

LexisNexis®

Webinars User Guide

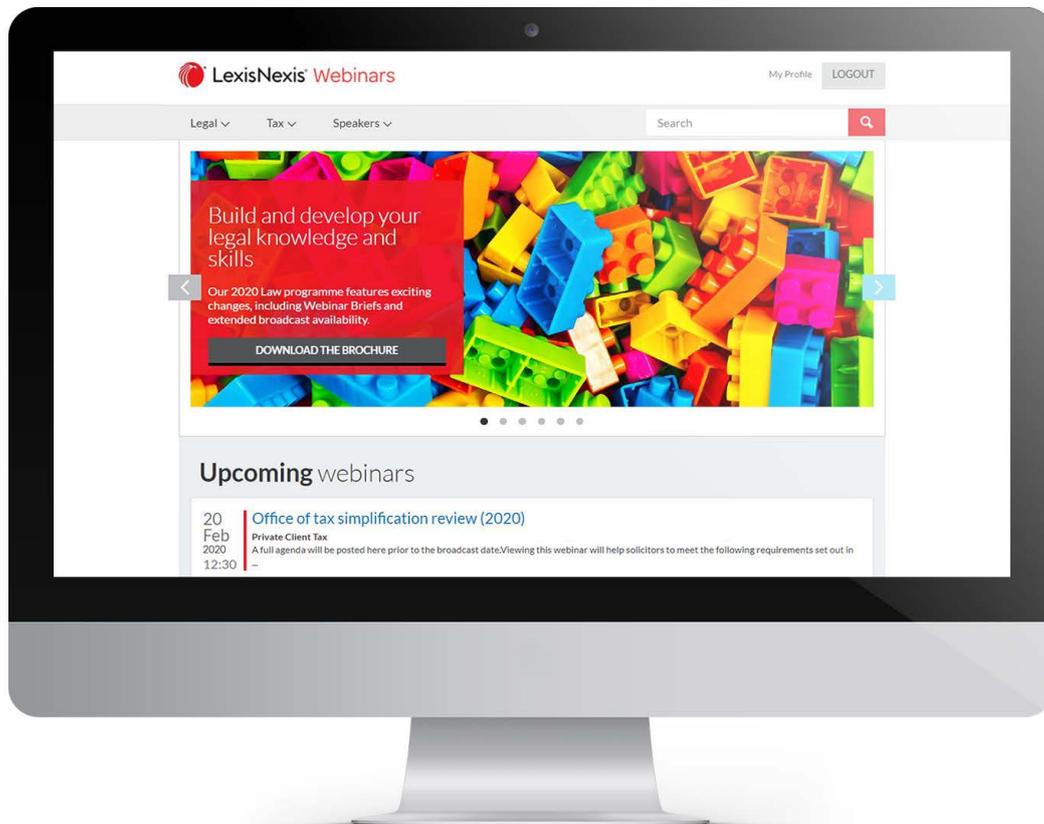
Welcome to LexisNexis Webinars. You are now personally registered to access the webinars that are included in your firm's subscription. Our full annual programme provides over 200 webinars covering 21 legal and 4 tax practice areas.

Our webinars are now available to watch for 24 months after their broadcast date, giving you longer to review or refer back to a topic.

About LexisNexis Webinars

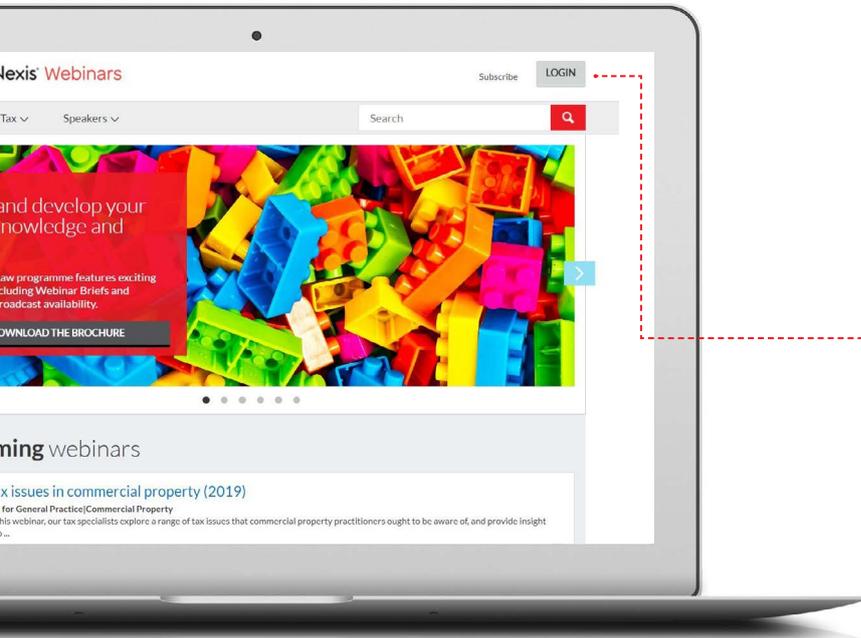
LexisNexis Webinars are a convenient means of keeping your legal knowledge up-to-date and help you to meet requirements A2 (Maintain competence and legal knowledge) and A4 (Draw on detailed knowledge/ understanding) of the SRA's Statement of solicitor competence.

