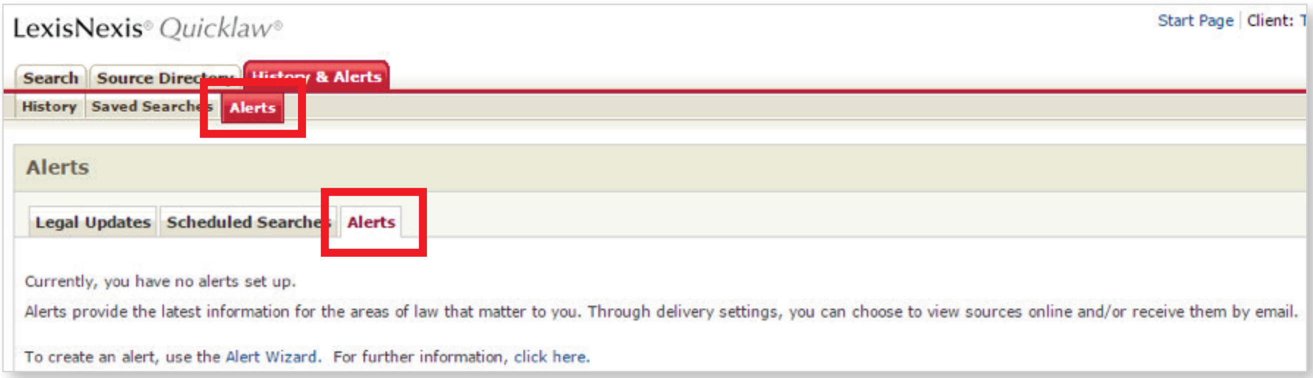
Setting up Alerts on LexisNexis Quicklaw

Alerts provide the latest information for the areas of law that matter to you. To set up an alert on Quicklaw, follow the steps outlined below.

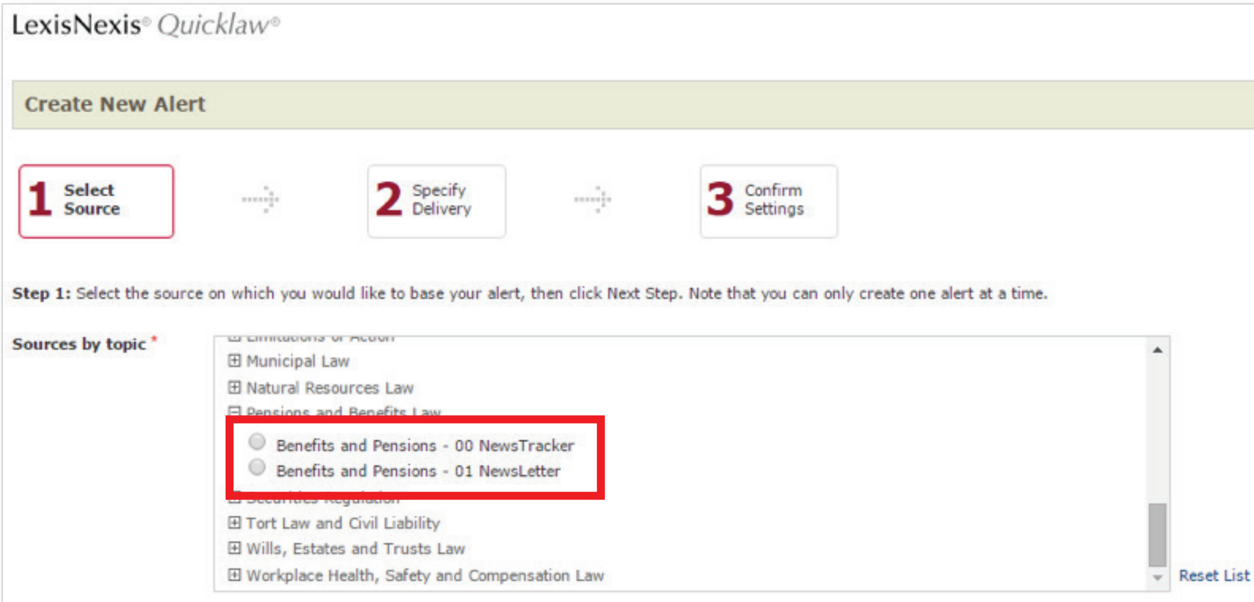
Note that if you have previously set up a similar alert service on the CCH Online platform, you will need to complete this one-time set up on the Quicklaw platform in order to ensure that you continue to receive these alerts.

