



LexisNexis®

Lexis Create Deployment Guide

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Introduction

This document describes the deployment process for the LexisNexis Word Add-In.

Prerequisites

Users need to have Microsoft® Word Desktop installed on their machine.

- Administrator has access to the Microsoft Admin centre.
- The End User system requirements are:
 - **Computer and processor:**
 - Windows OS: 1.6 GHz or faster, 2-core
 - macOS: Intel processor
 - **Memory**
 - Windows OS: 4 GB RAM
 - macOS: 4 GB RAM
 - **Hard disk**
 - Windows OS: 4 GB of available disk space
 - macOS: 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS
 - **Microsoft Word:** Office 365 Recommended, also compatible with Office 2021 and Office 2019 . [NOTE: Office Version: Microsoft 365 ver. < 16.0.11.629 not supported]
 - **Compatible Office versions:** 32-bit, 64-bit. [NOTE: While 32-bit is supported, it can impact the performance of the add-in. 64-bit is recommended.]
 - **Display**
 - Windows OS: 1280 x 768 screen resolution (32-bit requires hardware acceleration for 4K and higher)
 - macOS: 1280 x 800 screen resolution.
 - Web apps require the same minimum resolution as the OS they are running on.
 - Minimum resolution assumes zoom, DPI settings, and text scaling are set at 100%. If not set to 100%, minimum resolution should be scaled

accordingly. For example, if you set the Windows display 'Scale and layout' setting on your Surface Book, which has a 3000x2000 physical display, to 200%, then Office would see a logical screen resolution of 1500x1000, meeting the minimum 1280x768 requirement.

- **Graphics**

- Windows OS: Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update).
- macOS: No graphics requirements.

On the network side, the software needs to connect to the internet, by default, it will attempt to use your system settings in the Control Panel. Please ensure that traffic for <https://pdc1c-maximuslmo.globalplatform.route53.lexis.com/> is allowed on your network.

Version Checking

To determine your version of Word, open the File menu in Word, then Account, then About Word. The version will appear in the first line of the About Microsoft Word dialog. In Microsoft Windows on newer versions of Office you can type Control-C to copy this information to share with others more readily.

To determine if you have the latest Office updates for your software, first check Windows Update settings by going to the Settings app, then select Windows Update (or Updates and Security). You should see when the last check was made and the phrase "You're up to date" on this application. Next, in Office 2019 and above, in Word, open the File menu, then Account. Next to the Update Options button is a description of the update status for your software. If your updates are managed by your organization, you will need to ask your system administrator if your system is up to date.

Deployment

There are two methods of deployment: through the Microsoft Store and through the Microsoft Admin Center.

Deployment from the Microsoft Store

Install directly from the Microsoft Store:

<https://appssource.microsoft.com/en-us/product/office/WA200004714>

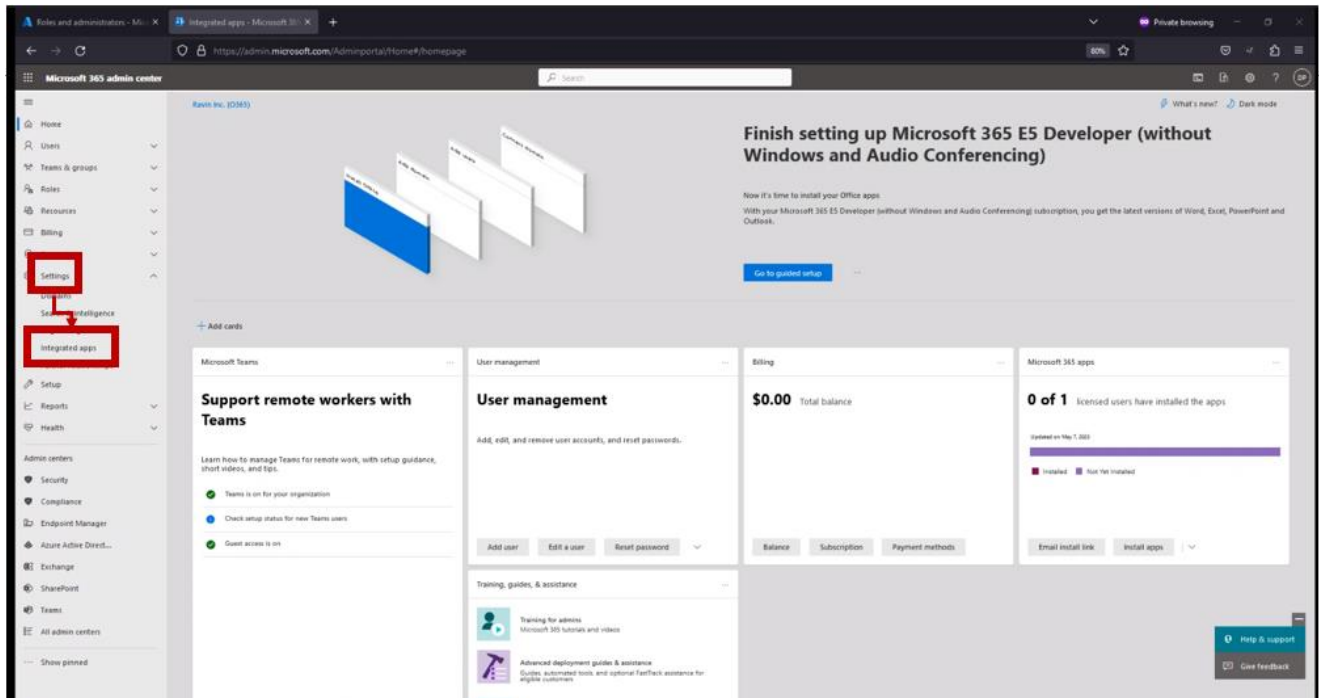
Centralized Deployment from Microsoft Admin Center

