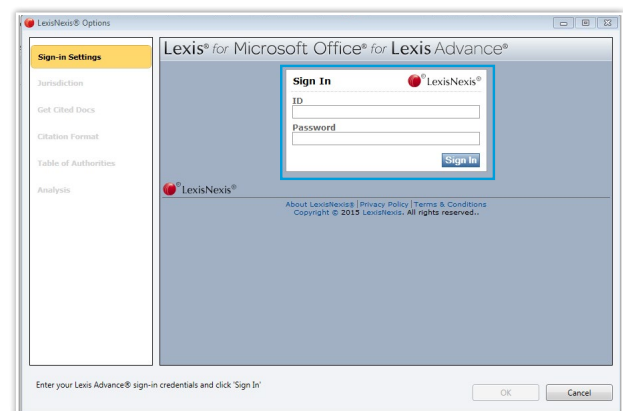
7. Click the **LexisNexis®** tab in the ribbon. Your
ribbon will then appear as shown below.



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



9. Use the Sign-In form on the right
side of the “Options” 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.

14. Start using Lexis for Microsoft Office.

For help, go to lexisnexis.com/lmo-support
or contact your LexisNexis representative.



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