The webinars are hour long audio-video broadcasts, delivered over the web by leading subject matter experts. Each webinar is supported by a quiz to check your understanding of the learning material as well as downloadable case reports, speaker slides and a podcast.



Logging in

To view LexisNexis Webinars, you will need to go to www.lexiswebinars.co.uk



Login to the site by clicking on the **login** button at the top right of the screen.

Please note that you not be able to view a webinar without logging in to this website first - even if you are logged in on another LexisNexis platform.

The following box with then appear:

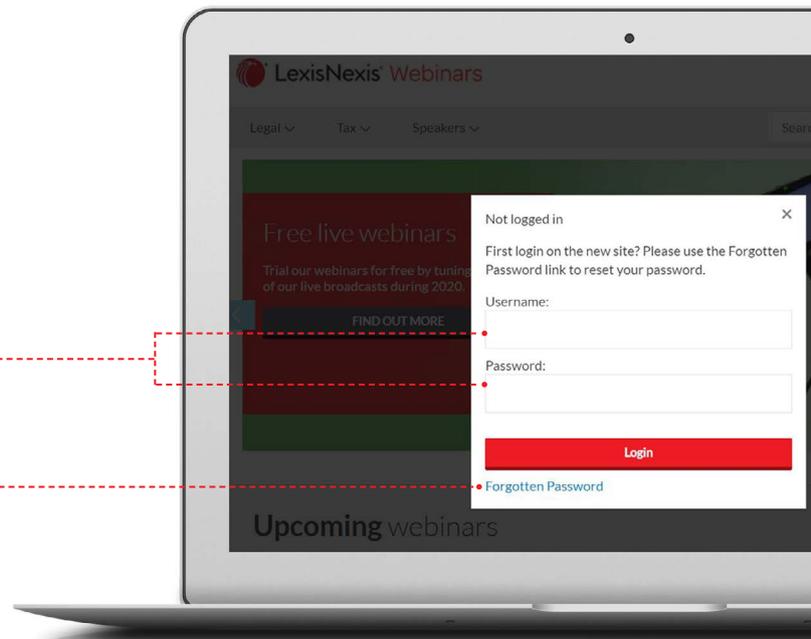
Please ignore the following message: *First login on the new site? Please use the Forgotten Password link to reset your password.*

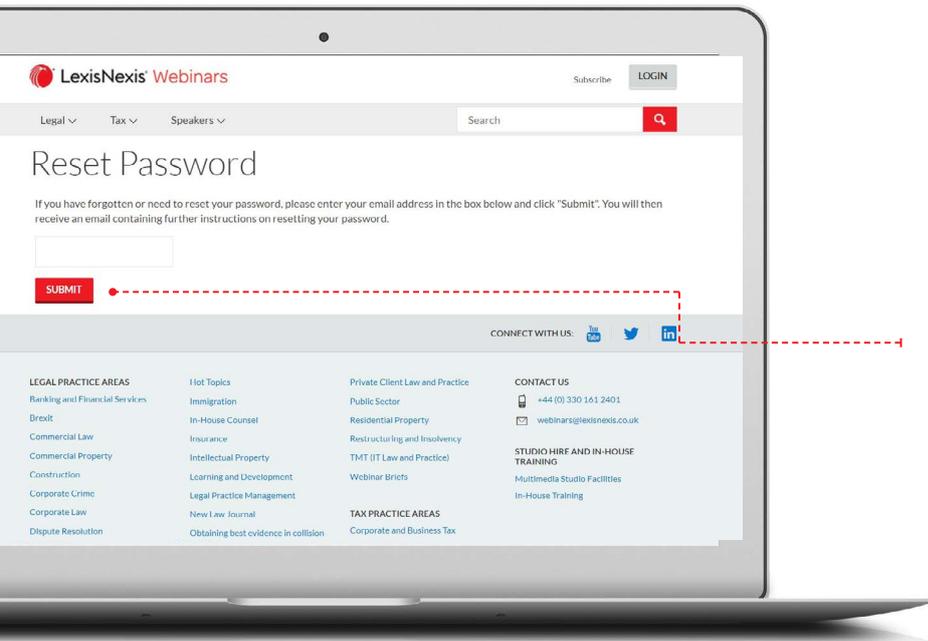
Instead, enter your Username (which will be your **email address**) and password (this will be **123456** for all new users, unless your firm have advised us otherwise.)

