

PROFESSIONAL LEGAL RESEARCH

Law school student organizations offer valuable opportunities for their member, but they can be time-consuming to coordinate. Take advantage of The West Education Network® (TWEN) Web pages to maximize your time, manage your organization, and improve communication.

Following are ways you can use TWEN to help manage your student organization. For more in-depth instructions on how to use TWEN, refer to the *Student's Guide to TWEN* or the online Help.

Communicate with Organization Members on TWEN

- Create a calendar of events, which can include e-mail reminders to members.
- Post minutes from meetings and other organization news using Document Pages.
- Post teams, contact information, and research materials. For example, you can post Microsoft® PowerPoint presentations and PDF files.
- Hold live discussions using live chat windows with organization members. For example, you can hold a virtual meeting to plan upcoming projects or team assignments.
- Create online forums for all participants or create private, password protected forums for specific student teams.
- Respond to questions and stay in touch using e-mail options. You can e-mail individuals, groups, or entire organizations.
- Use customized polls to survey members and then view the results as a bar graph or pie chart.

Manage Your Organization on TWEN

- Post member lists and executive boards.
- Post bylaws and rules.
- Create an online vault where members can access class outlines. Citations in each outline can be automatically linked to Westlaw.

Category:

TWEN

For research assistance 24 hours a day, seven days a week, call the West Reference Attorneys at 1-800-850-WEST (1-800-850-9378) or click **Help** on Westlaw® for a live help session.

For technical support, call

1-800-486-4876.

You can also send an e-mail message to

west.twensupport@thomson.com.

TWEN is Easy to Use

- Anyone can manage a TWEN page—you do not have to be a webmaster.
- You already have free access to TWEN as part of your school's Westlaw subscription.
- Technical Support is available 24 hours a day, seven days a week, at **1-800-486-4876**.

Create Your TWEN Page Today

To create a Web page or obtain information about TWEN, please contact your school's Westlaw account manager. The user-friendly TWEN Creation Wizard guides you through the design of your site in just a few minutes. You can also call a TWEN team expert at **1-800-306-9378** or send an e-mail message to west.academic@thomson.com.

For assistance using Westlaw, call 1-800-850-WEST (1-800-850-9378).
For free reference materials, visit west.thomson.com/westlaw/guides.

