

TWEN for Student Organizations

Law school student organizations offer valuable opportunities for their members, but they can be time-consuming to coordinate. Take advantage of the 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 instruction on how to use TWEN, refer to the *Student's Guide to TWEN* or online Help.

Communicate with Organization Members on TWEN

- Create a calendar of events, which can include email 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 email options. You can email 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 WestlawNext.

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

For technical support, call
1-800-486-4876.

You can also send an email 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 WestlawNext subscription.
- Technical support is available 24 hours a day, seven days a week, at **1-800-486-4876**. You can also send an email message to **west.twensupport@thomson.com**.

Create Your TWEN Page Today

To create a web page or obtain information about TWEN, please contact your school's account manager. You can also call a TWEN team expert at **1-800-306-9378** or send an email message to **west.academic@thomson.com**.

For assistance using WestlawNext, call 1-800-850-9378.
For free reference materials, visit **store.westlaw.com/westlaw/guides**.