Please ensure there are no spaces before and after your username or password, as this will prevent you from logging in

Upon successfully logging in, you will be returned to the home page, and see a 'My Profile' link and the button will now say **'LOGOUT.'**

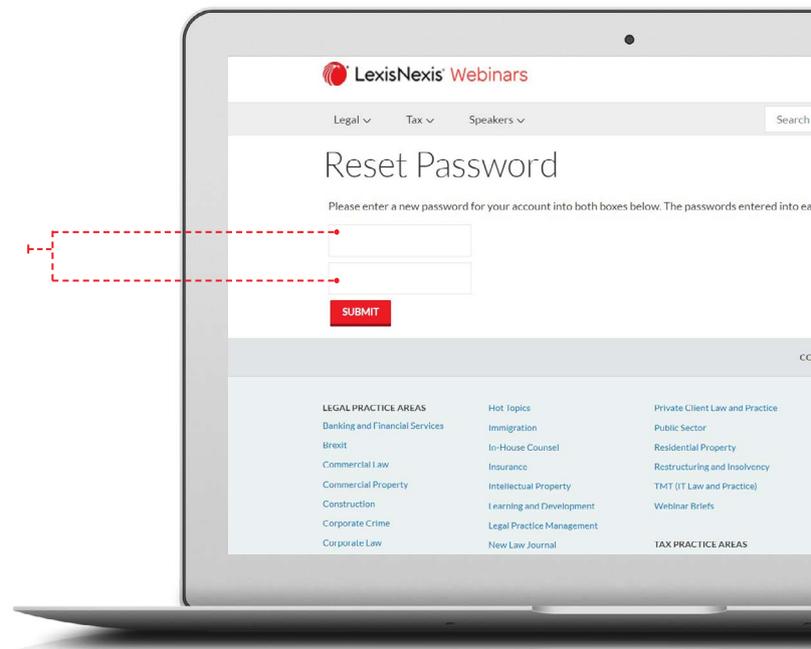
Alternatively, if you have forgotten your password, click on the **Forgotten Password** link at the bottom of the login box.





You will then be directed to the **Reset Password** page. Type in your email address and click **Submit** and you will receive an email containing a link. Click on this link to access the **password reset** page.

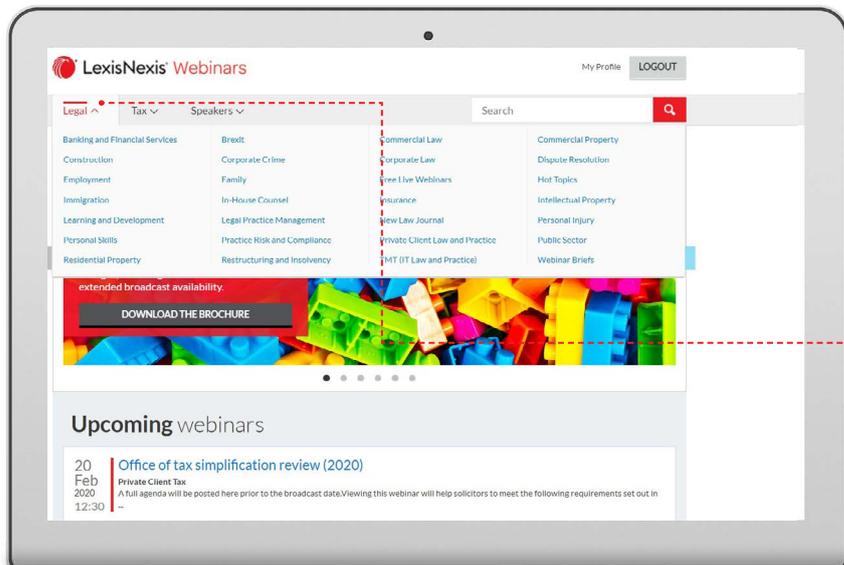
After navigating to the password reset page, type your chosen password into both of the boxes and click Submit. You will now be logged in to the site.



Searching the webinar library

You can browse the library of available webinars and navigate to the webinar you wish to view in any of **three different ways**.

However please make sure you are aware of which practice areas you or your firm are subscribed to, as there may be webinars you will not have access to.