1. From the Quicklaw home page, click on the **History and Alerts** tab at the top of the screen.

2. Then, select the **Alerts** tab and click on the **Alert Wizard** link.

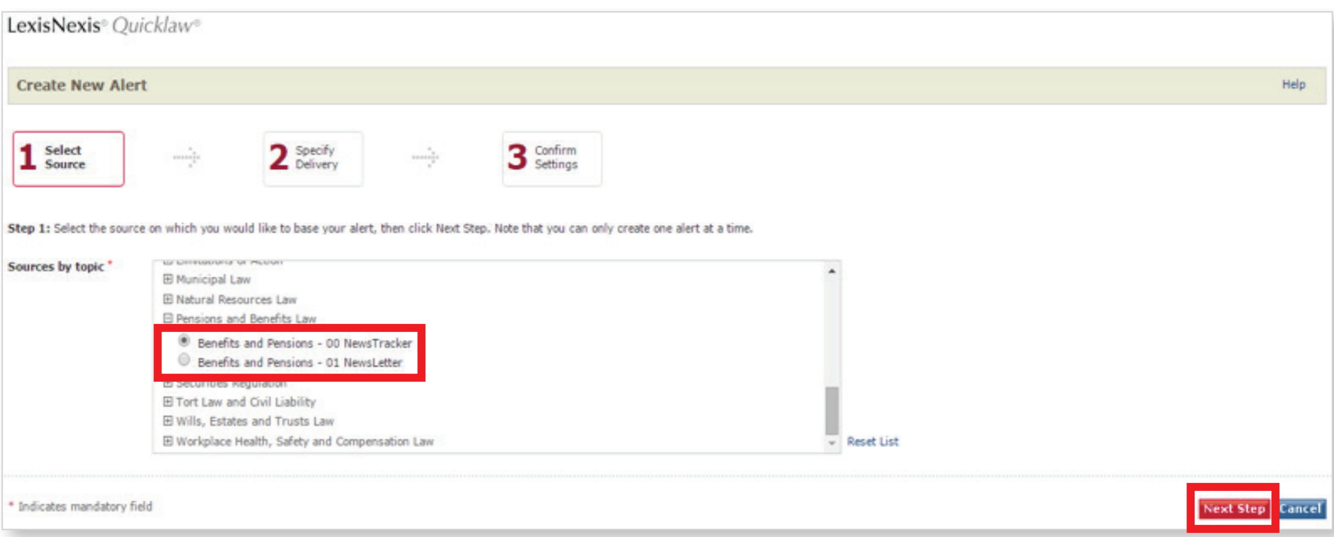


3. Locate the source or practice area for which you would like to create an alert (e.g., **Benefits and Pensions**), and click the + sign next to the source to view your alert options.

