Lexis® Draft Installation Guide
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User’s Guide
Desktop App Installation

Note: To install Lexis Draft you need administrator rights for your computer. If you don’t or are not sure if you have them, talk to your system administrator.

1. Before starting the installation, close Microsoft and Outlook on your computer.
2. Run the Lexis Draft installation file by right-clicking and choosing ‘Run as Administrator’.
3. Accept the license agreement and click ‘Next’:

![License Agreement](image1)

4. Select application for which you would like to install Lexis Draft, then click ‘Next’:

![Select Application](image2)
5. If not already selected, click ‘Install PDF conversion utility’ and click ‘Next’:

6. Click ‘Install LexisNexis® Update Manager’ to get notifications when updates are available for Lexis Draft and click Next:
7. Click ‘Finish’ to complete the installation.

![Lexis® Draft - Installation Wizard](image)

Click **Finish** to complete the installation of Lexis® Draft.

8. Reboot your computer *(recommended)*.

9. You now have Lexis Draft installed.

**Log in**

To be able to use Lexis Draft on your computer you need to log in to your account. To do it for the first time take the following steps:

1. Launch the app which you selected in the installation process for Lexis Draft (Microsoft Word or Microsoft Outlook).

2. Select the Lexis Draft ribbon.

3. If your login credentials are not saved in your browser, you will be asked to log in on first use:
4. Lexis Draft is using the same log in details as Lexis® Advance. If you don’t know your login and password, talk to your Relationship Manager.

   *Note: If you did not see the ‘Log in’ window at your first use of the Lexis Draft it means that you are already logged in and nothing else is required from you.*

5. Enter your login details and click ‘Sign in’.

6. Click ‘OK’ or ‘Cancel’ to close the preferences screen.

7. The application is ready to use.

   *Note: If your browser is set to clear cookies at logoff, you will need to repeat the steps above each time you want to use Lexis Draft. Talk to your Systems Administrator to change that.*

8. If you are experiencing any issues during installation or login procedure, please contact our Customer Support team at customersupport@lexisnexis.co.nz or 0800 800 986.
O365 App Installation
There are three ways to install the Office 365 Lexis Draft Add-in.

From MS Word Store

1. Open Word and go to the ‘Insert’ tab

2. Click ‘Get Add-ins’

3. Search for Lexis Draft NZ in the Store and click ‘Add’

4. Installation complete
From Office 365 Web store

1. Log on to Office.com using your credentials, then navigate to Word.
2. Create a new document or open an existing one in MS Word Online.
3. Go to the ‘Insert’ tab and click ‘Add-ins’

4. Search for Lexis Draft NZ and click ‘Add’

Office Add-ins

Category
All
Best Apps of the Year
Communication
Document Review
Editor’s Picks
Education
File Converters & Viewers
Productivity
Reference
Sales & Marketing
Search
Training & Tutorial
Utilities

Lexis® Draft NZ
Check legal sources while drafting or reviewing documents in Word.
May require additional purchase

5. Installation complete

By directly accessing the link

1. Go to the Lexis Draft page in Microsoft Store
2. Click ‘Get it now’
3. Click ‘Continue’ to accept the Terms & Conditions
4. For the desktop version of Word:
   a. Click ‘Open in Word’
   b. You will get a pop up that asks if you want to open this add-in in MS Word. Click ‘Open Word’.
   c. Click ‘Trust this add-in’
   d. Installation complete
5. For Word Online version:
   a. Click ‘Office Online’ to change the button and click ‘Open in Word Online’.
   b. Log in to your O365 account
   c. Click ‘Continue’ to accept the add-in
   d. Installation complete
Administrator’s Guide

Installation Pre-Requisites
The latest hardware and software requirements can be found on the guides page of the Lexis Draft website:


Network Requirements
The following sites should be whitelisted for unrestricted HTTP (Port 80) and HTTPS (Port 443) access:

<table>
<thead>
<tr>
<th>URL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>http://<em>.lexisnexis.com</em></td>
<td>LexisNexis Content Servers</td>
</tr>
<tr>
<td>http://*.lexisnexis.com.au</td>
<td>LexisNexis Content Servers</td>
</tr>
<tr>
<td>http://*.lexisnexis.co.nz</td>
<td>LexisNexis Content Servers</td>
</tr>
<tr>
<td><a href="http://e1137.akamaiedge.net">http://e1137.akamaiedge.net</a>*</td>
<td>Content Fast Delivery &amp; Caching Servers</td>
</tr>
<tr>
<td><a href="http://e1137.b.akamaiedge.net">http://e1137.b.akamaiedge.net</a>*</td>
<td>Content Fast Delivery &amp; Caching Servers</td>
</tr>
<tr>
<td><a href="http://184.87.20.193">http://184.87.20.193</a></td>
<td>Akamai IP Address</td>
</tr>
<tr>
<td><a href="http://lexis-nexis.com">http://lexis-nexis.com</a>*</td>
<td>LexisNexis Content Servers</td>
</tr>
<tr>
<td><a href="http://lexisnexis.com">http://lexisnexis.com</a>*</td>
<td>LexisNexis Content Servers</td>
</tr>
<tr>
<td><a href="http://lexisnexis.co.nz">http://lexisnexis.co.nz</a>*</td>
<td>LexisNexis Content Servers</td>
</tr>
<tr>
<td><a href="http://nexis.com">http://nexis.com</a>*</td>
<td>LexisNexis Content Servers</td>
</tr>
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<td>LexisNexis Content Servers</td>
</tr>
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<td><a href="http://lmoservices.lexisnexis.com">http://lmoservices.lexisnexis.com</a></td>
<td>Lexis Draft Connectivity Services</td>
</tr>
<tr>
<td><a href="http://www.googleapis.com:443">www.googleapis.com:443</a></td>
<td>Google Search Feature</td>
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<td><a href="http://Api.cognitive.microsoft.com">http://Api.cognitive.microsoft.com</a></td>
<td>Bing Search Feature</td>
</tr>
</tbody>
</table>

Automated Installation
The Lexis Draft MSI supports the following command line switches for an automated installation:

Lexis Draft Essentials or Lexis Draft:
msiexec /i [installation file name] /qb

Lexis Draft Pro:
msiexec /i [installation file name] /qb SELECTED_EE="1"

Installation to a particular product:
msiexec /i [installation file name] /qb ADDLOCAL=AddinWord
msiexec /i [installation file name] /qb ADDLOCAL=AddinOutlook