

MANITOBA

LAW LIBRARY

# Create an Alert with CanLII

August 2021

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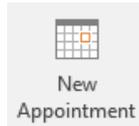
## Introduction

All Manitoba court decisions are published on CanLII, usually within 24 hours of being distributed. They can be downloaded as a pdf and then printed or emailed. This guide will explain how to set up an alert using Outlook or Google calendar to remind you, and then demonstrate how to retrieve and distribute the decisions.

# Calendar Alerts

## Outlook Calendar

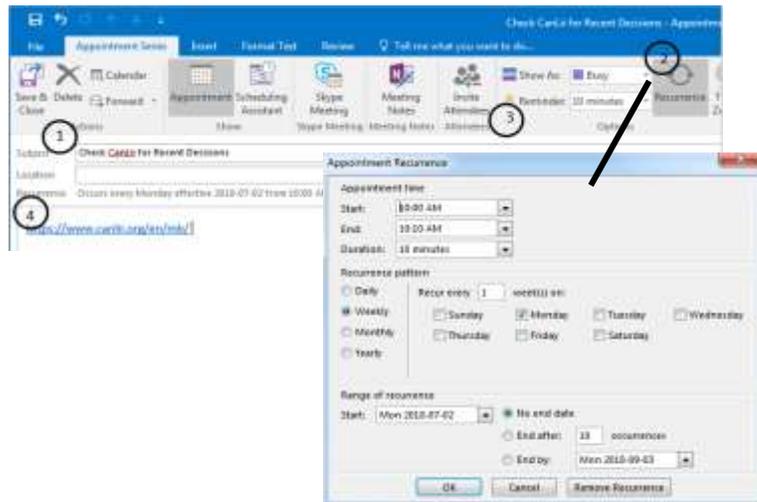
Set up a reminder through your Outlook calendar. You can customize when you want to receive notifications, how often and for how long.



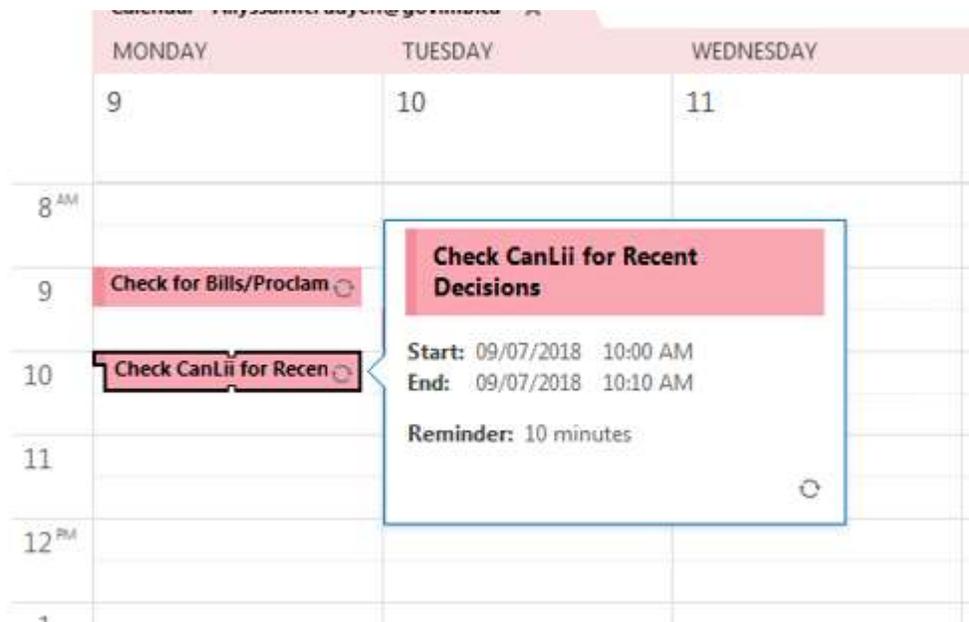
To create a reminder, select **New Appointment** at the top left hand corner of your calendar.