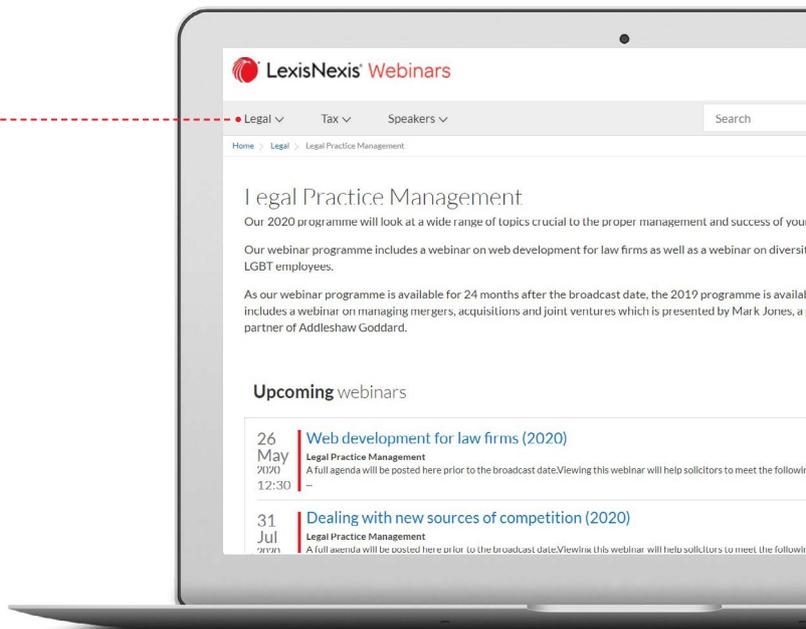


1. Via the Menu

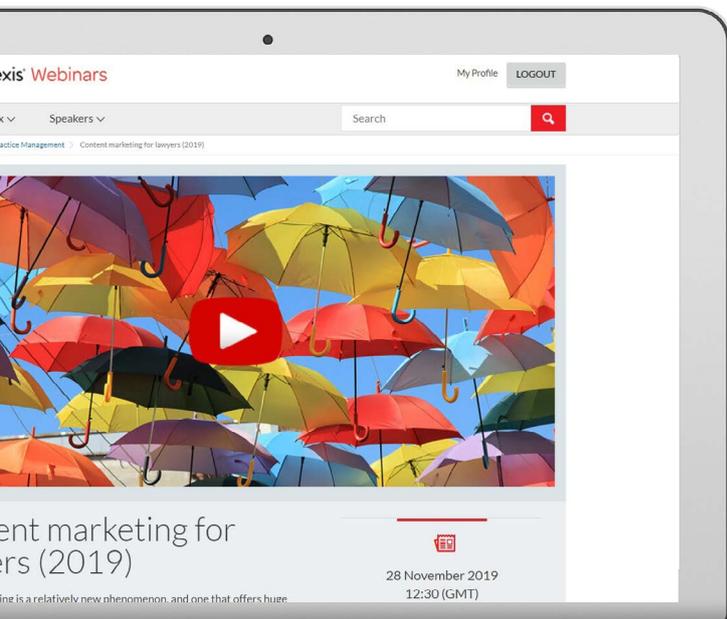
Hover the mouse over **Legal** or **Tax** in the menu bar to access a full list of the practice areas covered in our webinar programme.

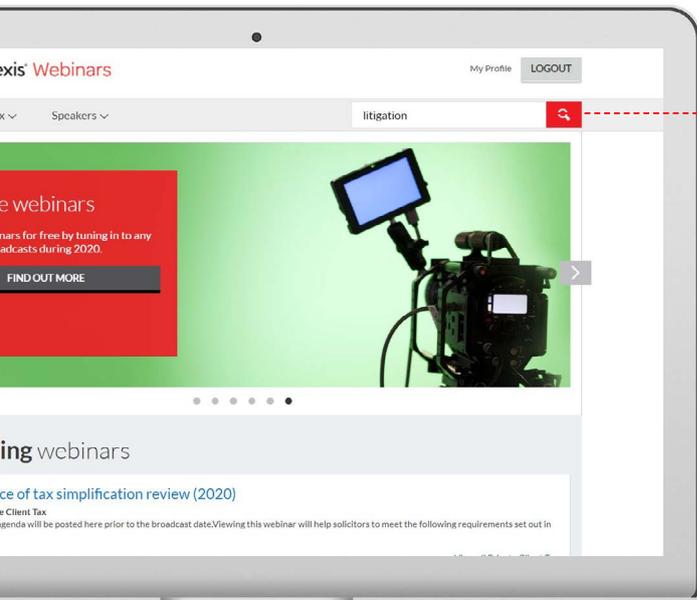
Click on a practice area title to navigate to a page listing all of the upcoming and on demand webinars within the practice area.

The full list of practice areas is also displayed at the foot of each page on the site.



Once on the practice area page, click on a webinar title to access the page for the individual webinar.

