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.*
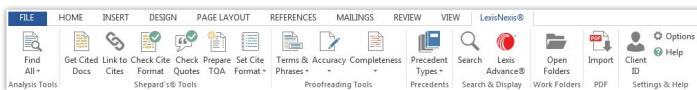
2. Go to advance.lexis.com.

3. Enter your ID and Password.

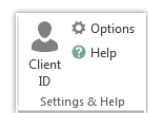4. You may be prompted to enter a new password.

5. Complete the change-password process, if prompted.
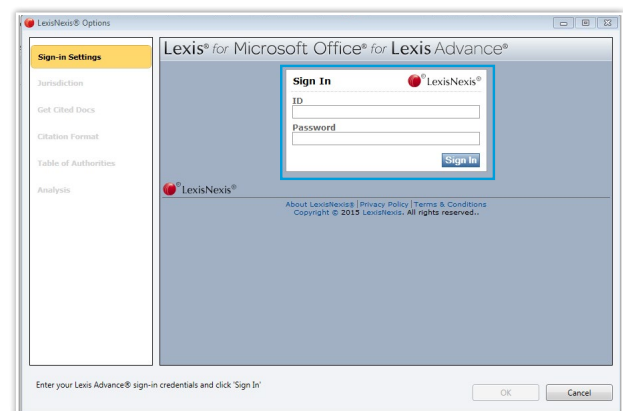
6. Open Microsoft® Word.

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.