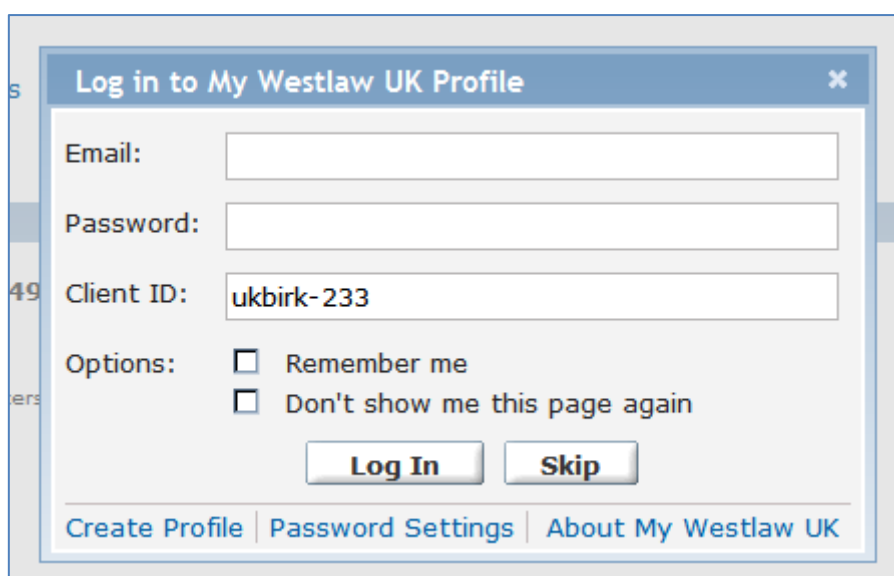# eLibrary Guide: My Westlaw

This quick guide will take you through setting up your personal account, and look at how to add content to Folders and create email alerts.

Creating an account

When you login to Westlaw, the following pop up screen appears.
If you do not wish to use the **My Westlaw** feature then you can either ask not to be shown the box again, or skip registration on this occasion.
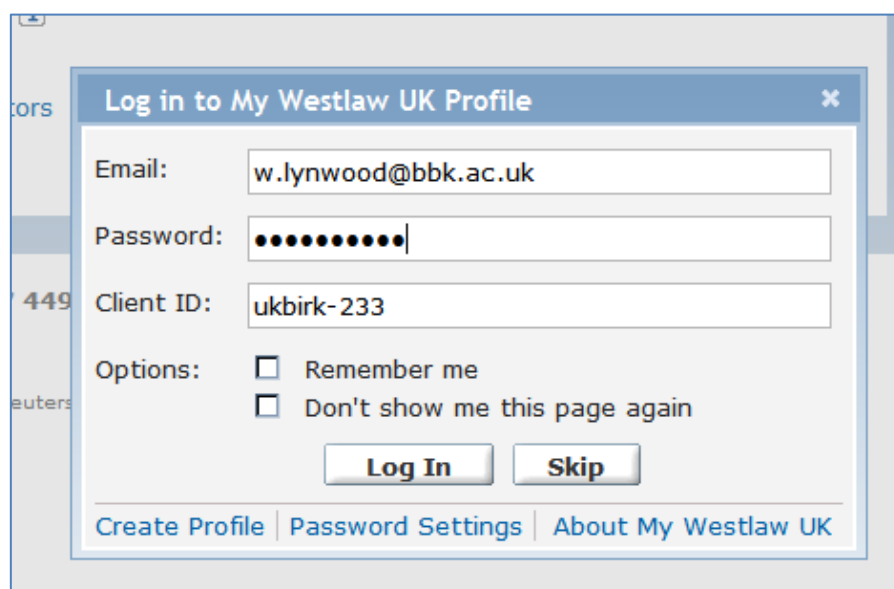
If you wish to register, select **Create Profile**, enter your name and email address as prompted and click on **Create**.

