

# Getting started with Lexis for Microsoft Office

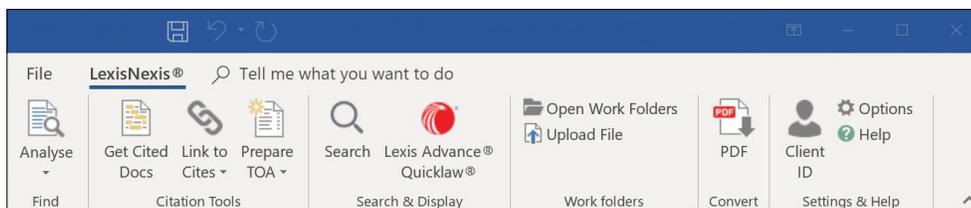


## Install Process

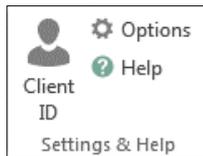
Close Microsoft Word and Outlook before installing. Download and install the current version of [Lexis for Microsoft Office](#).

## Signing In

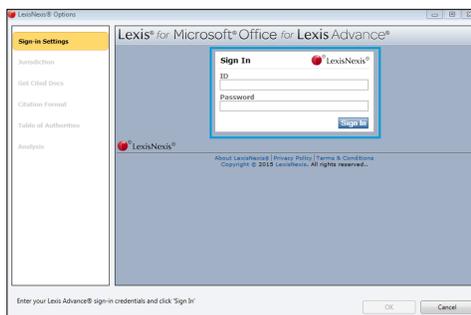
1. Open Microsoft Word.
2. Click the **LexisNexis®** tab in the ribbon. Your ribbon will then appear as shown below.



3. Click **Options** on the right side of the ribbon.



4. Use the Sign-In form on the right side of the “Options” dialog box.



5. Enter your Lexis Advance ID and Password.
6. Click the **Sign In** button.
7. Click the **OK** button at the bottom of the dialog box.
8. Close the window and you are ready to start using Lexis for Microsoft Office in Microsoft Word and Outlook.

Customer Support: [1-800-387-0899](tel:1-800-387-0899) or online at [LexisNexis.ca/Office-Support](https://LexisNexis.ca/Office-Support)