Creating and Sharing Groups with EndNote Online

Use the groups function in EndNote Online to organise your library

1. To create a group:
   - Logon to your EndNote Online account.
   - Click on the Organize tab > Manage My Groups > New Group.
   - A script window should appear > enter a name > OK.
   - Your new group should appear in the My Groups column.

2. To add references to a group:
   - Go to My References > select the reference(s).
   - From the Add to group drop down menu choose your group.
   - If you have just transferred references from EndNote desktop click on Unfiled in the left column to select your references.

3. To share a group:
   - Go to Organize > Manage My Groups.
   - Tick the Share box next to the group you want to share > Manage Sharing > Start sharing this group.
   - Enter the email addresses of the EndNote Online users with whom you wish to share your group.
   - Choose Read Only OR Read & Write > Apply.
   - Your shared group will appear under My References with a shared icon.

4. To rename a group:
   - Click the Organize tab > Manage Groups.
   - Click Rename next to the group you want to rename > enter a new name > OK.

5. To delete a group:
   - Click the Organize tab > Manage Groups.
   - Click Delete next to the group you want to delete > OK.