



Westlaw International – Middle East

Creating and Managing Alerts

Course Description

This session will focus on how to create and customise alerts to stay up to date on legal developments and new content added to Westlaw International. Alerts are a highly effective method for keeping up to date through email notifications. They can assist with the management of your research projects and to optimise the most of your subscription.

**Access to content is subscription dependent.*

In this session we will cover the following:

- How to create an Alert and combine these into a Newsletter.
- Accessing your alert history and managing Alert groups.
- Create an Alert to specific content by jurisdiction.
- How to create a search-based Alert – Westclip Alert.
- How to be notified when a publication is updated – Publication Alert.

Session Duration

30 minutes.

Session Delivery Method

Online via Microsoft Teams. **Note:** The Webinar session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

Learning Materials

Online help and support materials available [HERE](#).

Training Specialist

Each session is facilitated by one of our MENA/SSA Training Specialists.