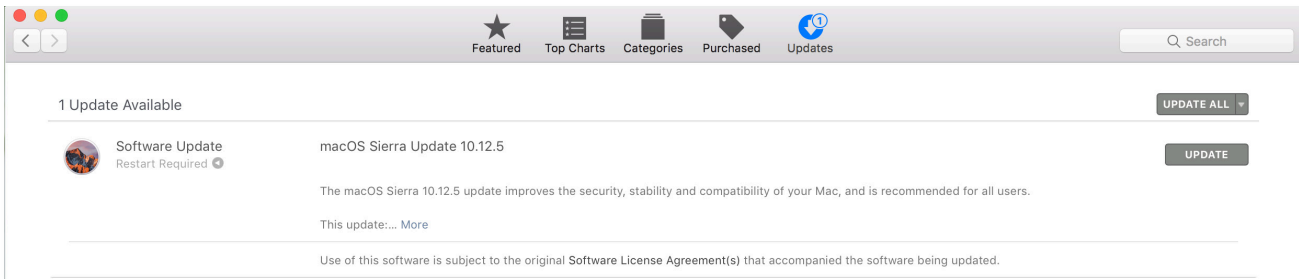




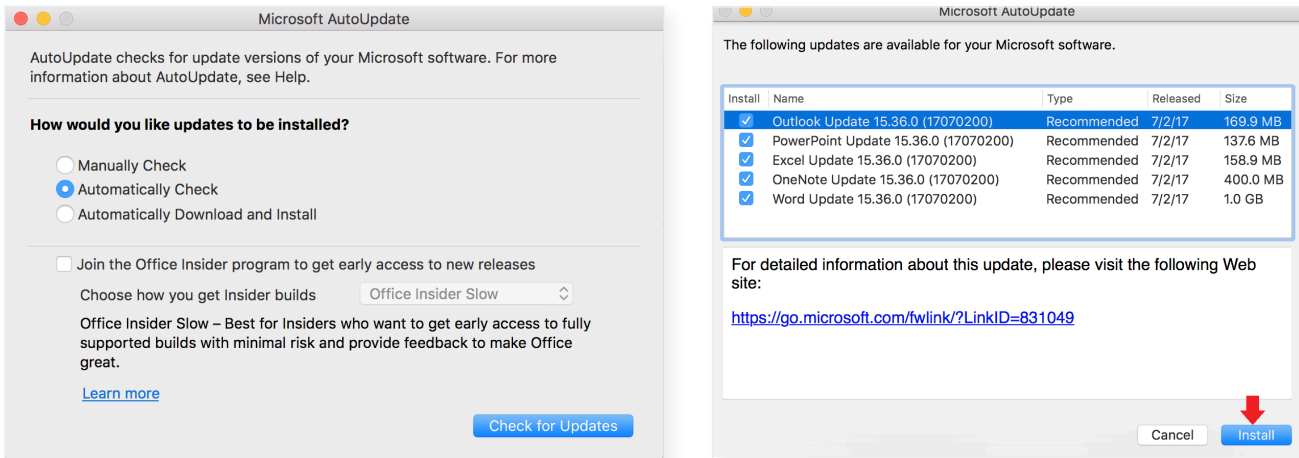
# LEXIS® FOR MICROSOFT® OFFICE: SET-UP GUIDE FOR MAC® USERS

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:

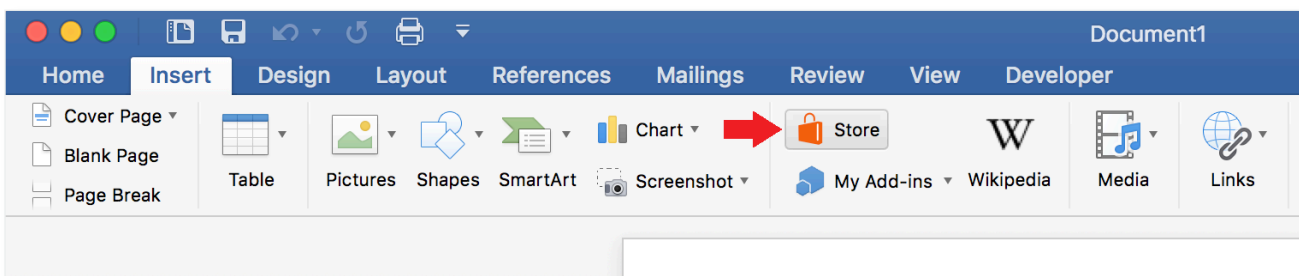
- 1 Make sure that you have the latest version of macOS® software installed.