Fill in the:

1. Subject (Title) of your alert
2. Recurrence
3. Set reminder time for desktop notification (how long in advance would you like the notification?)
4. \*\* Optional: Create a description. example: CanLII URL
- 5.



After you have created your alert this is what your calendar will look like;



## Google Calendar

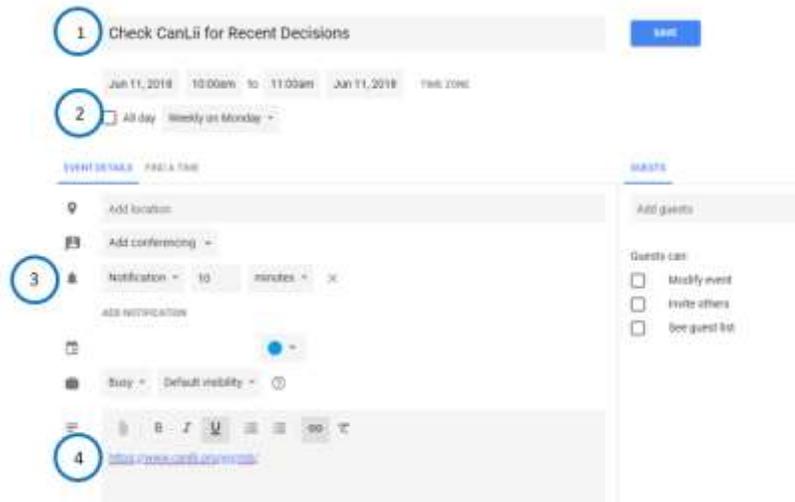
Set up a reminder through Google calendar. You can customize when you want to receive notifications, how often and for how long.

To create a reminder, select  on the bottom right hand corner of your calendar.

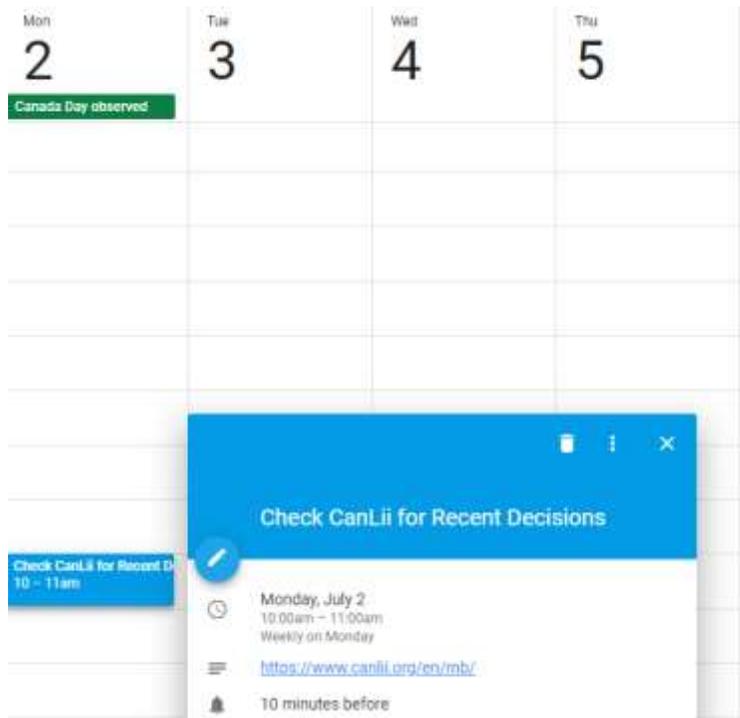
Fill in the

1. Title of your Alert
2. Frequency of Alert
3. Set timer for desktop notification (how long in advance would you like the notification?)
4. \*\* Optional: Create a description. example: CanLII URL

Don't forget to save!



