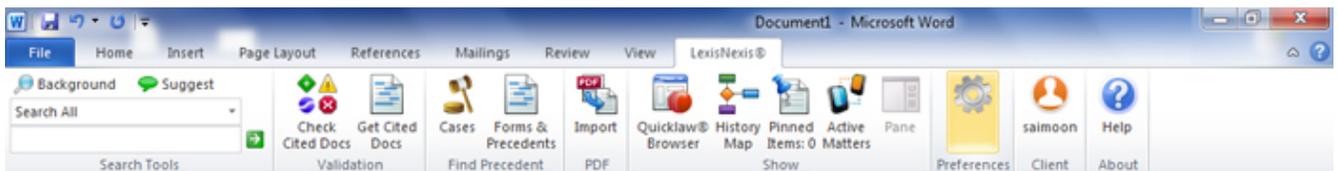


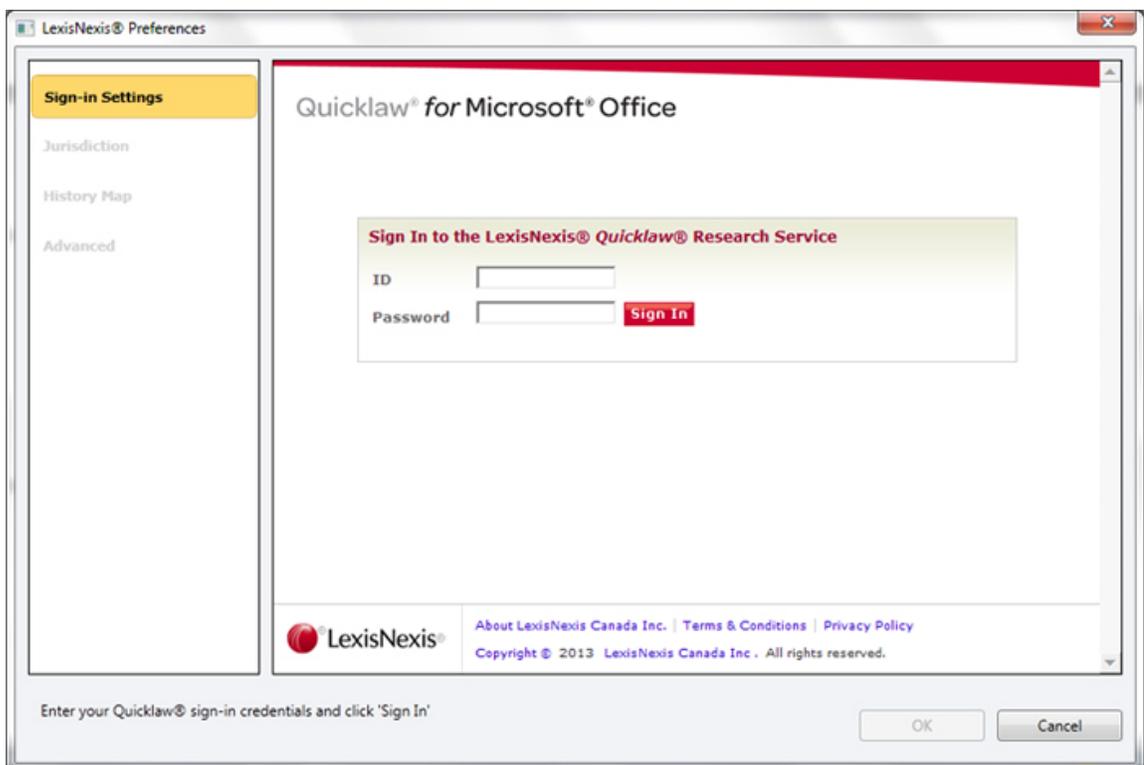
Signing In and Passwords for Quicklaw[®] for Microsoft[®] Office