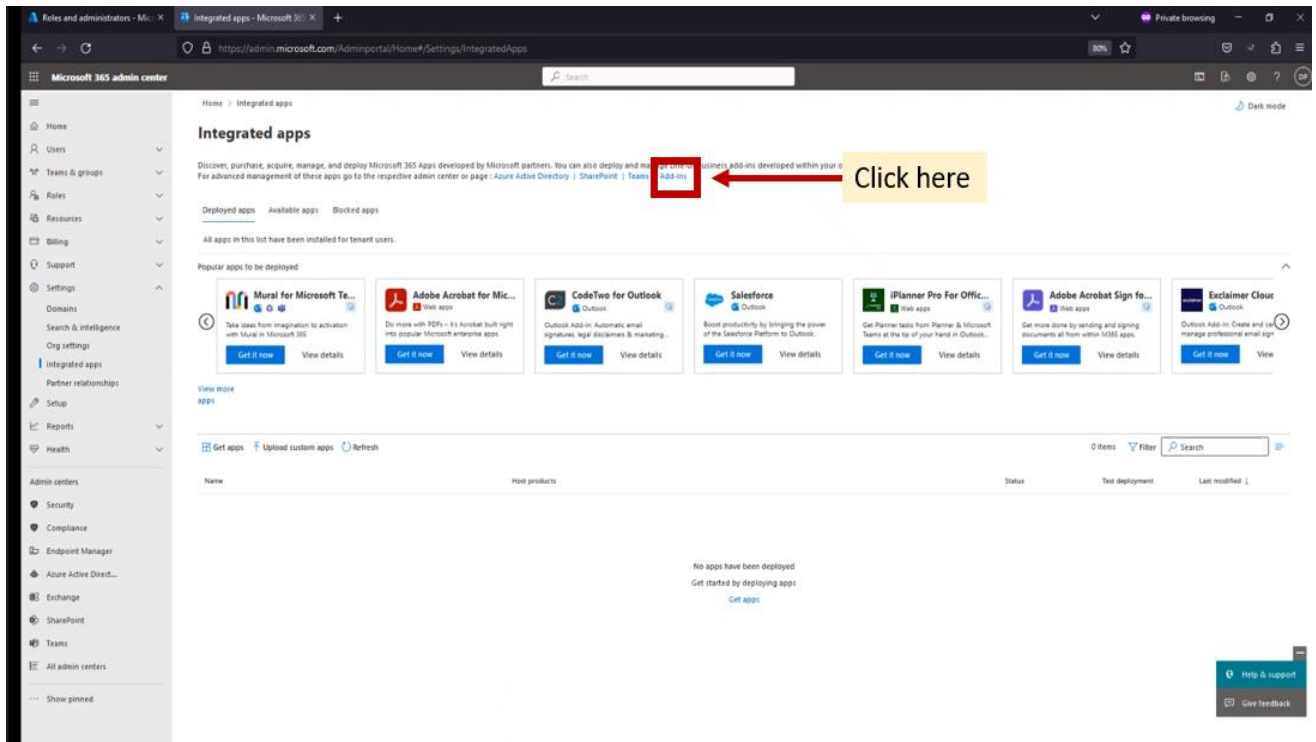
Reference <https://docs.microsoft.com/en-us/office/dev/add-ins/publish/centralized-deployment>

We recommend using these options for deployment of the LexisNexis Add-In: AppSource, Microsoft 365 Admin Center or SharePoint catalog.