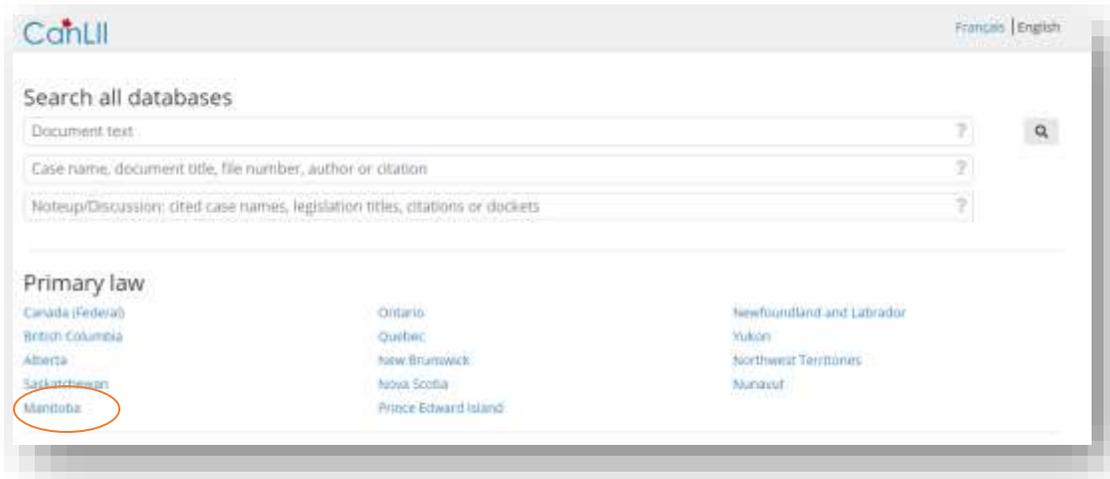
After you have created your alert, this is what your calendar will look like;



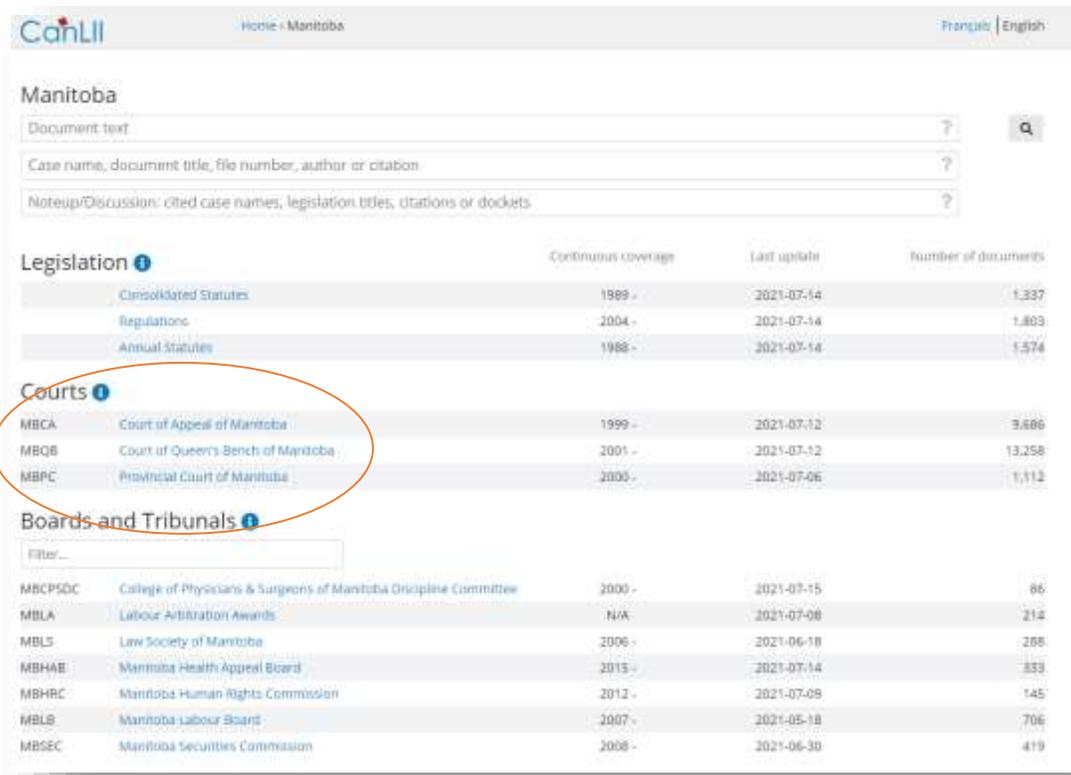
# How to find recent decisions on CanLII