Signing In for the First Time

1. Click **Preferences** on the Quicklaw for Microsoft Office ribbon:



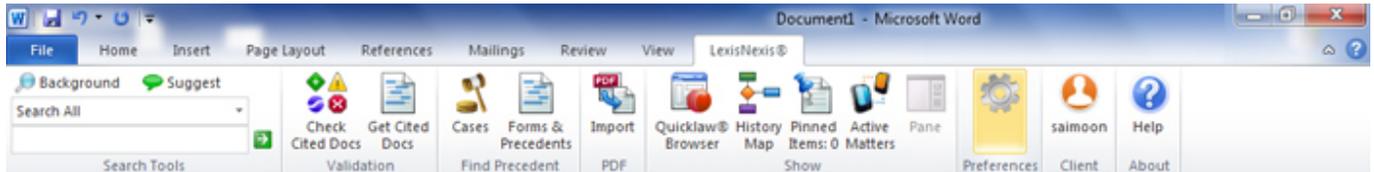
2. In the following window, enter your **ID** and **Password**:



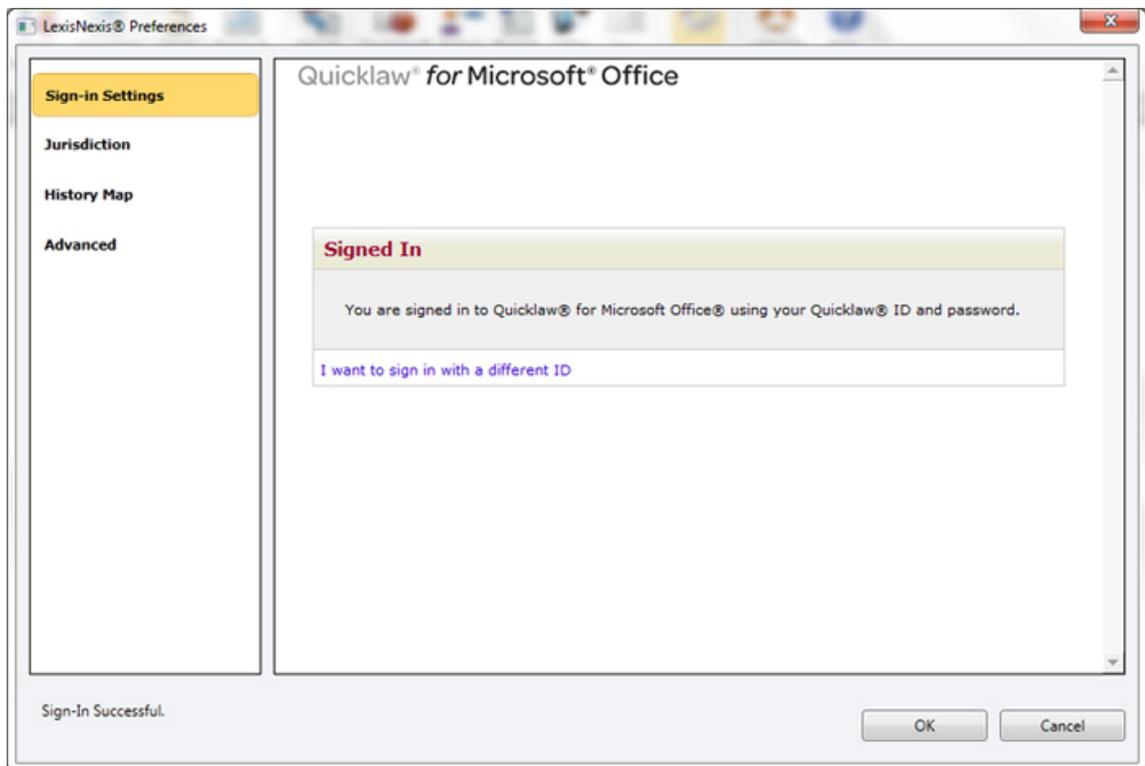
Quicklaw[®] for Microsoft[®] Office — Signing In and Passwords

