LexTalk® UK Forum
Getting Started Guide

A Lexis® PSL secure online community where legal practitioners can post questions and join discussions in relation to their practice area.
Contents

Handy hints to help you get started 1
Create and edit your profile 3
Getting to know the Homepage 4
LexTalk® UK Practice Area Homepages 5
Posting and contributing 6
Stay in the loop 7
Stay connected 8
Stay Involved 9
Stay Informed 10
Handy hints to help you get started

With LexTalk®UK you can collaborate and connect with our community of experienced lawyers.
Get instant access to ask questions, discuss the latest legal developments, share know-how and best practice and offer and receive peer support in a secure online community for legal practitioners.

Navigating to LexTalk®UK:
- Go to: www.lexisnexis.co.uk/lextalk or
- LexTalk®UK can also be accessed through Lexis®PSL

Once on the LexTalk®UK homepage, log in to LexTalk® by clicking ‘Sign into LexTalk®UK’ at the top-right of the screen.
A community account is required to access LexTalk® UK. You cannot access LexTalk® UK through your Lexis® PSL log in and password.

**Signing in**
- Not yet a member?
- Enter your username and password
- Make sure you tick the Remember Me box, to ensure the site remembers your logins for next time.
- **Forgotten your username or password?**

**Bookmarking**
- Once you have logged in, LexTalk® will remember your details and keep you logged in.
- You can now favourite or bookmark a particular practice area homepage to make accessing the site more convenient.
- The methods for bookmarking the LexTalk® Homepage, or particular Practice Area Homepage depends on your browser.

In Internet Explorer, right click anywhere on the page and click “Create Shortcut” to create a desktop icon.

In Firefox, use the Star icon next to the address bar. Then move it to the Bookmark Bar by clicking on the icon to the right of the Star.

In Google Chrome, click on the Star icon in the address bar and specify Bookmarks Bar to bookmark the site.
Create and edit your profile

Create a profile to facilitate networking within LexTalk®UK.

Your profile contains information fields you can complete to tell other users about your specialisms, interests, education, and competencies among other things. If you choose not to fill out a field on the profile, that field won’t be displayed on your profile.

Once you have signed in, from the dropdown select My Profile.

Simply customise your profile, by navigating across the tabs to:

- Upload/change your avatar
- Change your name if you don’t want to post under your real name
- Include your role and organisation and write a short bio
- Showcase your LexTalk® UK achievements
- Build your profile by linking to your organisation profile and social media pages
- View groups you have joined, your LexTalk®UK activity, users you have connected with and posts you have liked or have been mentioned in.

Remember to save your changes by clicking Save Profile.
Getting to know the Homepage

Overview of the LexTalk®UK Homepage

The LexTalk®UK logo will take you back to the LexTalk®UK Homepage
Post questions and share insight
Search across all Practice Area forums for posts or topics of interest
Use the dropdown to manage your profile, find out more about LexTalk®UK, access other LexisNexis® products or contact us
Featured posts will appear on the LexTalk®UK Homepage

LexTalk®UK practice areas:
- Arbitration
- Banking & Finance
- Brexit
- Commercial
- Competition
- Construction
- Corporate
- Corporate crime
- Dispute resolution
- Employment
- Energy
- Environment
- Family
- Financial services
- Immigration
- In-house advisor
- Information Law
- Insurance & reinsurance
- IP
- Life sciences
- Local government
- Pensions
- Personal injury
- Planning
- Practice compliance
- Private client
- Property
- Property disputes
- Public law
- Restructuring & Insolvency
- Risk & compliance
- Scotland
- Share incentives
- Tax
- TMT
LexTalk® UK Practice Area Homepages

Create a post or view and contribute to discussions, like, rate and share.

Each Practice Area has its own LexTalk® UK community homepage. This can be selected from the list of Practice Areas at the top of the screen.

The community homepage will contain links on the feature banner to the Lexis® PSL Practice Area homepage where you can view practice guidance, a link to the Practice Area experts page, and a link to a Lexis® PSL Practice Areas highlights.

Click the Turn Blog notifications button to ensure you receive a notification each time there is a new post on a particular community homepage.

View the most recent posts on that community homepage. To contribute, or view the post replies, click on the post title.

Create a new post by clicking New post or by clicking the pencil at the top of the screen.

Lexis® PSL Property
Browse the Property practice area to find out how LexisNexis can help you delight your clients and grow your business.

Recent Posts

What commercial buildings are exempt from the need for a commercial EPC?

Is there a difference between 'vacate' and 'give up occupation?'
Posting and contributing

Post a question, spark a debate or discuss the latest developments.

Insert a post title under 256 characters. This field is mandatory.

Format your post with the toolbar or include more context in the Body tab.

Add the most relevant tags to your post. A tag is a keyword or term used to categorise and organise posts as it links posts containing related information making content accessible.

Tick the box to confirm you have read and understood the LexTalk® UK community guidelines.

Remember to click Post once you are ready, or if not click Save as Draft.

Like and rate the post or click the more drop-down menu to share.

Tags help you to organise or locate content to create and incorporate discussions. When clicking a tag, you can view all content using the same tag. You can also search tags using the search function.

Like individual responses to the post to let other users know you agree.

Join the discussion by leaving a comment on a post.
Stay in the loop

Ensure your user settings are customised for your needs. Visit https://www.lexisnexis.com/community/user/settings.

Ensure that your settings work for you by setting up either email or live alerts to notify you about the activity on LexTalk® UK forums.

- **Activity from subscriptions** - These notifications include actions other users take in relation to the blogs and forums you’re subscribed to.

- **Activity from your network** - These notifications include actions other members take in relation to you, for example users wishing to connect with you.

- **Activity related to content you write** - These notifications include actions other members take in relation to your content, for example replying to your forum question/discussion or liking your content.
Stay connected

Connect with LexTalk®UK users

One of the most useful aspects of LexTalk®UK is connecting users with likeminded professionals. LexTalk®UK provides a number of features that facilitate connection across the site, including:

- **Private messages** - Users can send private messages via email, activity stream, or profile
- **Following** - Users can track others’ activities without requesting friendship
- **Friendship** - Friending someone creates a relationship between you so that you can keep up with each other’s activities (following) and communicate

To become friends or follow with another community member, click + Connect from a hover-over on their username.

![Image of a profile page on LexTalk®UK](image.png)
Stay Involved

LexTalk recognises those users who participate. You will earn an achievement whenever you complete a milestone.

- **Ask a question** badge when you post a question or comment and in a forum.
- **Discussion starter** badge when your post receives 5 replies.
- **Thumbs up** badge when you receive 25 / 50 / 100 likes.
- **Nice blog** badge when you receive 5 comments on your blog post.
- **A way with words** badge when you receive 25 / 50 / 100 likes on a blog post.
- **Making connections** badge for every 5 connections you make with other users.
- **Gets my vote** badge when you receive 5 likes on your post.
- **Know-it-all** badge when you answer 15 / 50 / 100 questions which are verified as helpful or correct.
- **Celebrity** badge when you make 50 / 100 friends within the LexTalk community.
- **Legendary** badge when you make 1000 friends within the LexTalk community.