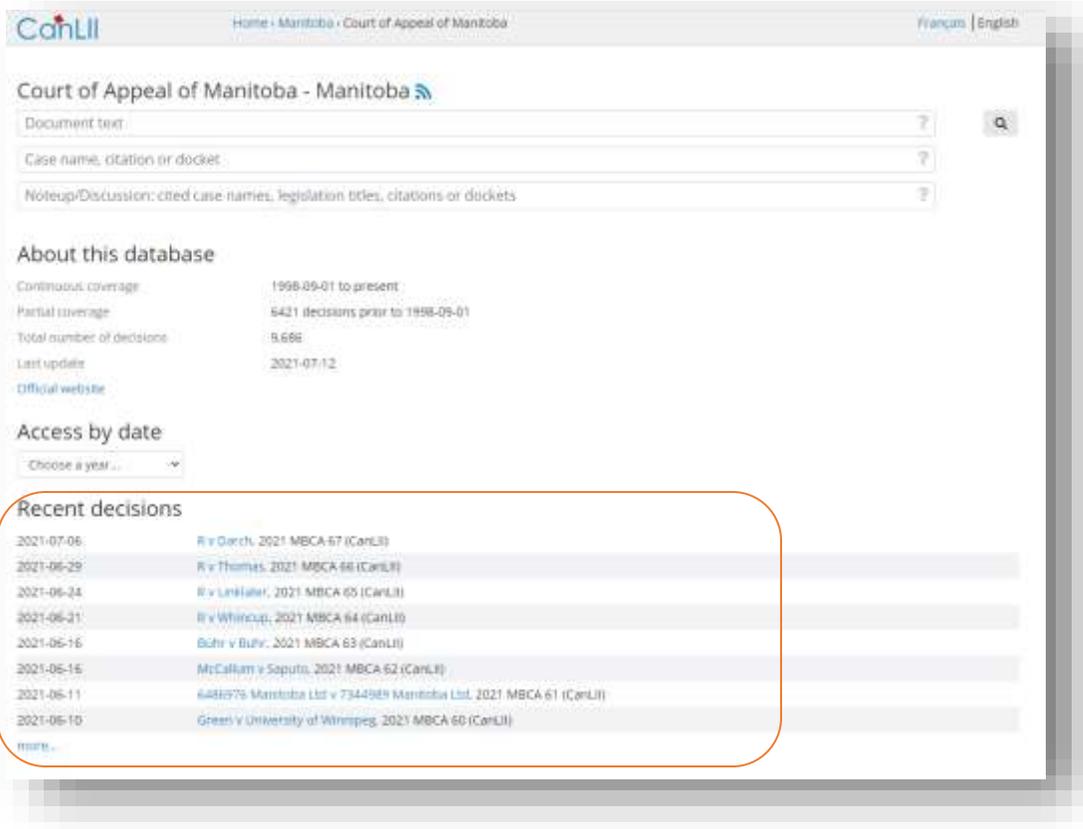
<https://www.canlii.org/en/>

1. From the homepage, select Manitoba (or jurisdiction of your choice)



2. Select your court (for this guide we will look at Court of Appeal)

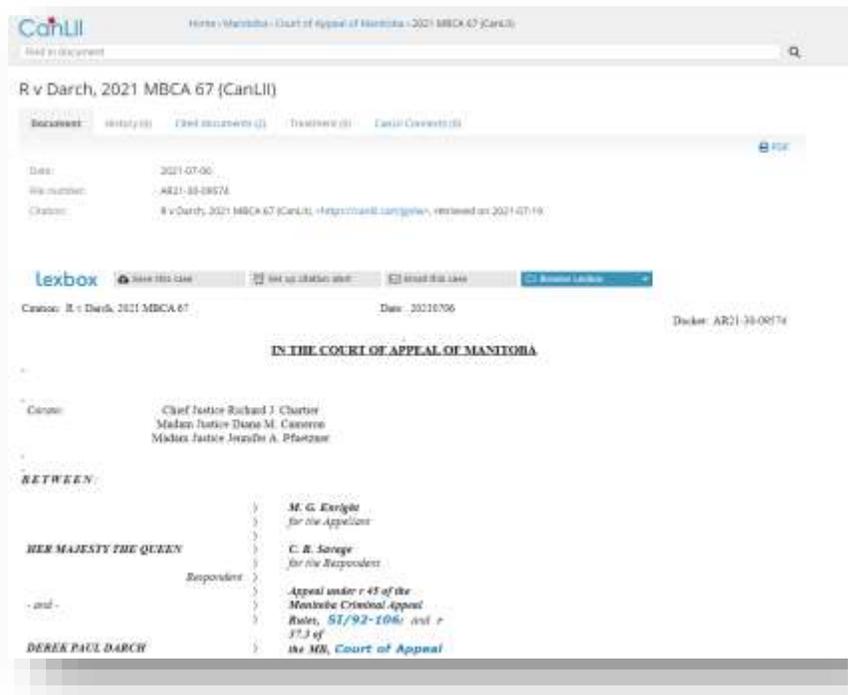




The most recent decisions will be under the *Recent Decisions* heading for each court.

Selecting the case will bring you to the full text document. You can print, email or download the case.

We recommend selecting the pdf option for the cleanest copy.



# RSS Feeds

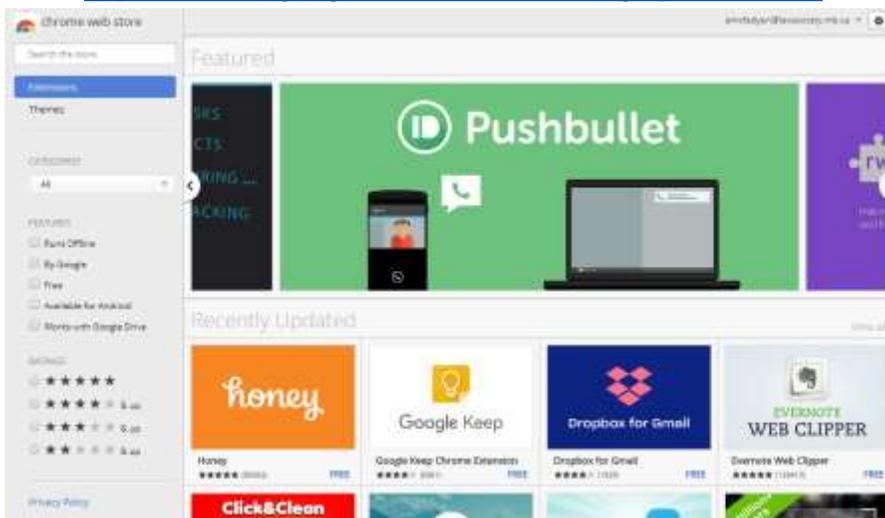
To learn more about RSS feeds, read [What Everyone Should know about RSS Feeds](#), and watch [RSS in Plain English](#)