Signing In as a Different User

1. Click **Preferences** on the Quicklaw for Microsoft Office ribbon:



2. In the **LexisNexis[®] Preferences** window, click **I want to sign in with a different ID**:



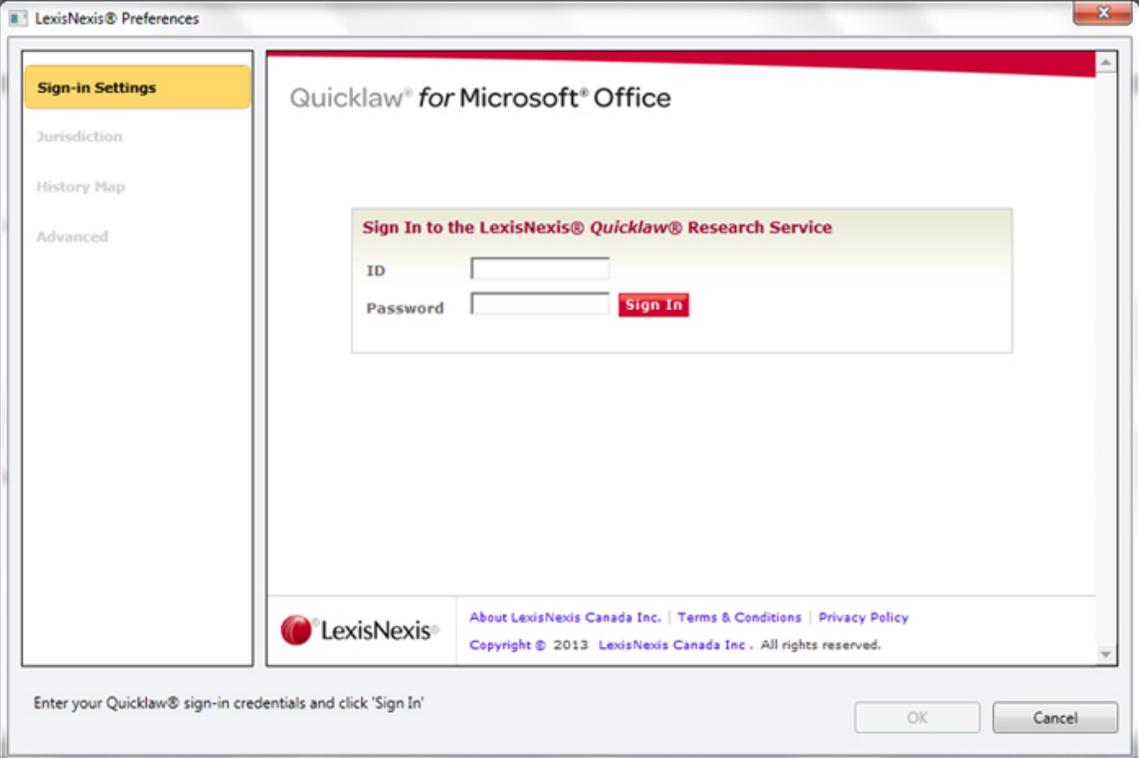
Quicklaw® for Microsoft® Office — Signing In and Passwords

3. Click **OK** to sign out from the current sign-in credentials:

Note: Signing in with another ID will invalidate any link or pinned items that currently appear in the research pane or the Research Browser. Click **OK** to continue or **Cancel** to return.

OK **Cancel**

4. Once Quicklaw for Microsoft Office signs out from the current sign-in credentials, use the following screen to sign in with your **ID** and **Password**:



