

# Lexis Create

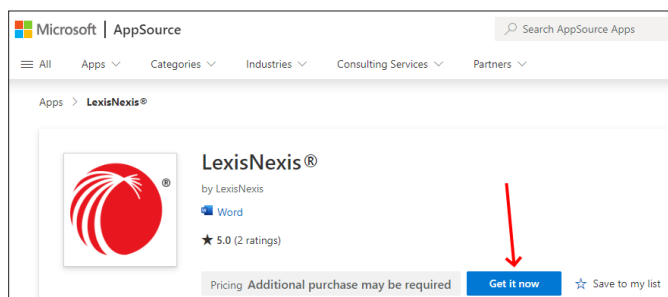
## Installation & Sign-In Guide

Welcome to Lexis Create, the most intelligent legal document drafting solution with direct access to Practical Guidance content on Lexis+™ Canada – all within Microsoft® Word.

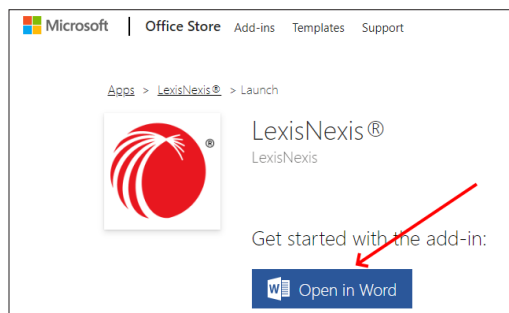
### INSTALLATION

To install Lexis Create in Microsoft Word:

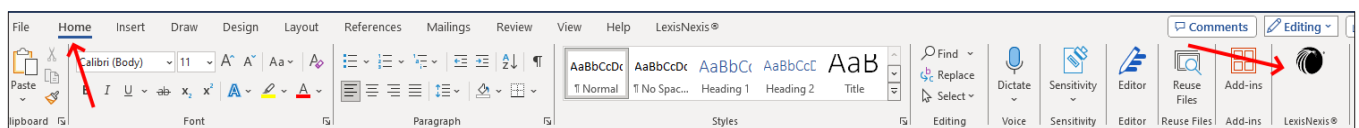
1. Go to: <https://appssource.microsoft.com/en-us/product/office/WA200004714>
2. Click on “Get it Now”



3. Click on “Open in Word”:

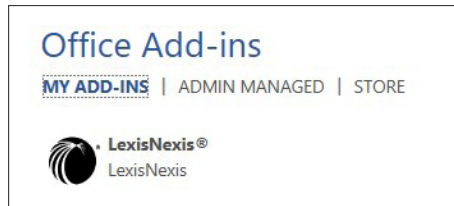


4. The LexisNexis icon will appear in the right hand side of your Home Ribbon.



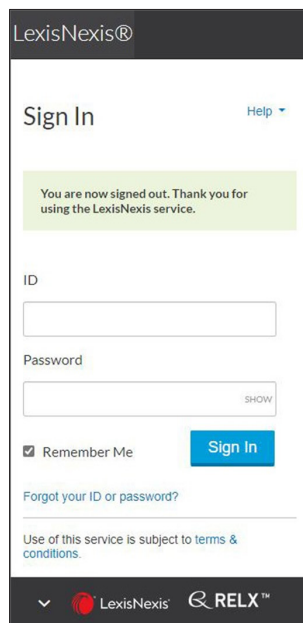
If you cannot see the LexisNexis icon in the Home Ribbon:

1. Go to File > Get Add-ins > My Add-Ins and click the LexisNexis icon.



## USER SIGN-IN

To log into Lexis Create via Microsoft 365, use your Lexis+ Canada ID and password. For SAML/SSO users you will not need to log in as the app will recognise you and log you in automatically.

A screenshot of the LexisNexis 'Sign In' page. The page has a dark header with the LexisNexis logo. Below the header, the title 'Sign In' is displayed with a 'Help' link. A green message box states: 'You are now signed out. Thank you for using the LexisNexis service.' Below this, there are input fields for 'ID' and 'Password'. The password field has a 'SHOW' button. There is a 'Remember Me' checkbox and a blue 'Sign In' button. Below the sign-in fields, there is a link for 'Forgot your ID or password?'. At the bottom, there is a footer with the LexisNexis logo and the RELX logo.

## SUPPORT

If LexisNexis icon is not displayed in My Add-Ins please connect with your IT department for assistance.

If you or your IT department require further assistance please call [1-800-387-0899](tel:1-800-387-0899) or email [service@lexisnexis.ca](mailto:service@lexisnexis.ca).