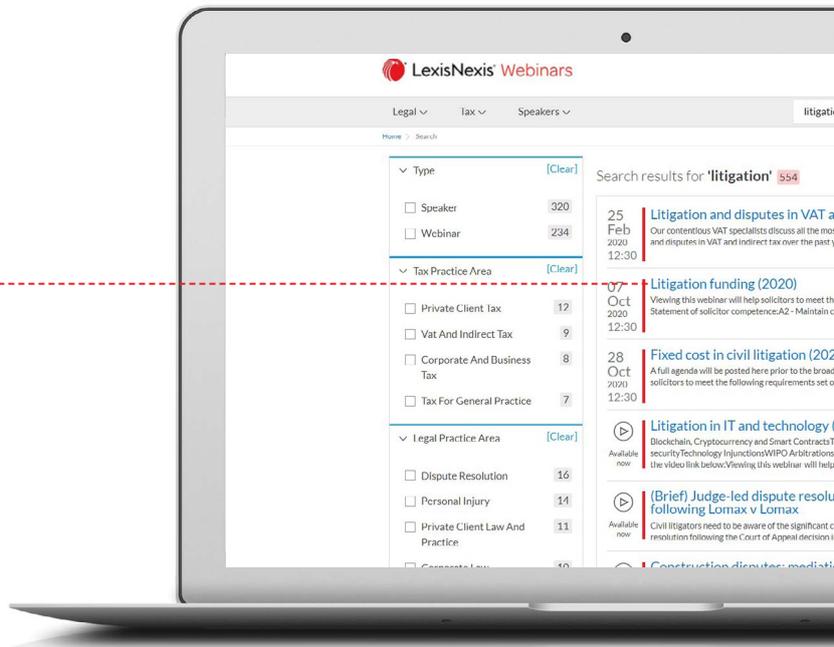




2. Via the Search function

Type your chosen search term into the search box on the right-hand side of the menu bar. Click on the magnifying glass icon or press the enter key.

A list of webinars and speakers relevant to your search term will be returned and you can access further details by clicking on the webinar title or speaker's name.



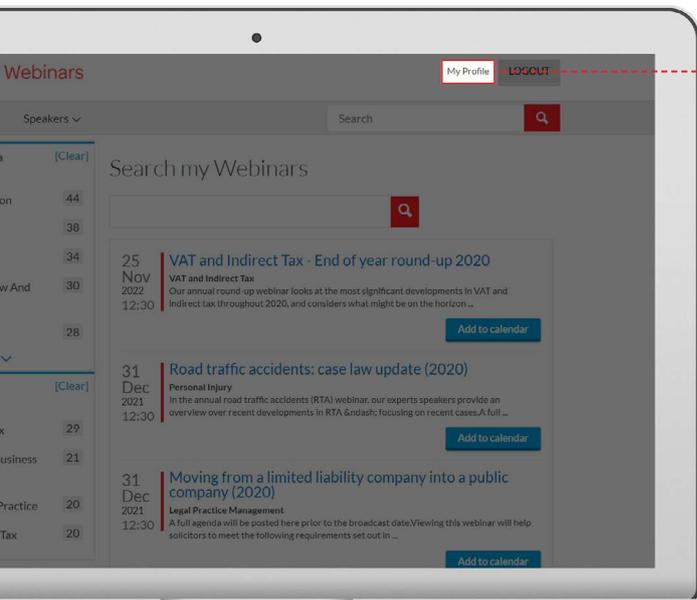
3. Via "My Profile"

Click on the **My Profile** link at the top right of the screen to access a list of the webinars that you are entitled to view under your subscription.

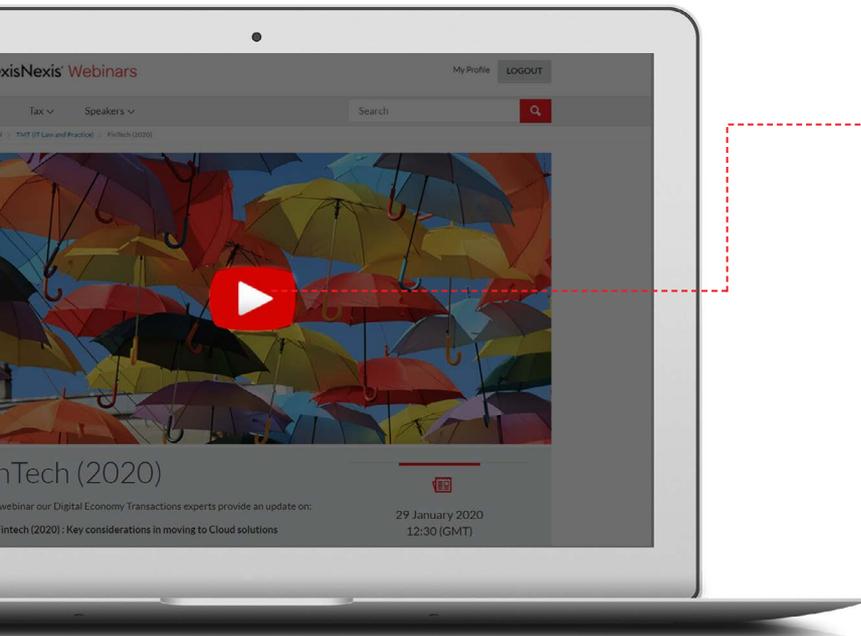
You can search this list using the box below the **Search my Webinars** heading.

Use the boxes to the left of the screen to narrow down your search results to specific practice areas.

Click on the title of the webinar in the search results to access the webinar details page.



Viewing a webinar



Once you have navigated to the details page of your chosen webinar, launch the webinar by clicking on the **Play** icon in the centre of the holding image.

