Creating an EndNote Web/EndNote Online Account and Syncing with EndNote Desktop

Registering your account
- Go to www.myendnoteweb.com
- Click on the ‘create an account’ link at the top of the Sign In box.
  *Do not use the Institutional/Shibboleth link at the bottom of the box – you will end up going around in circles!*
- Enter your university email address twice.
- Fill in the required fields in the short form that appears – note that your password needs letters, numbers AND a special character.
  *You can just add an exclamation mark to the end of your university password if this seems easiest.*
- Click I Agree to submit the form.
- If it says you are already registered – go back to www.myendnote.com and sign in directly.
- Decline to join Connect (unless you really want to at this stage).
- Close the Getting Started Guide by clicking on the option on the top right of the window.
  *You can now enter records manually or import them from databases etc.*

Syncing with EndNote Desktop
- Open EndNote Desktop.
- Choose Edit>Preferences
- Select Sync from the list on the left of the box.
- Enter the email and password you used to create your EndNote Online account.
- Make sure Sync automatically is selected.
- Click Enable Sync.
- A window will open asking for some further user registration details. You can use your university address for this if you wish.
- Click I Agree to complete your registration and then click Done.
- Click OK to close the preferences window.
- Click the Blue 🔄 Sync button on the top ribbon.
- If it is the first time you have synced, proceed past the warnings and don’t bother with a backup.
- Return to EndNote Web and click the My References tab – your references should be synced across.
- Any references you add to EndNote Web will be added to your EndNote desktop when you next open it or manually sync again.