## RSS Feeds with Google Chrome

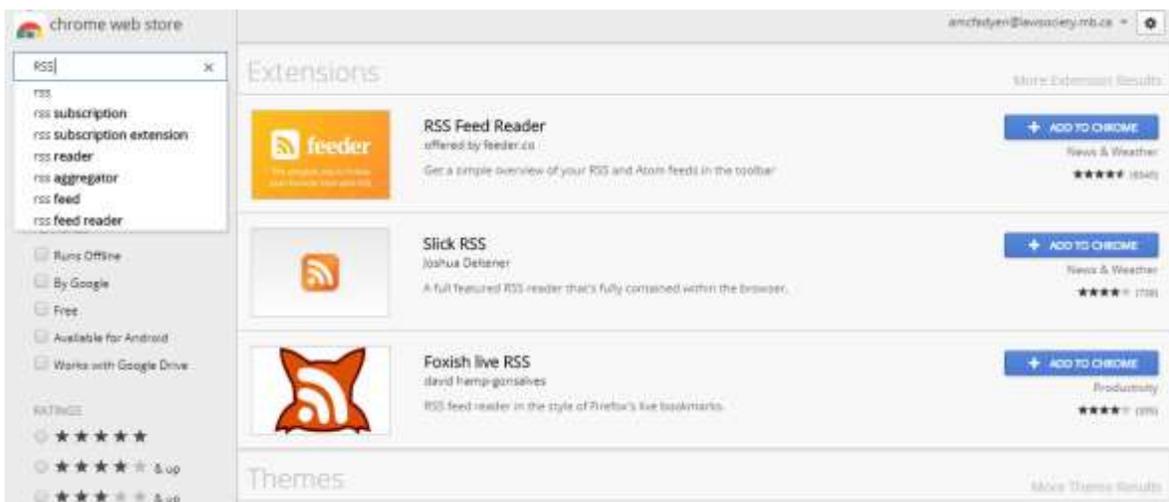
In order to set up an RSS feed through your Google Chrome browser, you must first install an RSS Feed extension.