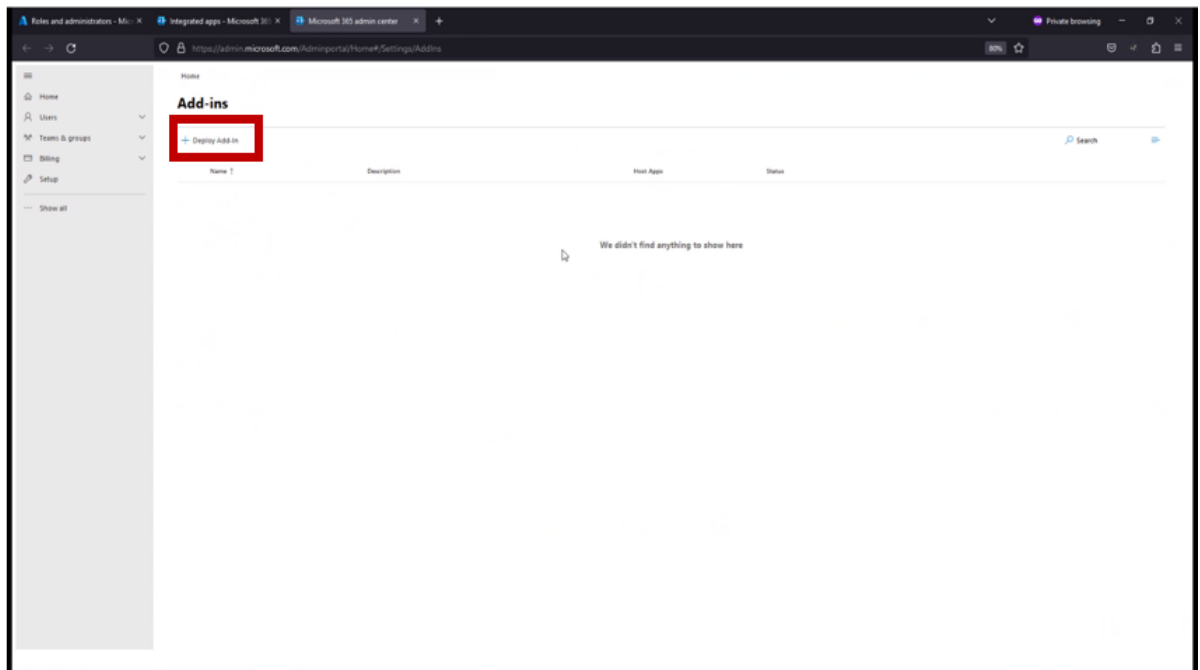
Steps for Microsoft 365 Admin Center:

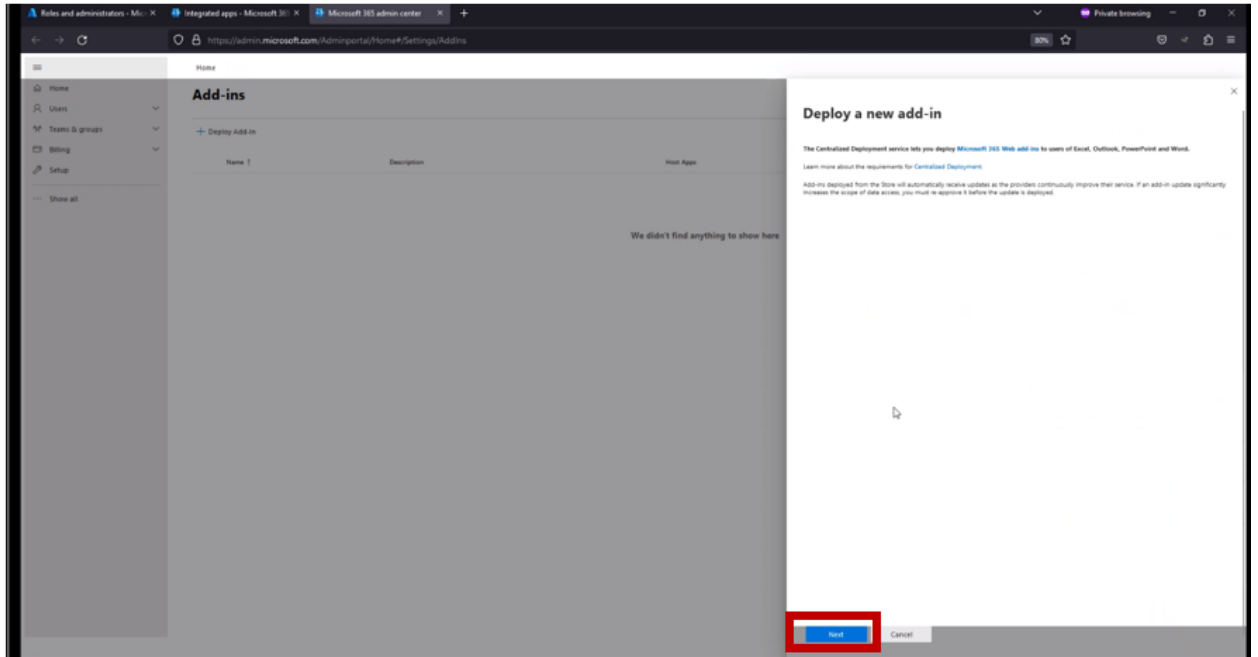
1. Log in to Microsoft Admin Centre.
2. In the Admin centre please go to the **Settings > Add-ins** page. If you do not see the **Add-in** Page, go to the **Settings > Integrated apps > Add-ins** page.