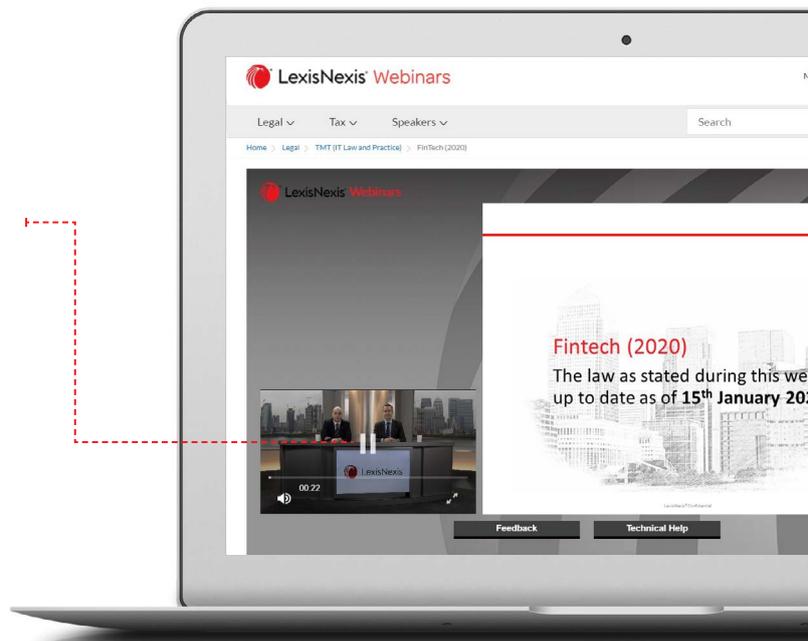
The webinar will then start to play.

If the webinar **does not** begin to play, please check the broadcast date and time, as it may not be available to view yet.

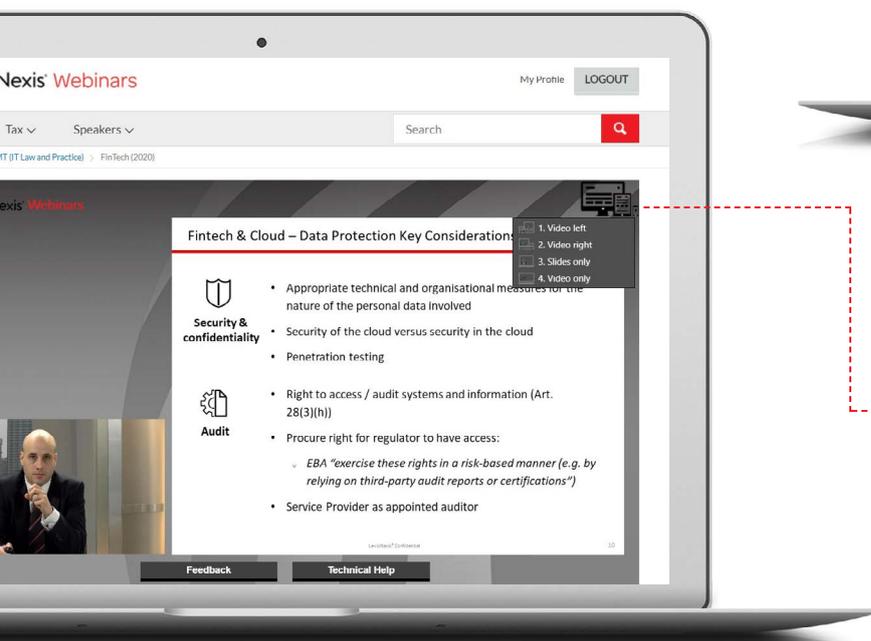
Also please make sure the webinar is not postponed - there should be a banner and/or message advising you of this on the webinar page.

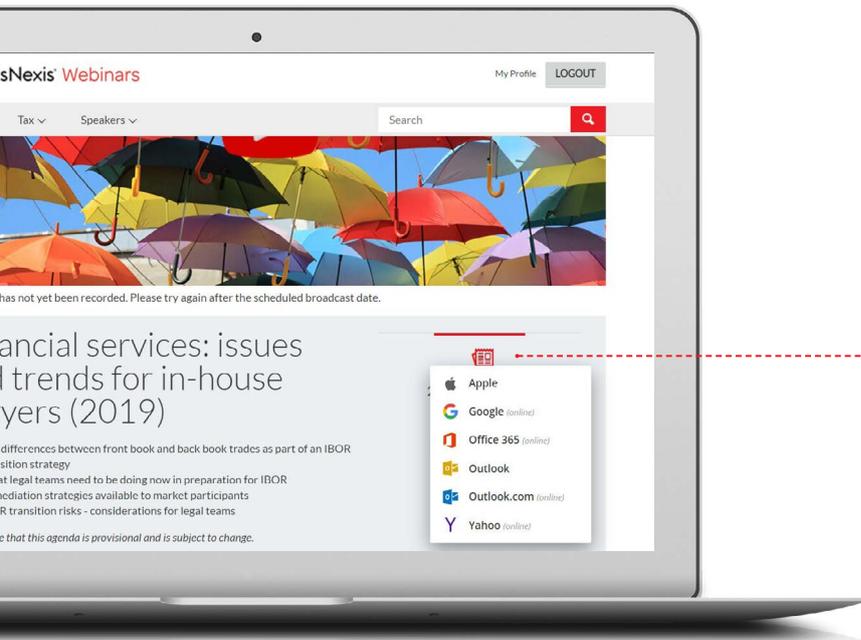
Should you wish to pause, fast-forward or rewind the webinar you can activate the control bar by hovering the mouse over the video display.

