

Creating a free EndNote Online account

This article will show you how you to create an EndNote Online account and then sync it with your desktop library.

EndNote Online (formerly EndNote Web) is a cloud version of EndNote. Anyone can sign up for a free EndNote Basic account, with a very limited number of styles (20) and searchable databases (5). However, members of the University of Essex can sign up for an enhanced, customised EndNote Online account by following the instructions below. Logging in on campus even after you have registered for a basic account should upgrade it to the enhanced version.

Details of entitlement options can be found on the EndNote website at: <https://endnote.com/product-details/>

Step 1: Registering an account

1. Open your web browser and go to: <https://www.webofknowledge.com>

NB: If you are connected to Eduroam or using a University of Essex machine connected to the network, skip straight to **Step 5**.

2. Under **Institutional Sign In**, choose **UK Federation** then press **Go**.
3. In the search box start typing **University of Essex**, then click on the option when it appears below and press **Continue**.
4. Sign in with your **Essex ID** and **password**.
5. In the top menu bar on the right, click **Sign In** then **Register**.
6. In the Registration window, type in your **personal email address** (twice) then press **Continue**.
7. A verification code will be sent to your email address. Check your inbox then **copy** this code and **paste** it into the open window with **Email Verification** and press **Continue**.
8. Next **enter your details** in the Registration window then **Submit Changes**.
NB: Remember that this password is not linked to your University of Essex account so the passwords do not need to match.
9. At the Web of Science platform, click on **EndNote** in the top toolbar, then **Agree** to the Licence Agreement.
10. A message about Kopernio will pop up, press **Continue**, then you will arrive at your blank library. You now need to sync this online library with your desktop library (see Step 2).

Step 2: Syncing your Desktop version with your Online version

1. Return to your Desktop library and go to **Edit >Preferences >Sync**.
2. Under EndNote Account Credentials, type in your **personal email address** and the **password** you just created for your EndNote Online account then press **OK**.
3. Now run **Sync** by clicking on the Sync icon  in the top menu.
4. You will get a warning message about merging libraries, click **Yes**.
5. In the next window, **agree** to the EndNote user License Agreement and then press **Sync**.

6. You have the option to create a compressed library back-up. This is not necessary if your new online library is blank, so press **No**, then wait for the Sync to complete.
7. Return to EndNote Online and **Refresh** the page. You should now have the same references appear as those in your desktop library.
8. In future, when you want to sign in to EndNote Online, simply navigate to <http://www.myendnoteweb.com> and type in your email and EndNote password.

Step 3: Installing the Tools on staff and personal computers (not necessary for lab computers)

In order to take full advantage of EndNote Online, you should, if possible, install the toolbars and plugins available.

1. [Cite While You Write](#) plugin for MS Word (and Internet Explorer): This will allow you to add citations directly into an MS Word document, in your selected format. It also includes the browser plugin for Internet Explorer, which helps you import citations directly into EndNote Online from databases and websites.
2. [Kopernio](#): This browser plugin allows you to get one-click access to full-text PDFs and export to EndNote. This requires a one-time set up to get started.

Downloads are also available at the top of the page once you have logged into EndNote Online.

If you don't use MS Word for word processing, you can still use EndNote Online for formatting. You can either: format the bibliography in EndNote Online as a separate document (and paste it into your paper); or you can use the "temporary citation layout" and upload your paper into EndNote Web for automatic formatting. Please see the [instructions for the temporary citation layout](#).

If you don't use Internet Explorer as your web browser, you can still import citations into EndNote Online. You just need to download the text file with your citations in EndNote or RIS format, and import them into EndNote Online.

Renewing your EndNote Online account

Once you have set up your account, you can access EndNote Online at <http://www.myendnoteweb.com> from any computer.

Accounts set up using the method above are valid for 12 months from the login date, before reverting to the free EndNote Basic version with less features. The 12-month period is reset by logging into EndNote Online from the University domain (ie a PC on campus or a laptop connected to Eduroam). This is important if you are leaving the university because you can theoretically gain another 12 months of enhanced access via your online account by doing this before you leave.