You will be emailed a temporary password with which to login. Return to Westlaw and enter your email address and temporary password.
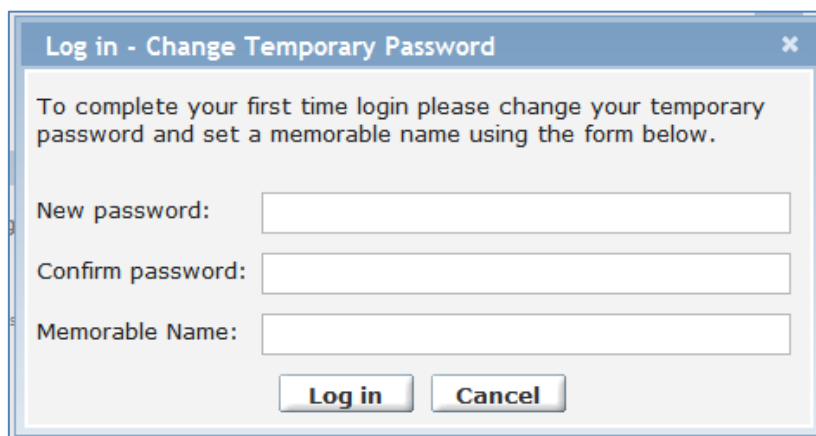
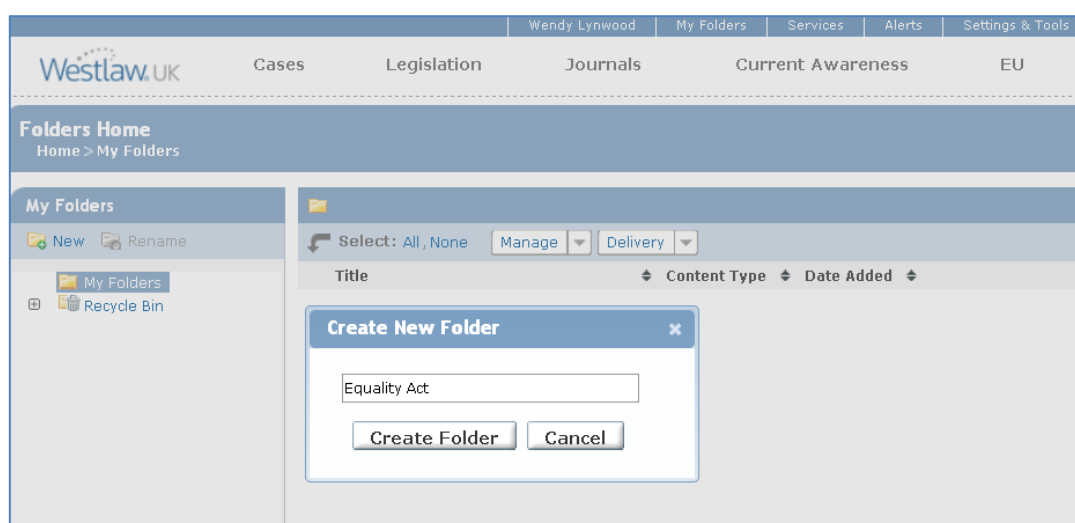You will then be asked to create a permanent password.

Once you have done this, your name will appear at the top of the search screen (see example below).
When you search, you will be given the option to save documents to your Folders. You can also set up email alerts on particular subjects so that when something new is added to Westlaw you are informed about it.

