

LEXIS® FOR MICROSOFT® OFFICE: SET-UP GUIDE FOR MAC® USERS

For the best experience with utilizing Lexis[®] for Microsoft[®] Office on your Mac computer, you should follow these steps to set up the add-in:

1 Make sure that you have the latest version of macOS[®] software installed.

>	Featured Top Charts Categories Purchased Updates	Q Search
1 Update Available		UPDATE ALL 💌
Software Update Restart Required C	macOS Sierra Update 10.12.5	UPDATE
-	The macOS Sierra 10.12.5 update improves the security, stability and compatibility of your Mac, and is recommended for all users.	
	This update: More	
	Use of this software is subject to the original Software License Agreement(s) that accompanied the software being updated.	

2 Make sure that you have the latest version of Microsoft[®] Word installed.

information about Auto			Install	Name	Туре	Released	Size
How would you like u	updates to be installed?			Outlook Update 15.36.0 (17070200)	Recommended	7/2/17	169.9 N
				PowerPoint Update 15.36.0 (17070200)	Recommended	7/2/17	137.6 N
Manually Check	k			Excel Update 15.36.0 (17070200)	Recommended	7/2/17	158.9 I
_ ·				OneNote Update 15.36.0 (17070200)	Recommended	7/2/17	400.0
Automatically Check Automatically Download and Install			Word Update 15.36.0 (17070200)	Recommended	7/2/17	1.0 GB	
Join the Office	Insider program to get ea	arly access to new releases	For	detailed information about this update	e. please visit the	e followin	a Web
	Insider program to get ea ou get Insider builds	arly access to new releases	For site:	detailed information about this update	e, please visit the	e followin	g Web
Choose how yo Office Insider S	ou get Insider builds Slow – Best for Insiders wi	Office Incides Class	site:			e followin	g Web

3 After installation of the latest version of Word, close and then re-open Word. Click the **Insert** tab in Word, and then click the **Store** icon.

Home	Insert	Design	Layout	References	Mailings	Review	View	Develo	oper	
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Page Br	0	Table Pi	ctures Shapes	SmartArt	Screenshot 🔻	ᇬ My Add-	ins 🔻 W	ikipedia	Media	Links

4 In the Office Add-ins window, click **Store** and **Search** for **Lexis**.

Office Add-ins		
MY ADD-INS STORE		
Add-ins may access personal and docur	nent information. By using an add-in, you agree to its Permissions, Licen	se Terms and Privacy Poli
Lexis 🔶 🔎	Sugg	gested for you 🗸
Category	officeatwork Template Designer	
All L.	Design brand and legal compliant templates for	Add
Best Apps of the Year	organizational use. May require additional purchase	
Communication	****	
The search should retrieve the	Lexis [®] for Microsoft [®] Office add-in.	
Click the Add button to add it to	o the Word document. Office Add-ins	
Click the Add button to add it to		
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Click the Add button to add it to Office Add-ins MY ADD-INS STORE		se Terms and Privacy Poli
Click the Add button to add it to Office Add-ins MY ADD-INS STORE	Office Add-ins nent information. By using an add-in, you agree to its Permissions, Licen	se Terms and Privacy Poli gested for you ~

Category	Lexis® for Microsoft Office®	Add
All	Reduce manual labor inherent in draft	ting and reviewing
	legal documents.	· · · · · · · · · · · · · · · · · · ·
Best Apps of the Year	May require additional purchase	
Communication	****	

6 The Lexis[®] for Microsoft[®] Office button should now be available in the Home tab.

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Home Insert Design Layout References Mailings	Review View Developer	🛂 Share 🔨
Paste \checkmark $Paste \checkmark$ $Paste \land$ $Paste \land$ Past		AaBbCcDc Heading 1 Heading 2 Title Styles Pane Microsoft Office®
		Lexis [®] for Microsoft Office [®] Create stronger legal documents in less time. Get started today. Got it
		GUIN

IMPORTANT NOTE: If you wish to be able to use the Lexis *for* Microsoft Office Table of Authorities (TOA) feature, this is currently only available with the integration in Microsoft Word 2016. The TOA feature is not available with the integration in Word Online.

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