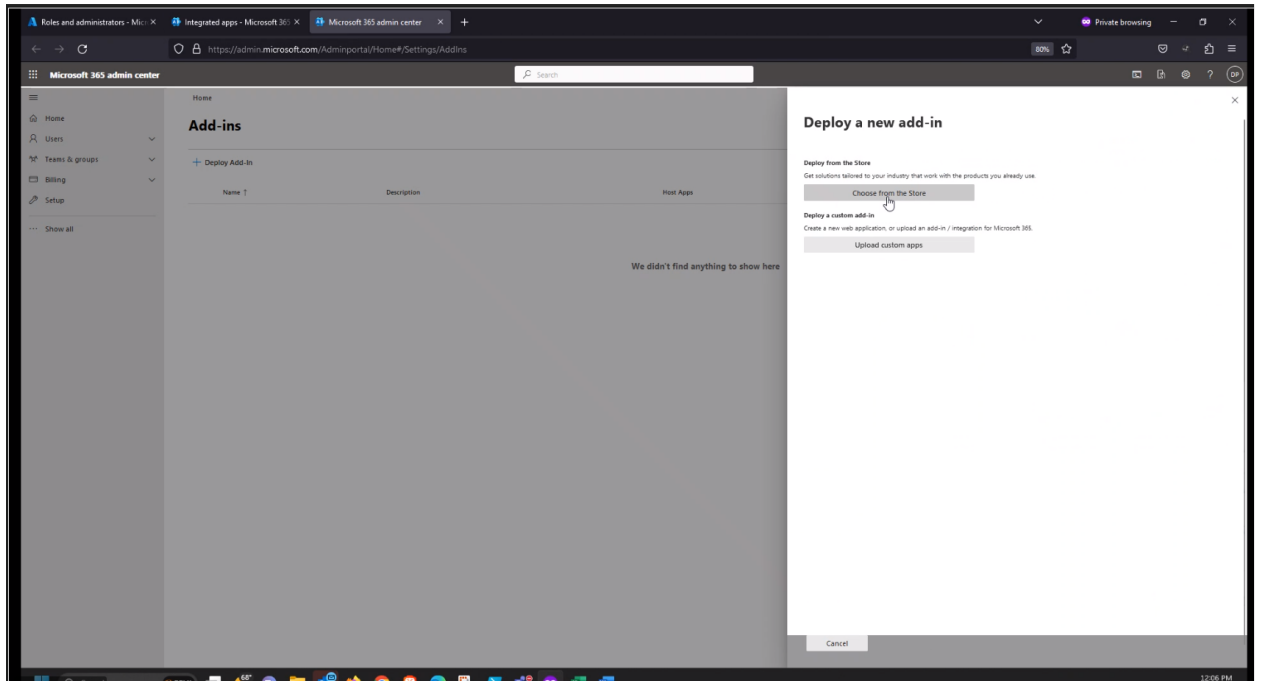


3. Select **Deploy Add-in** at the top of the page, and then select **Next**.

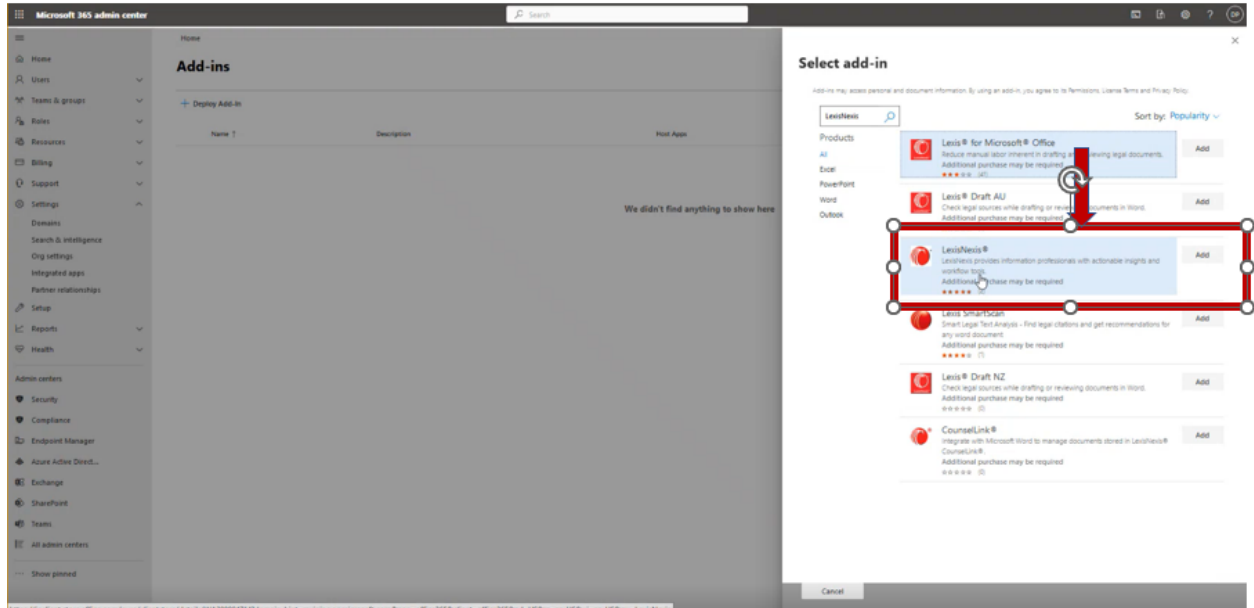