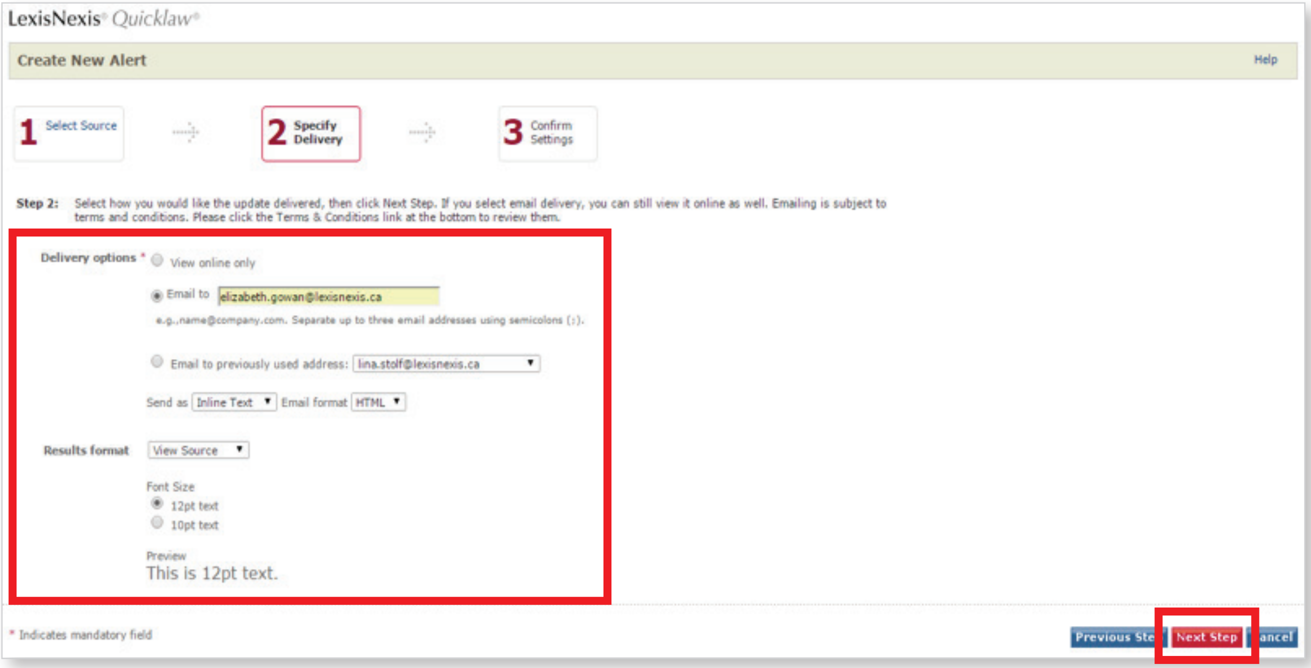


4. Select the type of alert you would like to create (e.g., **News Tracker**), and click **Next Step**.

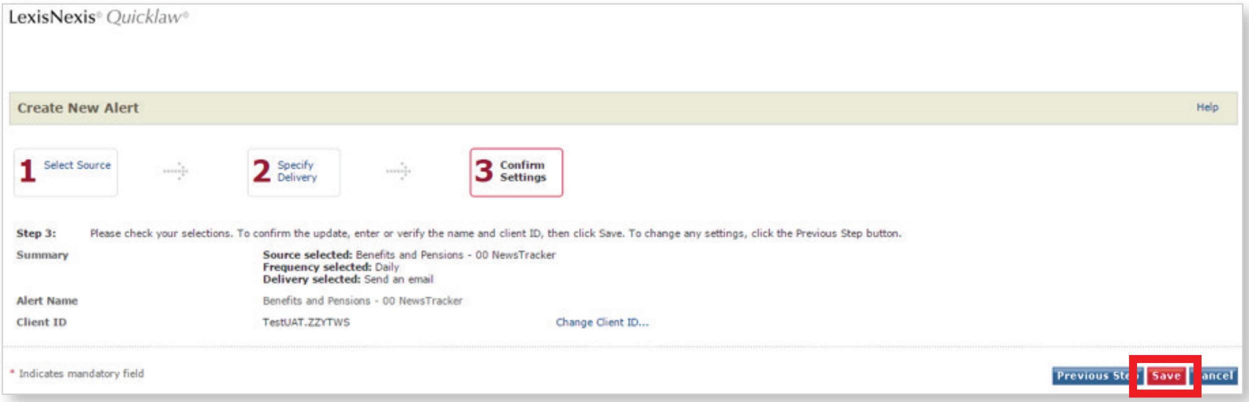
Please note that you can create more than one alert for a particular practice area, but you must create each one separately.



5. Next, complete the form provided. Enter your email address, and then use the fields available to make your selections. *Options include:* ***Send as*** *either* ***Inline text*** *or* ***Attachment****;* ***Email Format*** *either* ***HTML*** *or* ***TXT****;* ***Results format*** *either* ***View Source*** *or* ***Link to Source****;* ***Font Size*** *either* ***12pt text or 10pt text****.* Once you have made your selections, click **Next Step**.



6. Confirm your settings and click **Save**.



7. You will receive confirmation that your alert has been saved. From this screen, you can either opt to create another alert by selecting **Create New Alerts**, or to view a list of your alerts by clicking **View My Alerts**.

8. Please note that you can add or delete your alerts at any time by clicking on the **History and Alerts** tab and selecting the **Alerts** tab. From this screen, you can either add a new alert by clicking **Create New Alert**, or delete an alert by checking the box next to the relevant alert and selecting **Delete selection(s).**