The webinar may automatically begin to play with no sound (on mute.) Therefore click on the **audio icon** in order to activate the sound.



Should you wish to change how you view the webinar, you will need to hover the mouse over the icon in the **top right hand corner** of the webinar player and click on your preferred option.

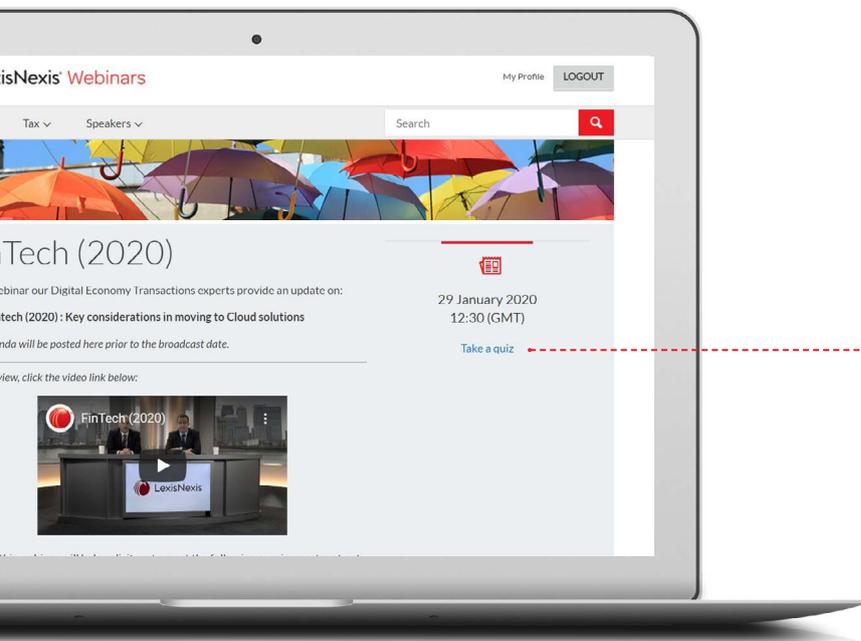




Add to Calendar

Remind yourself to view an upcoming webinar by clicking on the **Add to Calendar** button below the broadcast date and time on the webinar details page.

This will create a diary entry for the webinar in several of the most commonly used calendar applications including Outlook, Google and Apple Calendar.



Taking a Quiz

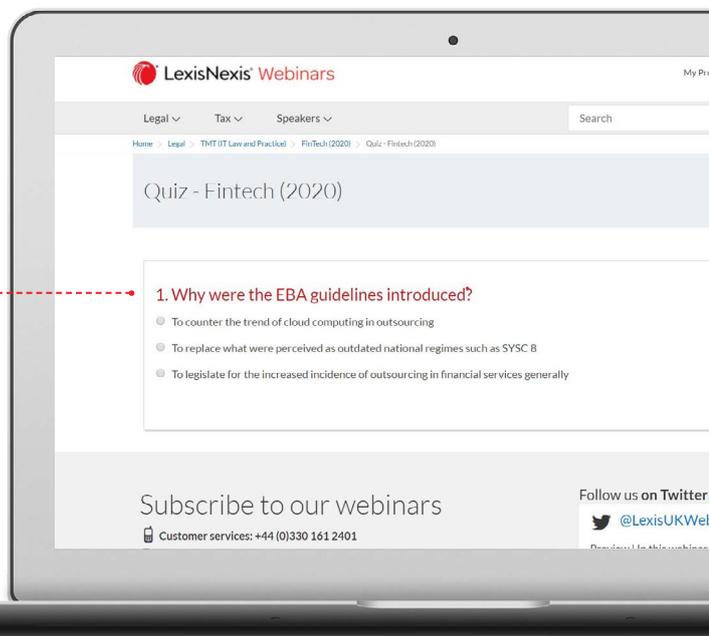
After viewing the webinar, you will then be prompted to **refresh the page** to take the associated **quiz** to reinforce your understanding of the webinar content.