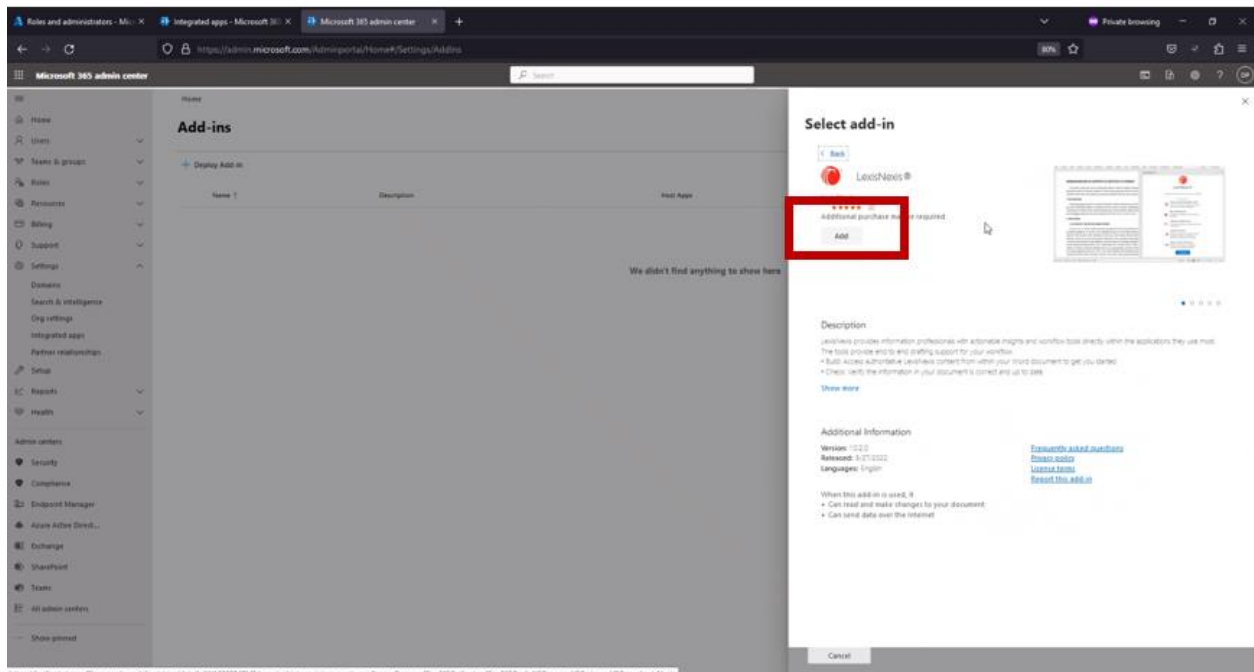
4. Choose from the Store



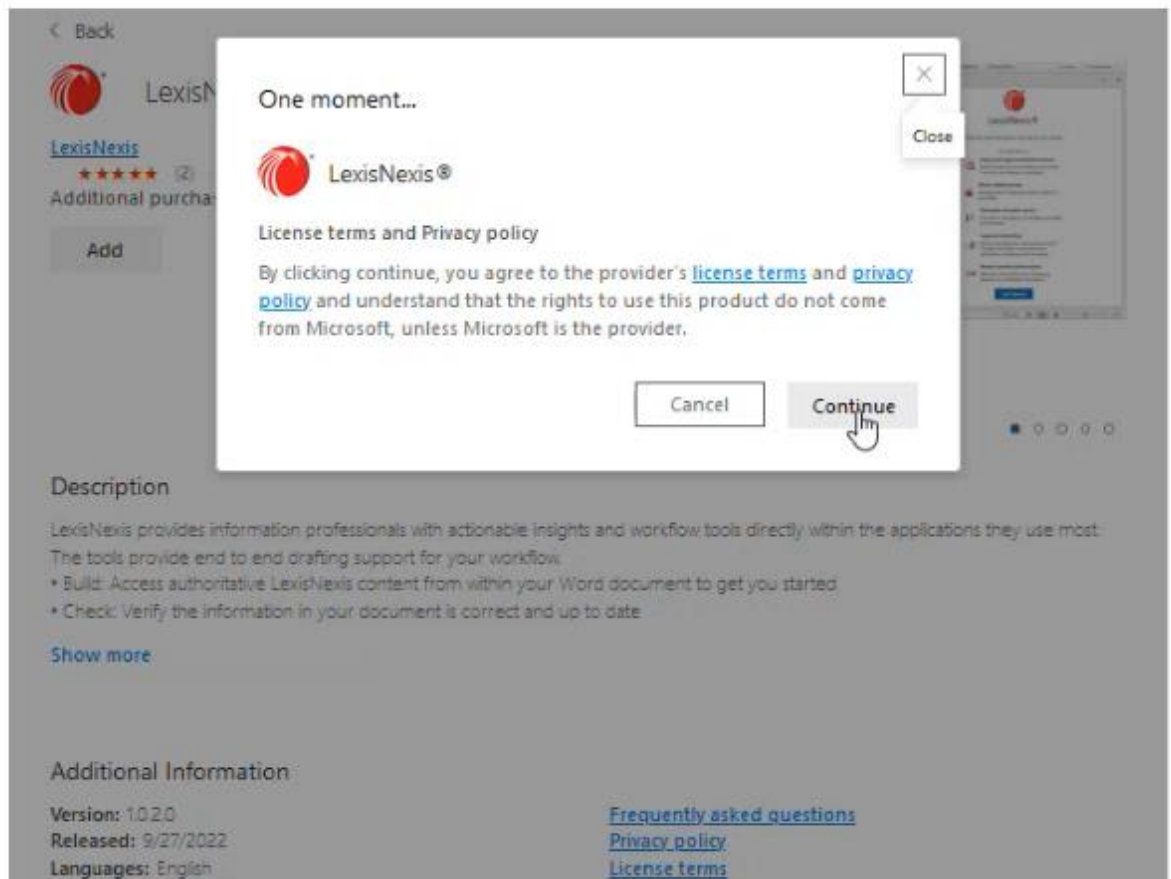
5. Search for LexisNexis and select LexisNexis