Creating and adding content to My Folders

When you have logged in, select **My Folders**. To create a new folder click on **New** on the left hand side of the screen, give the folder a name and click on **Create Folder**.
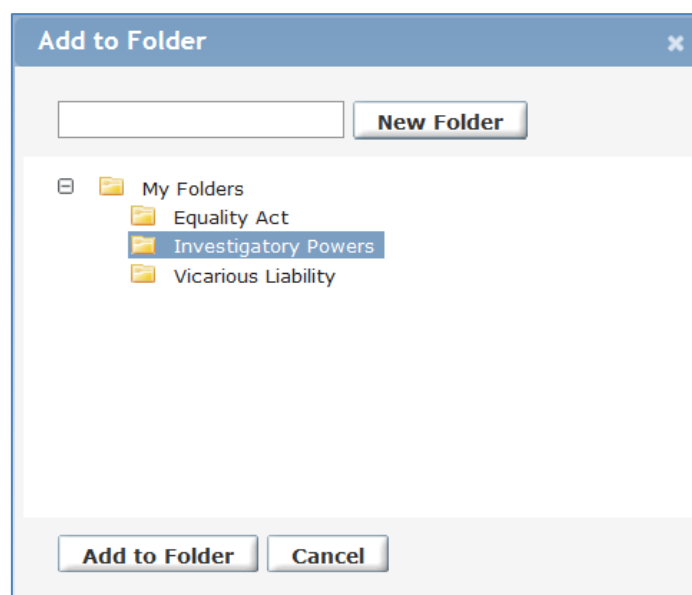
The folder will appear in the main section of the screen.
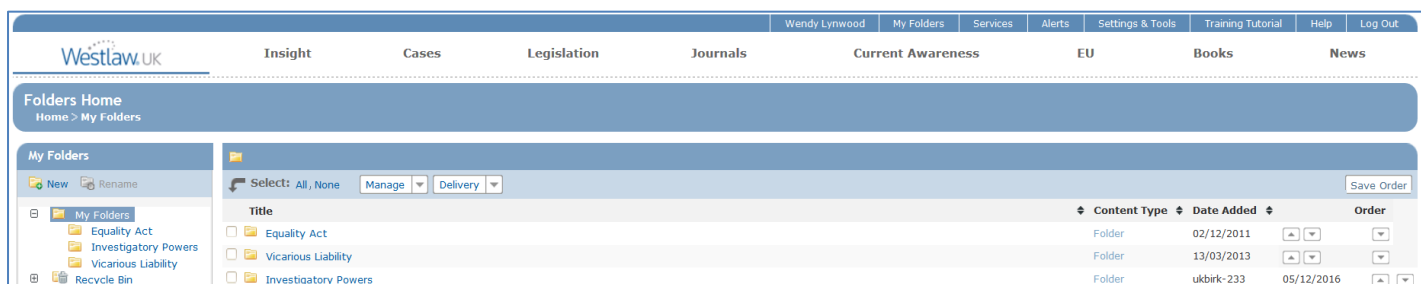
When you carry out a search within Westlaw, in addition to the usual print/download/email options, you can choose to add your results / document to your folders to revisit later.
Click on **Add to Folder** (see below) – this will bring up a list of any folders you have created.
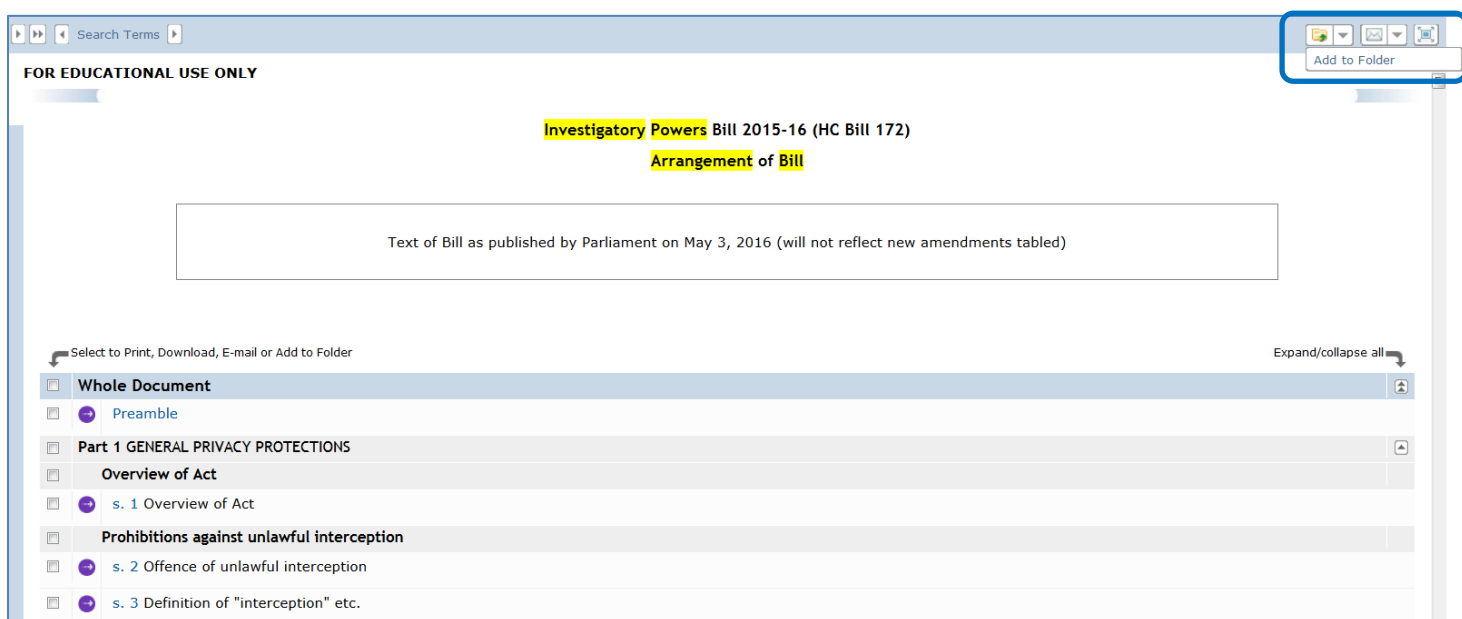
From the pop up box, select the folder you wish to add your document to and click on **Add to Folder** again.

Below is the Investigatory Powers folder after a few more resources have been added to it.

Creating email alerts

When you have logged in, select **Alerts** from the toolbar at the top. The screen below appears.
Click on **Create a New Alert**.

You can then choose which content type and subject areas you wish your alert to cover.

Scroll down to the bottom of the screen and click on **Next**.

Give the alert a name, choose the notification method as well as how often and to which email address you would like it delivered.

You can also choose to set up an alert based on a particular search you have carried out so that when new items are added to Westlaw you will be notified.

Below is the Results list retrieved from a search for Journal articles which have mentioned Brexit and the Supreme Court. Click on the alarm clock on the far right hand side of the screen.

The **Save Alert** screen appears, so give the alert a name and customise the other settings as required.

Whenever you login to Westlaw UK, clicking on the **Alerts** tab at the top of the screen will list your current choices and give you the chance to suspend / delete them as well as add new content.

WL, December 2016