



THE LAWYER'S DAILY QUICK START USER GUIDE

The Lawyer's Daily *only* from LexisNexis

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HOW TO SIGN IN

Visit www.thelawyersdaily.ca. Click on the LexisNexis Canada “gear” in the top right corner of the homepage then select “**My Account**” from the drop down menu.



At this point you need to either **Sign In** or **Register** to create an account. Enter your email address and password. If registering for the first time, use the password in the introductory email that was sent you.

Note: If you have not received your password please contact customer care for assistance customerservice@lexisnexis.ca or 1-800-387-0899.

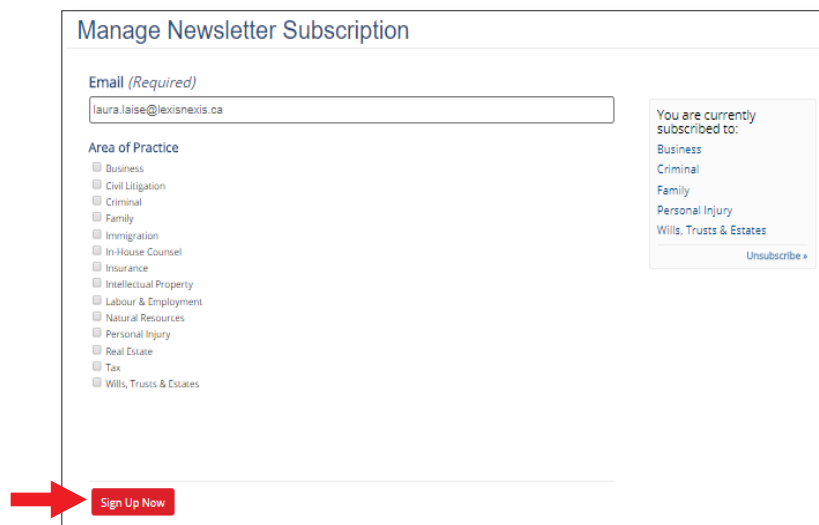
A screenshot of the LexisNexis Canada login and registration form. The form is divided into two sections: 'Sign In' and 'Register'. The 'Sign In' section has fields for 'Email:' and 'Password:', a 'Remember login?' checkbox, and a 'Sign In' button. The 'Register' section has a heading 'Create an individual account to personalize your experience.', a sub-heading 'Your Account: LexisNexis Canada', and fields for 'First Name:', 'Last Name:', 'Email: * Must be a lexisnexis.ca email address', and 'Password: *', with a 'Create account' button at the bottom.

HOW TO SIGN UP FOR NEWSLETTERS

Once you have logged in, click on your email address in the top right corner of the homepage and select “**Newsletter Signup**” in the drop down list.



Under “Area of Practice” click on the box beside the area of practice that interests you. Your subscription to The Lawyer’s Daily gives you access to all 14 newsletters. Once you have made your selection click “**Sign Up Now**”.

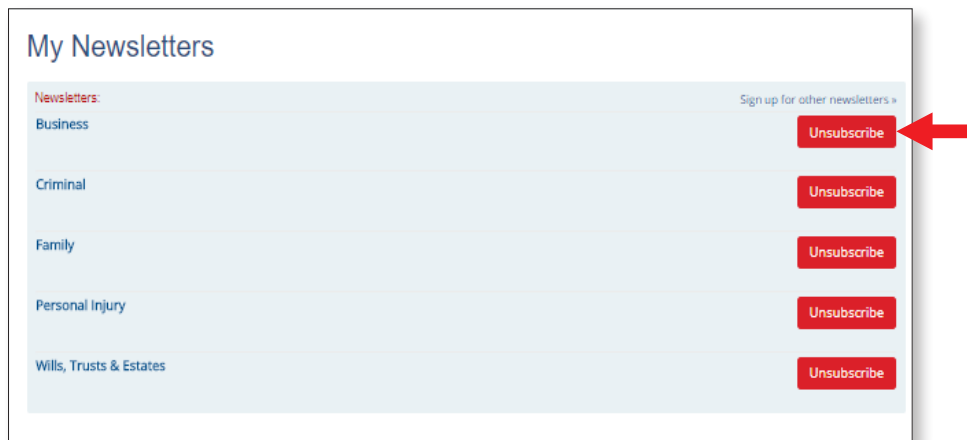


HOW TO UNSUBSCRIBE FROM NEWSLETTERS

Once you have signed in, click on your email address in the top right corner of the homepage and select “**Unsubscribe**” from the drop down menu.



Click on the red **“Unsubscribe”** button next to the newsletter that you no longer want to receive.

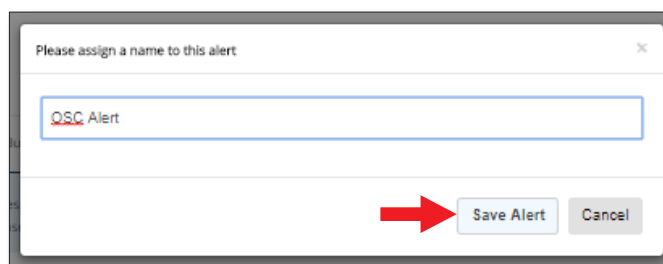


HOW TO SET KEYWORD ALERTS

Go to The Lawyer's Daily homepage, type the term you want to track into the search bar and press enter. A keyword alert can be a specific legal term like “Nondisclosure agreement”, or it can be names, such as companies, rival firms, clients, or judges. Set the alert by clicking **“Alert me of new articles”**.



You can assign your alert a name, such as an abbreviation or matter number - whatever makes sense for you. Click **“Save Alert”** and you will receive an email whenever a story is published that mentions this term.



HOW TO REMOVE/SHARE KEYWORD ALERTS OR ADD THEM TO AN RSS FEED

Once you have logged in, click on your email address in the top right corner of the homepage and select “**Unsubscribe**” from the drop down list.



Click on “**Delete**”, “**Share**”, or the **RSS** icon to make your desired action.



HOW TO CHANGE YOUR PASSWORD

Once you have logged in, click on your email address in the top right corner of the homepage and select “**My Account**” from the drop down list.



Now enter a new password, and again in the confirmation box, and then click “**Save New Password**”. It is recommended you change your password a few times a year, and when you sign in to The Lawyer's Daily for the first time.