If you don't already have an extension in your browser, here's how to get one

1. Go to <https://chrome.google.com/webstore/category/extensions>

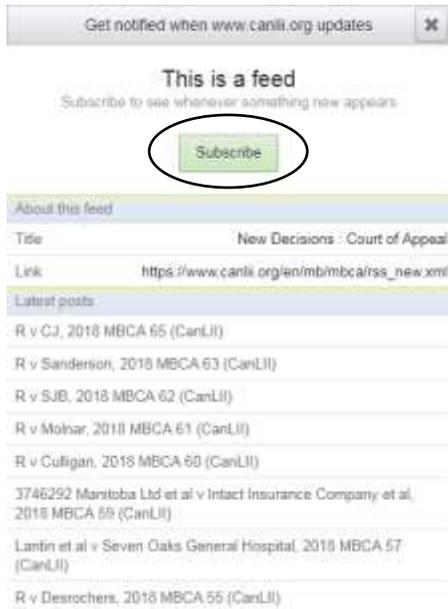


2. Search for "RSS"



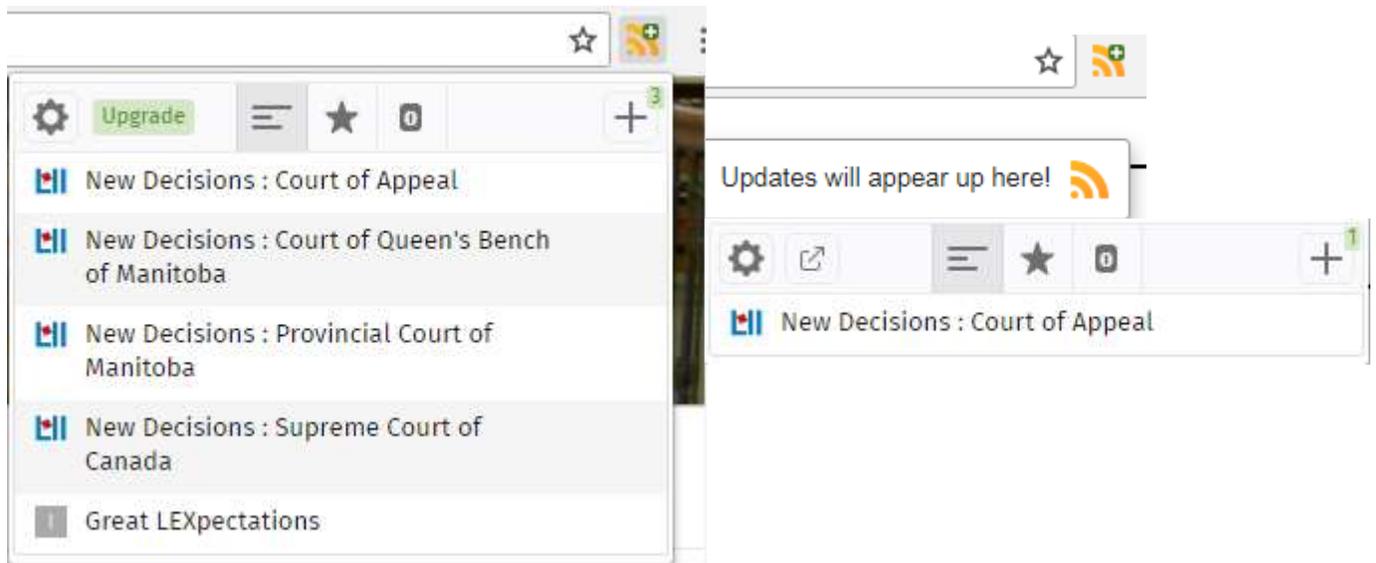


6. Select Subscribe and you've successfully added a feed to your reader!



7. Repeat above steps for other courts and jurisdictions.

When you have added all the feeds you would like to receive updates for, this is what your reader will look like.



