# Installation guide for Lexlegis.ai Add-in for Microsoft Word

An AI-powered assistant that integrates seamlessly into Microsoft Word. Simplify legal research, drafting, and document review right where you work.

The add-in offers 8 powerful features:

1. **Summarise** Create concise and meaningful memos or summaries instantly.
2. **Review** Spot potential shortcomings or inconsistencies in your drafts.
3. **DocuChat** Ask questions and get precise answers from within your documents.
4. **DocuMap** Visualize and create a content hierarchy to organize your documents effectively.
5. **Client Questionnaire** Extract and structure essential information from clients in Word.
6. **Compare** Identify text and semantic differences between documents in seconds.
7. **Suggest** Receive recommendations to make your points clearer and impactful.
8. **Simplify** Convert legal jargon into language anyone can understand

# Option 1: Install from this document

Click on the “Accept and Continue” button on the right to install the add-in. Once you do, it will be available to you in Microsoft Word for all future document work.



# Option 2: Having Trouble? Install from Add-ins

If you do not see the “Accept and Continue” button on the right, please follow our installation guide below to install the add-in from the Microsoft Add-ins Marketplace

**Step 1. Click on “Home” on your Word menu bar. On the Ribbon click Add-in**



**Step 2. On the Popular Add-ins screen click More Add-ins**



**Step 3. The Office Add-ins screen will open. Type Lexlegis in Search. Lexlegis.ai for Word add-in will appear. Click Add**



**Step 4. A pop-up for the Terms and Privacy Policy will appear. Click Continue to install**



**Step 5. The Lexlegis.ai for Word add-in icon will appear on your ribbon. The onboarding screen will appear on the right. Click Get Started**



**Step 6. The Sign in screen will appear. Enter credentials received on email from Lexlegis.ai Click Sign in**



That’s it! You are ready to start using Lexlegis.ai for Word.

Have issues?

Write to support@lexlegis.ai for help