CourtLink Alerts & Tracks: Share or Add a Recipient

Which is better: To add a colleague to an Alert or Track … or to share the Alert or Track? The Lexis CourtLink® service offers both.

> **Add** a recipient: Similar to a "cc;" i.e., recipient gets the Alert or Track and attachments but can't change delivery options. Ideal for someone outside your organization or passive collaborators.

OR

> **Share** with a recipient: Offers more flexibility. Recipients can view alongside their other Alerts and Tracks and change some settings. Great for in-organization colleagues and active collaborators.

Alert & Track Options	Added Recipient	Shared Recipient
View scheduled result **updates—and attachments**	✓	✓
View result updates in **daily email summaries**	✗	✓
View the Alert or Track on your **Alert or Track Management screens**	✗	✓
Change delivery **type**, e.g., email & online	✗	✓
Change **format**, e.g., PDF	✗	✓
Change **frequency**, e.g., Business Daily	✗	✗
Pause updates	✗	✗
End updates	✗	✓
Owner changes delivery settings	Settings change automatically	Only frequency, pauses and deleting affected

Contact LexisNexis Customer Support:
800-543-6862

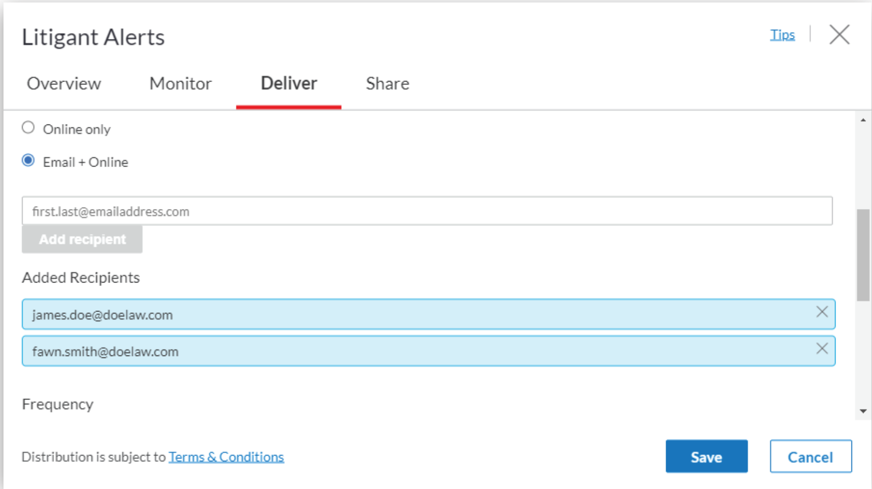
Contact your Lexis CourtLink representative
Rep Name

Rep Email

Rep Phone no.

To ADD a recipient to an Alert or Track:

1. Go to the **Deliver** tab of the Alert or Track set-up screen.
   *(If you've already created the Alert or Track, select **More** or the three-dot icon at the top of most screens, then choose **Alerts**. Find your Alert and click the **Edit** icon.)*
2. Under Delivery type, select **Email + Online**.
3. Enter the **recipient's email address**. Click **Add recipient**.
4. Click **Save**.



To SHARE an Alert or Track:

1. Go to the **Share** tab of the Alert or Track set-up screen.
   *(If you've already created the Alert or Track, select **More** or the three-dot icon at the top of most screens, then choose **Alerts**. Find your Alert and click the **Edit** icon.)*
2. Enter the recipient's **first and last name** (if they are from **your organization**). Or enter the recipient's email address (if they are outside your organization). Click **Add to share**. Note: The recipient may be asked to accept the share request. The request will show as pending until they accept.
3. (Optional) Add a note to the recipient.
4. Click **Save**.