The reader will update when new content has been added to the feeds you've selected. Simply click on the feed you would like to view and it will direct you from there.

Reminder: you can add feeds from your favourite news channel, blogs, websites and much more.

For example: to view new posts on our library blog *Great LEXpectations*

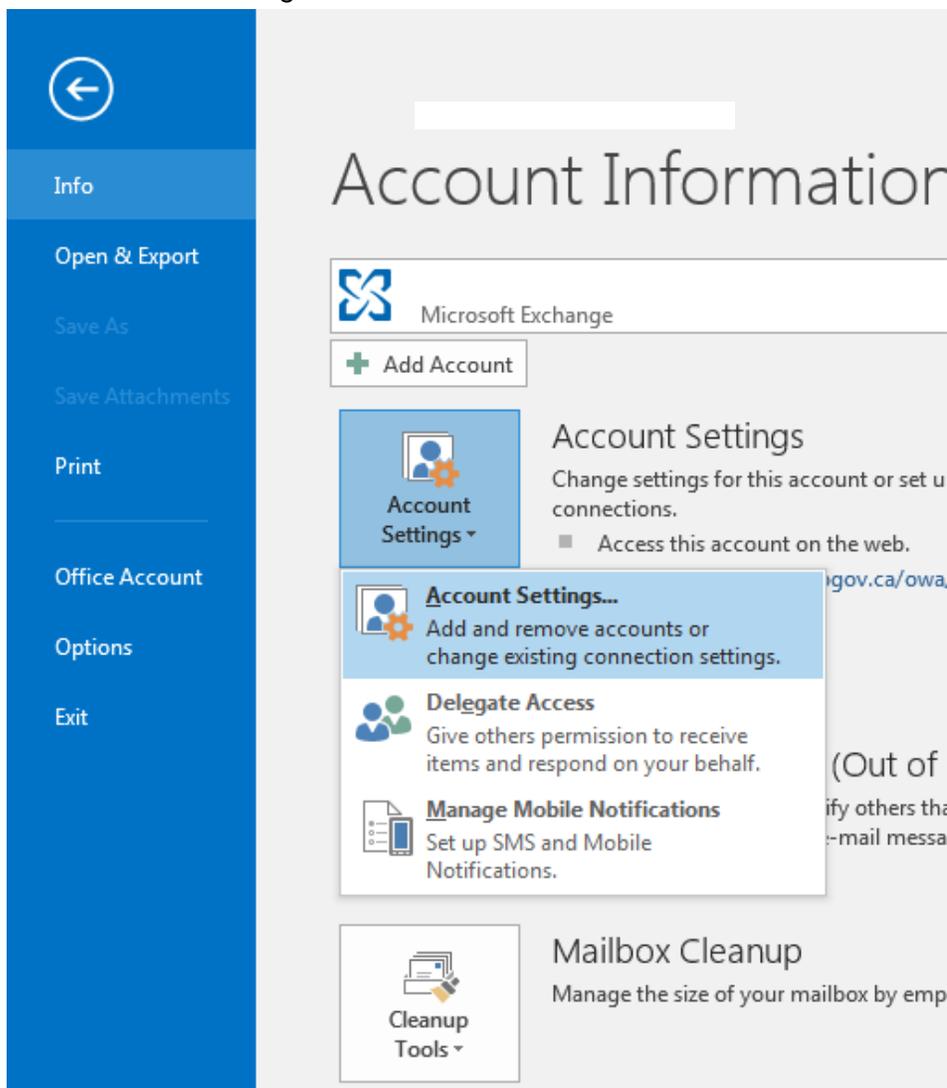
1. Go to [lawlibrary.ca](http://lawlibrary.ca)
2. Select “Great LEXpectations RSS Feed”
3. Receive updates about what is new in the library!

