Sharing an EndNote Online Library

After creating your login, connect to EndNote Web at https://www.myEndnoteWeb.com or via the desk top version of EndNote (using the Sync button)

Now create a group of people you want to share an EndNote Library with:

- You should be logged into EndNote Online
- Use the **Organize** tab to select **Manage My Groups**
- Click the **Manage Sharing** button for the group you wish to share
- Click **Start sharing this group**
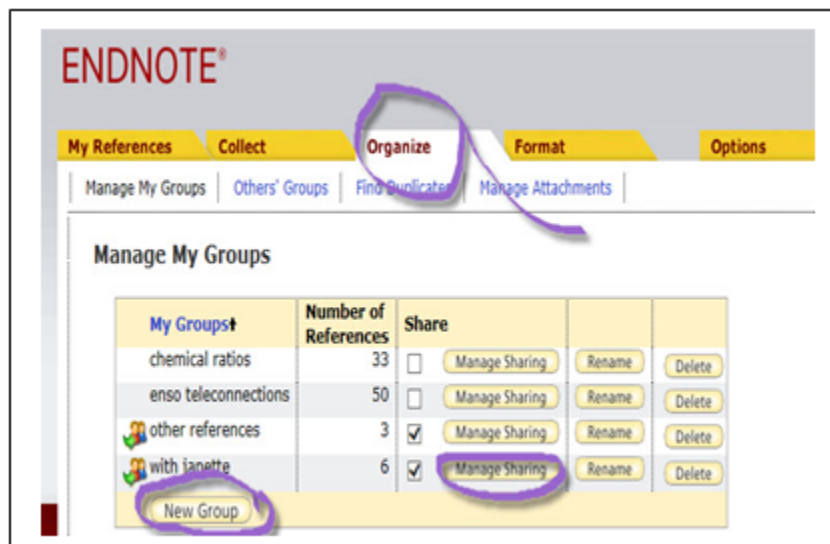
- Enter the e-mail addresses, one per line, of those you will be working with
- Select **Read only** or **Read & Write** (permissions)
- Click **Apply** and close the window
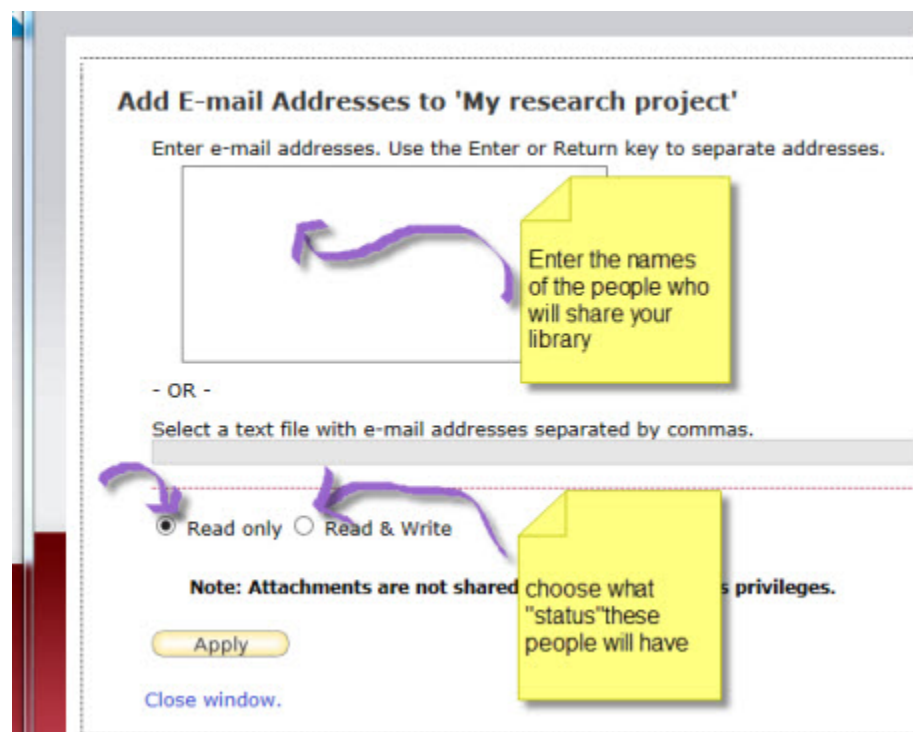
- Remember to click **Apply**

- The next time your colleague logs in to EndNote Online, she will see the group in

- My References > **Groups Shared by Others**
- Click on the group name to access and use the references