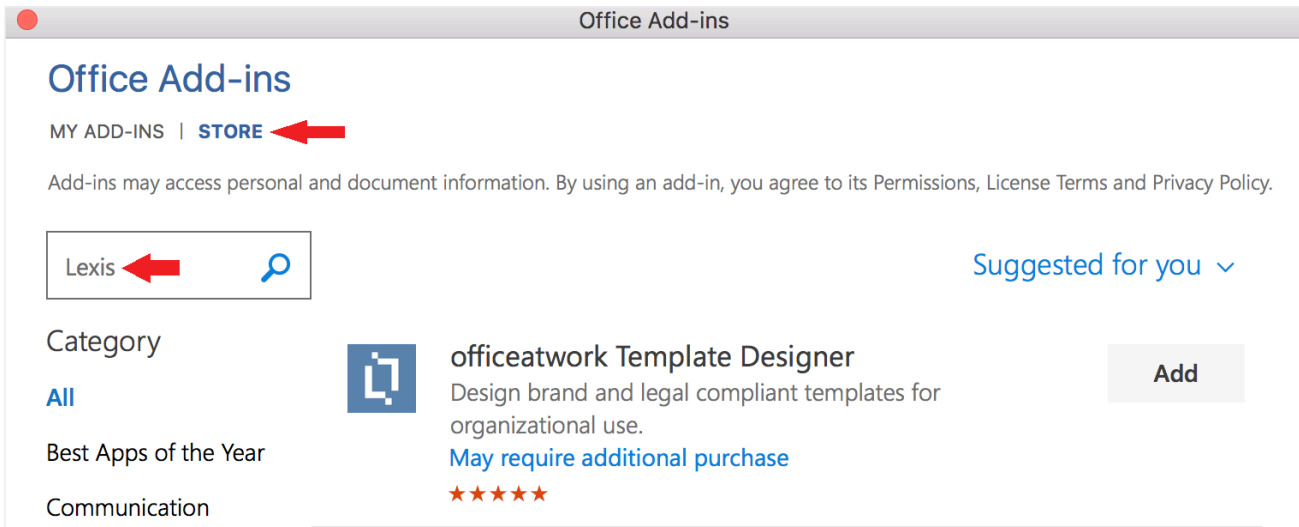
- 2 Make sure that you have the latest version of Microsoft® Word installed.



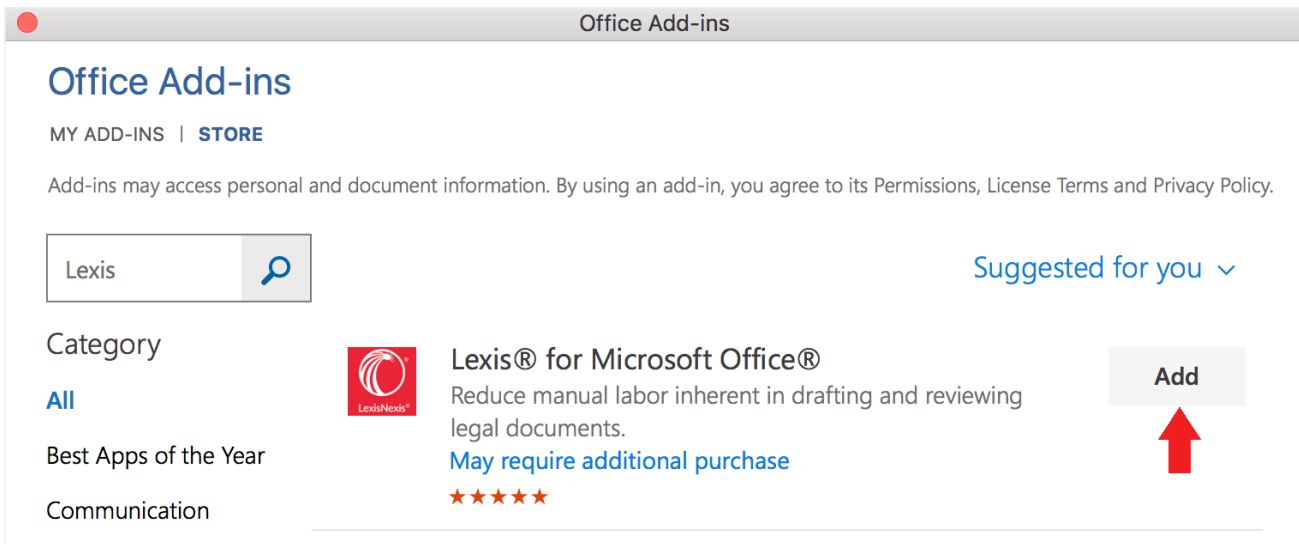
- 3 After installation of the latest version of Word, close and then re-open Word. Click the **Insert** tab in Word, and then click the **Store** icon.



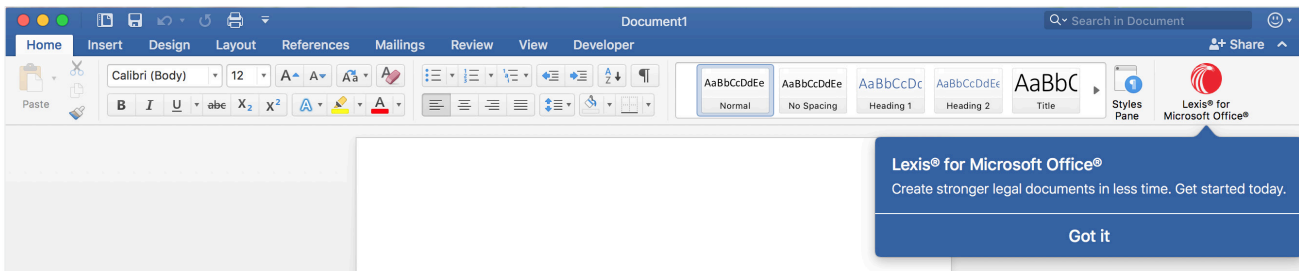
- 4 In the Office Add-ins window, click **Store** and **Search** for **Lexis**.



- 5 The search should retrieve the Lexis® for Microsoft® Office add-in. Click the **Add** button to add it to the Word document.



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



**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.