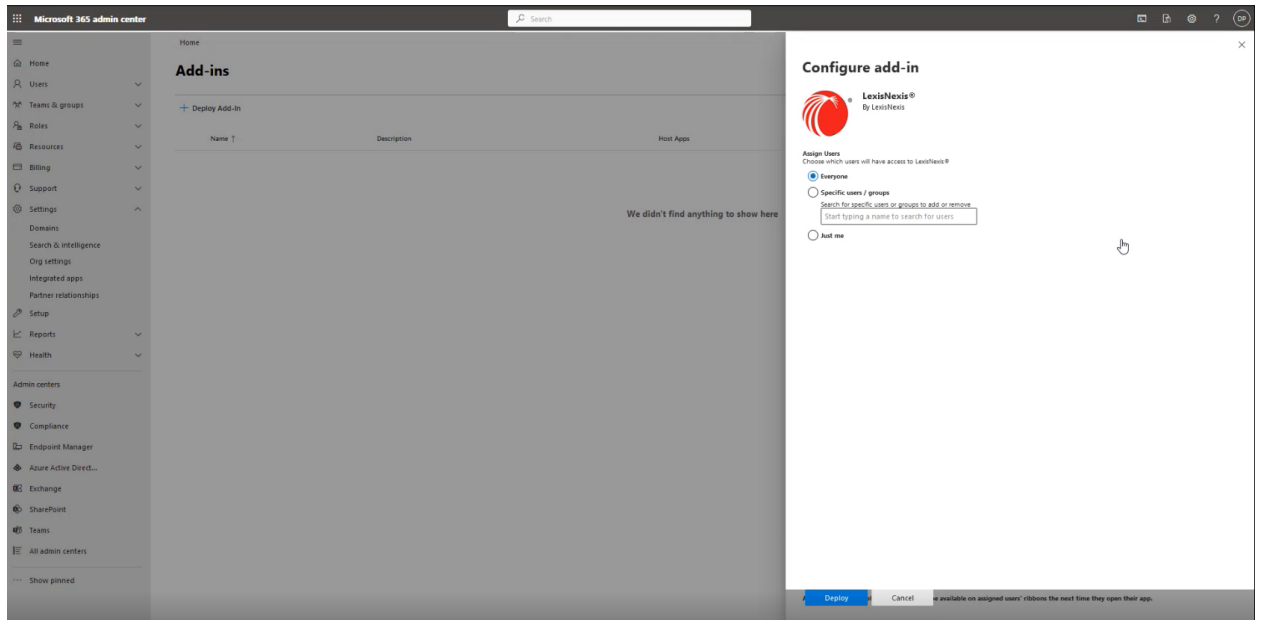
6. Select ADD and Continue



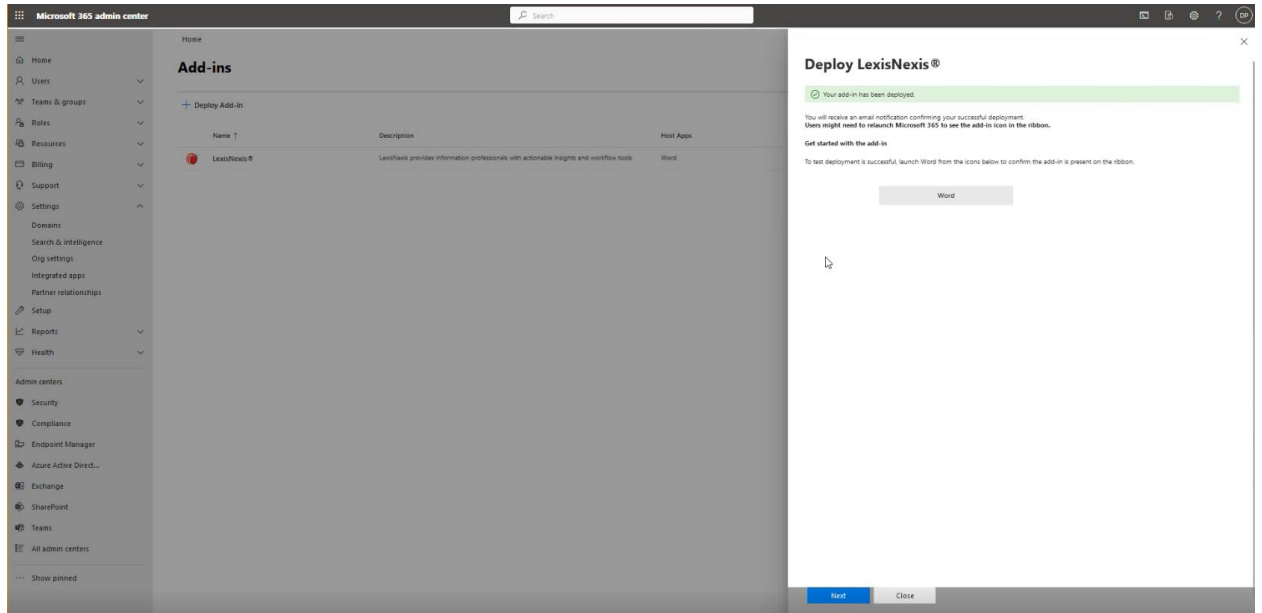
Select add-in

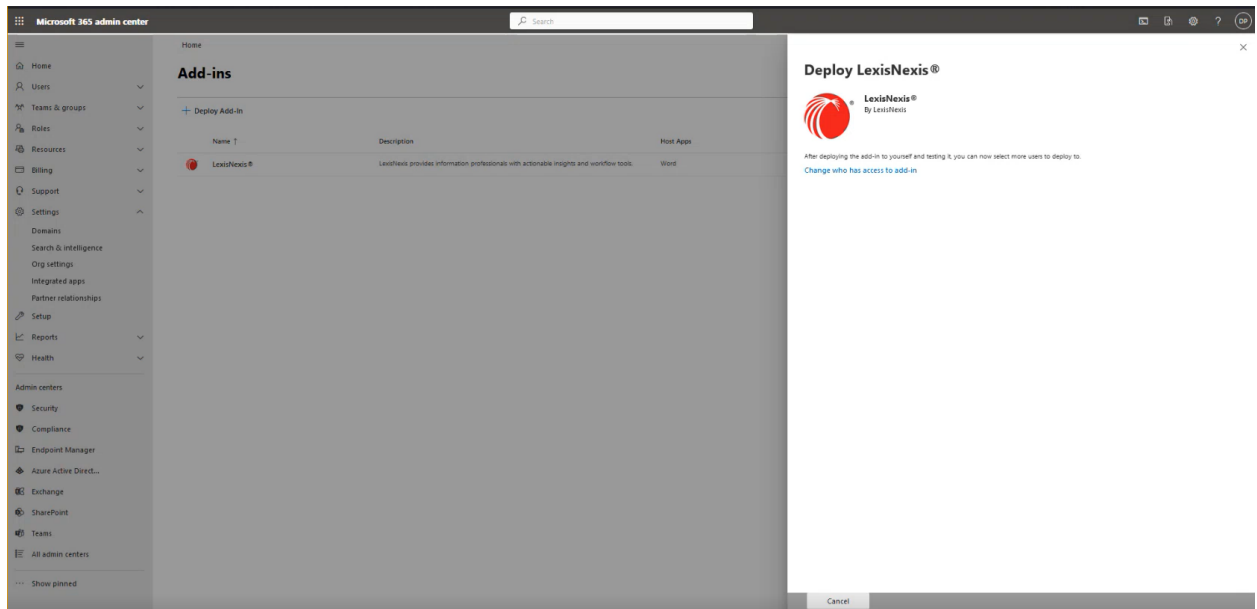


8. Configure the Add-In: by selecting the suitable option for your business

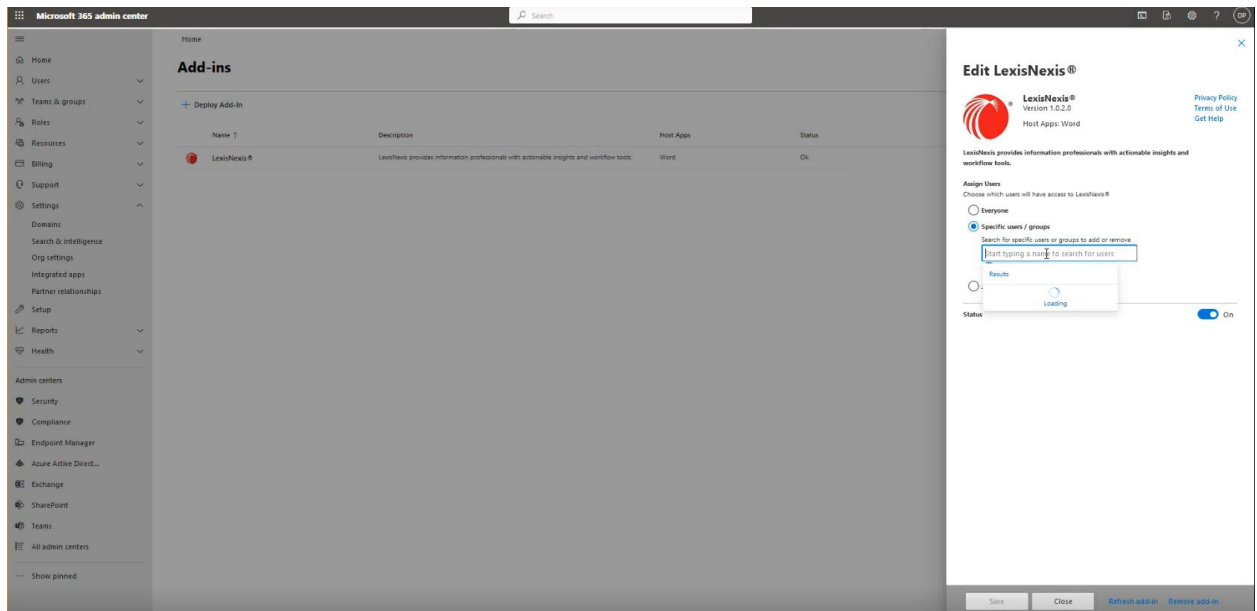


7. Click on DEPLOY and NEXT