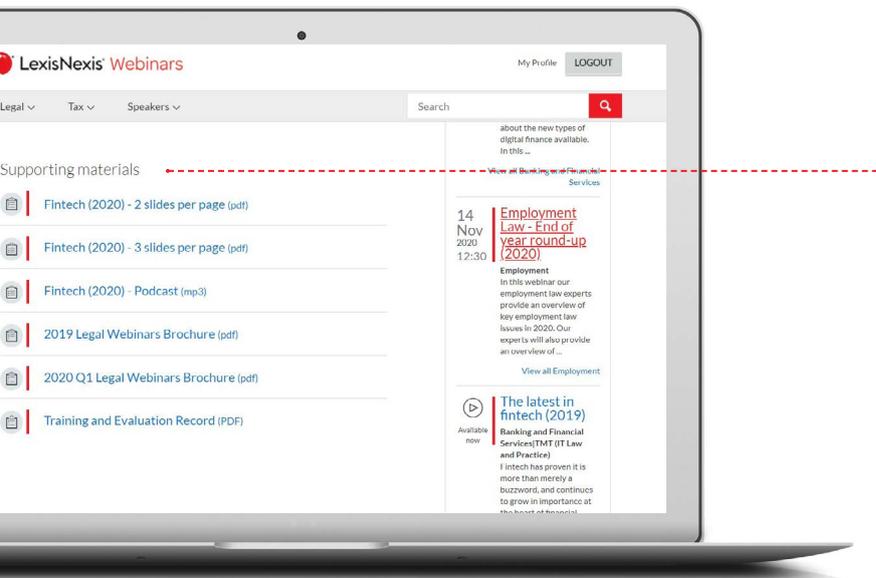
Click on the **Take a quiz** link at the lower right of the webinar viewing pane.

Select your answer to each quiz question by clicking on the radio buttons to the left of the questions.

Advance through the 10 multiple-choice questions by clicking **Next**.

In order to 'pass' the quiz, you will need to answer **7 out of the 10** questions correctly. You will have only have two attempts at the quiz in order to do so.





Supporting Materials

A range of supporting materials, including the PowerPoint slides, an audio podcast of the webinar and Lexis® Library reports of cases referred to during the webinar can be accessed from the **Supporting materials** section at the bottom of the page below the speaker details.

They are available for you to download, save and print.

If you cannot see the materials listed at the bottom of the page. Please a) check that you are still logged in, b) 'hard refresh' your page by pressing **Ctrl and F5**, or c) type in **/_recache** at the end of the page address and press return/enter.

Checking your learning and development activity

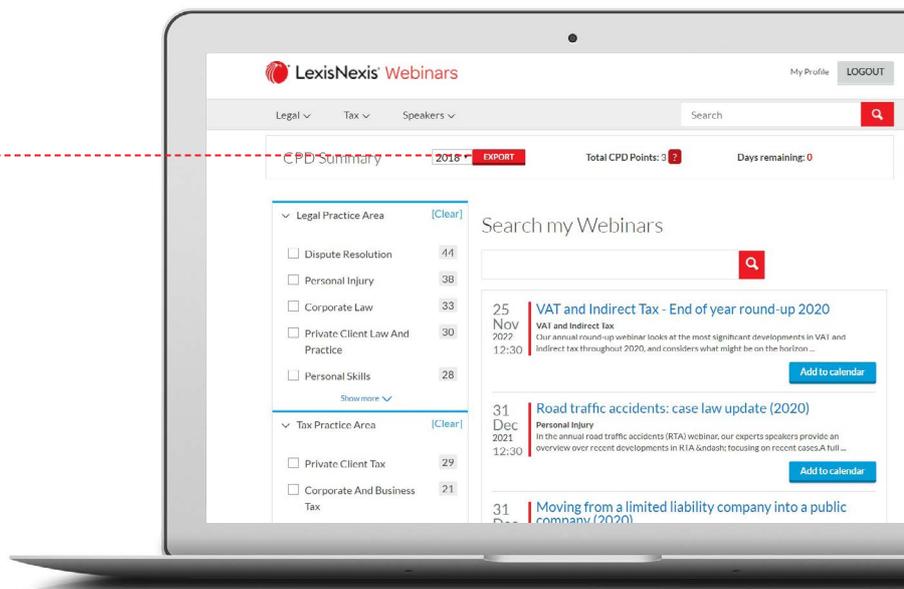
You can access details of your webinar viewing activity via the **My Profile** area of the site.

You can also export a list of the webinars you have viewed and the quizzes you have undertaken as an Excel spreadsheet by selecting the relevant year to the right of the **CPD Summary** heading and clicking on the **Export** button.

Please note that your results can take up to **48 hours** to update.

If for some reason you cannot see the export button or believe your results to be incorrect, please **email the Webinars team**.

A transcript of a webinar can be made available within 48 hours. Please email the Webinars team to request this.



Should you require any further assistance after experiencing a problem or encounter an issue, please do not hesitate to contact the LexisNexis Webinars team at: webinars@lexisnexis.co.uk or call **0331 161 1234**

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