(or subscribe via e-mail.)

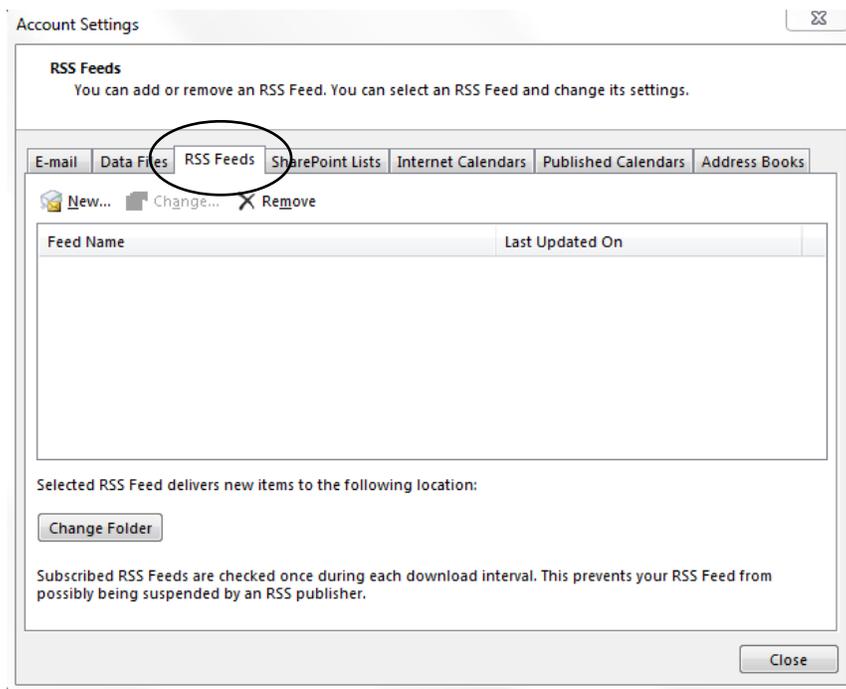
## RSS Feeds through Outlook

Set up an RSS feed through your outlook account.

1. Select File at the top right hand corner
2. Select Account settings



### 3. Select RSS Feeds

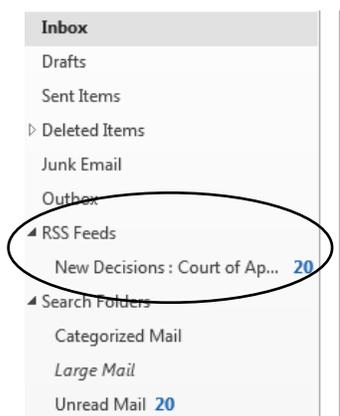


### 4. To add new feed, select new, and add the URL from the feed

[https://www.canlii.org/en/mb/mbca/rss\\_new.xml](https://www.canlii.org/en/mb/mbca/rss_new.xml)



### 5. From there you can change the feed name, folder, etc.



This is what your side bar will look like, with updated folders for your feeds

If you have any further questions or need assistance with any of the information provided, do not hesitate to contact staff at the library and we'll be happy to help.



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