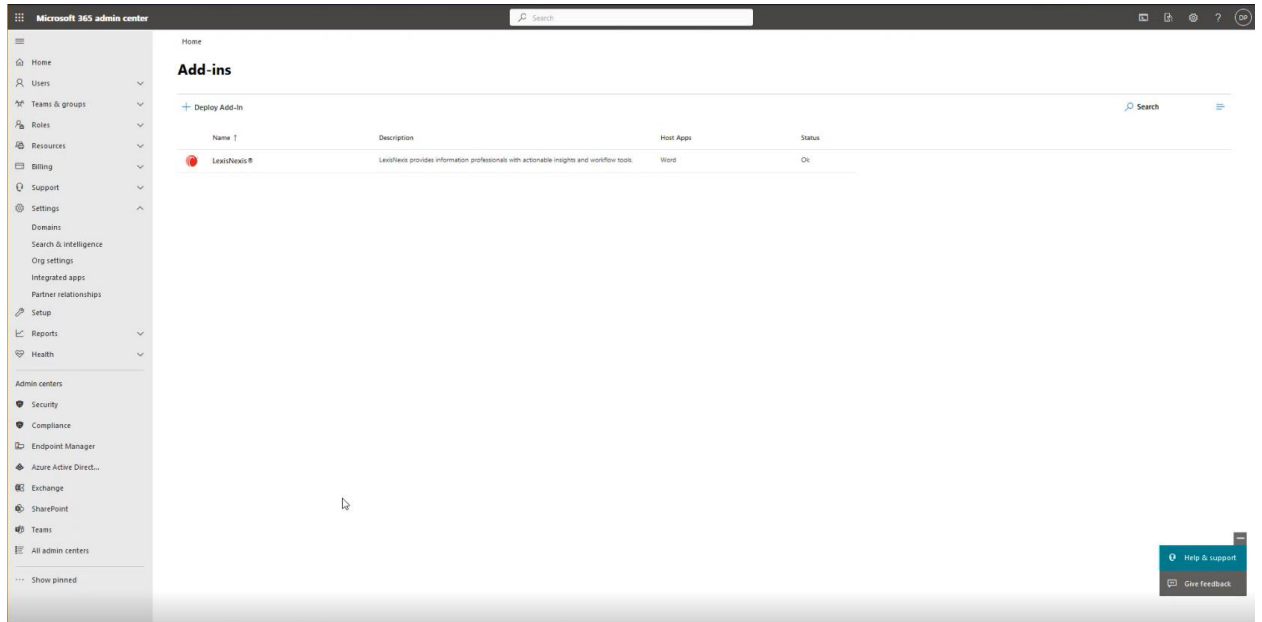




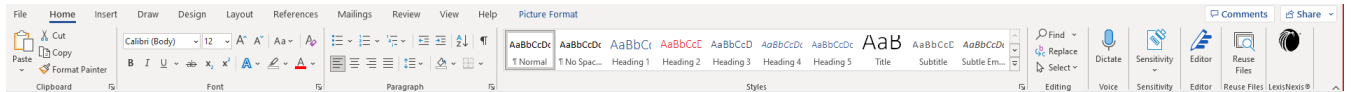
8. Select “Change who has access to add-in”: you can choose to deploy to everyone, or select those to provide access to and click CLOSE



9. LexisNexis Word Add-In is successfully deployed to the end users within your organization.



Once the installation is finalised, the LexisNexis button will appear in the MS Word toolbar:



Note: The steps documented above are in line with the Microsoft website and may be subject to change and updates. The link can be found here:
<https://docs.microsoft.com/en-us/microsoft-365/admin/manage/manage-deployment-of-add-ins?view=o365-worldwide>