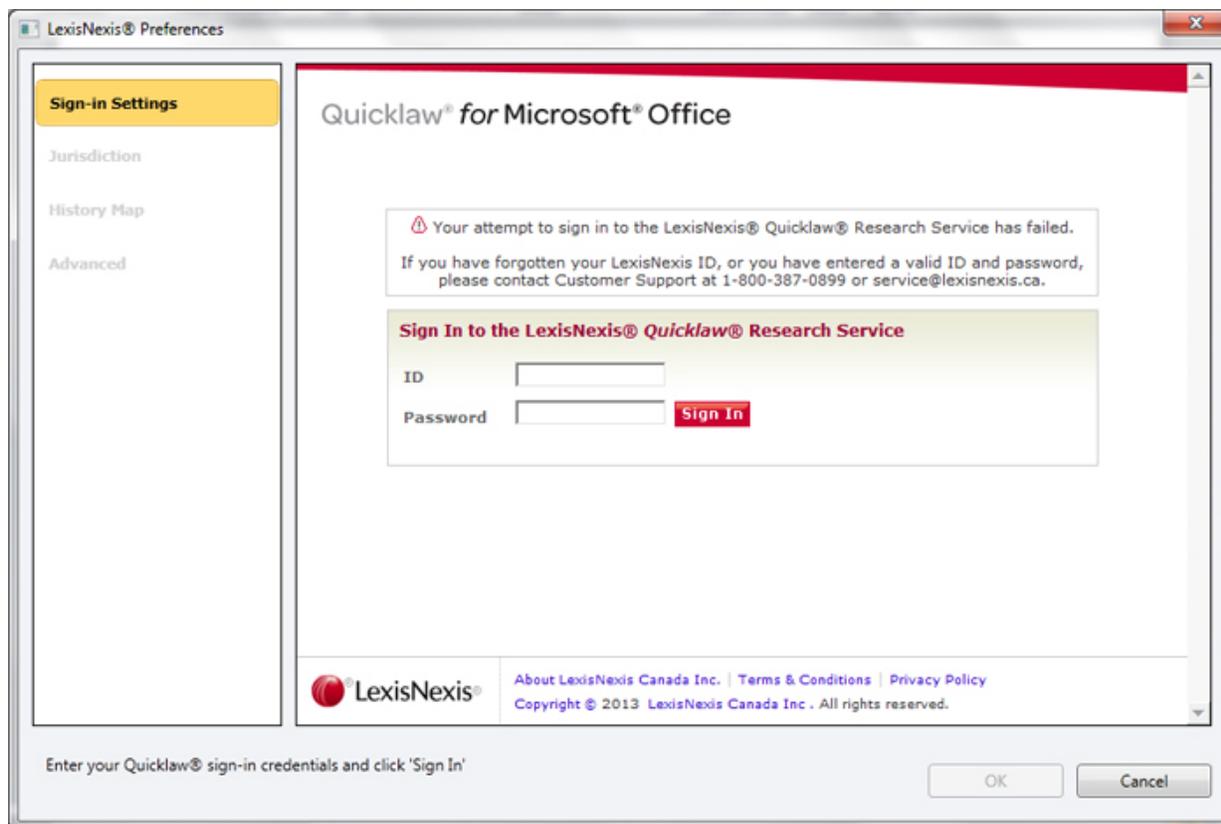
The screenshot shows a window titled "LexisNexis® Preferences" with a sidebar on the left containing "Sign-in Settings", "Jurisdiction", "History Map", and "Advanced". The main area displays the "Quicklaw® for Microsoft® Office" sign-in interface. It features a red header bar, a title "Quicklaw® for Microsoft® Office", and a sign-in box with the heading "Sign In to the LexisNexis® Quicklaw® Research Service". Below this heading are two input fields: "ID" and "Password", followed by a red "Sign In" button. At the bottom of the window, there is a footer with the LexisNexis logo, "About LexisNexis Canada Inc. | Terms & Conditions | Privacy Policy", and "Copyright © 2013 LexisNexis Canada Inc. All rights reserved.". A status bar at the very bottom of the window contains the text "Enter your Quicklaw® sign-in credentials and click 'Sign In'" and two buttons: "OK" and "Cancel".



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Sign-In Error



Problem Description

- You entered an incorrect **ID** or **Password**, or
- Your browser does not accept cookies, or
- The Quicklaw *for* Microsoft Office cookie is corrupt.

Suggested Actions

- Verify that you have the correct **ID** and **Password**.
- [Enable the Quicklaw *for* Microsoft Office cookie](#) for your browser.
- [Delete the Quicklaw *for* Microsoft Office cookie](#) and try signing in again.

