Getting Started
Alert24 provides the latest details on legal and regulatory developments in key areas of practice. You can choose to receive regular email alerts or search Westlaw AU to access archived articles.

To get started you will need to log into Westlaw AU and setup a number of alerts.

1. Log on to the service at http://www.westlaw.com.au
2. Enter your Username and Password then click Sign In. IP Fixed users click Sign In by IP Access.
3. Browse the Table of Contents by clicking the +plus sign to expand the News and Current Awareness title. Select Alert24 to display a list of subscribed topics.

Creating Email Alerts
To commence receiving email alerts you will need to create these in Westlaw AU using My Alerts or Alert Centre. All OnePass users will have access to creating alerts. If you are an IP user you will be required to create a OnePass. Click here to access the IP Personalisation Guide.

There are three types of Alerts which are applicable to Alert24 in Westlaw AU. These alerts notify you through email of new documents added to your subscribed Alert24 topics. These include:

1) **Table of Contents Alerts**
   Select an Alert24 topic or topics from the Table of Contents and receive updates daily, weekly or monthly when articles are published.

2) **Search Alerts**
   This includes searching an Alert24 topic or topics by keyword/s then creating an alert so you are notified via email when new articles are published which feature your keyword/s.

3) **Breaking News Alerts**
   Subscribe to receive notification of important announcements or events such as High Court decisions, Reserve Bank of Australia interest rate decisions, as well as major reports on policy, regulatory, topic or practice area.
Create a Table of Contents Alert

Table of Contents (TOC) alerts notify you of new articles published to Alert24 topics.

1. From the Westlaw AU homepage browse the table of contents to locate Alert24 subscribed topics. Place a tick in the required topic or topics eg Banking & Finance.

2. Click the Alert icon.

3. From the Customise your Alert page, enter an Alert Name, select Frequency of Alert, enter a valid Email Address and click Save Alert to commence receiving your Alert24 alerts.

Note: The My email alerts page lists all of your current alerts as well as your newly created alert.
Create a Search Alert
You can create an Alert24 search based alert from Westlaw AU. This will provide an update when new articles are published in Alert24 which meet your search criteria.

1. From the Westlaw AU homepage select the required Alert24 topic or topics from the table of contents by placing a tick in the corresponding box/s.

2. Enter your search terms into the Basic Search box eg “class action” and click Search.

3. From the search results page click the Alert icon to create an individual alert.
4. From the **Customise your Alert** page, enter an Alert Name, select Frequency of Alert, enter a valid Email Address and click Save Alert to commence receiving your Alert24 search alert.

This will display the **My email alerts** page with a list of all your current alerts including your newly created alert.

**Note:** Maximum 200 documents per Alert.
Create a Breaking News Alert

The Alert24 Team will trigger a breaking news alert for important announcements or events in any of the Alert24 topics. These announcements or events can include: new High Court decisions; Reserve Bank of Australia interest rate decisions; the release of a major report that is highly significant for a particular policy, regulatory, topic or practice area. The Alert24 Team will mark this item as “breaking news” and it will be communicated immediately to customers who have subscribed via a Westlaw AU email alert.

1. Log into Westlaw AU and click Alert Centre (or My Alerts) from the navigation toolbar.
2. From the Alert Centre (or My Alerts) menu on the left, click Alert24 Breaking News.
3. Place a tick in the box and click Update Settings.

You will now commence receiving Alert24 breaking news email alerts.

Click here for Trainers Tip on breaking news.

Managing Alerts

Westlaw AU features a number of different icons to assist you with managing your Alerts. For help and to view a full list of tools click What do all these icons mean?

Click here for the Alert Centre.

Note: Icon Names highlighted in yellow are applicable to My Alerts. The additional alert functionality is available only to Alert Centre subscribers. Click here for the Alert Centre.