

Setting up EndNote Desktop and EndNote Online accounts

This guide takes you through the process of setting up EndNote Desktop and EndNote Online accounts.

User guidance

Downloading EndNote onto a personal computer (all staff and students): Go to the [university's Software Library](#).

Downloading EndNote onto a University laptop (staff and postgraduate researchers): You may need to [contact IT](#) to request temporary admin rights before you can download EndNote.

Associate users: If you're unable to access the [university's Software Library](#), you may not have the appropriate permissions to download EndNote. Instead, go to [EndNote's interface on the web](#) and click **Register** to set up an **EndNote Basic** account.

For help with using EndNote:

- Go to our [Using EndNote Desktop](#) and [Using EndNote Online](#) guides
- Join one of our term-time [Using EndNote webinars](#) on Teams (all students)
- Book onto our [Using EndNote Desktop for Researchers](#) session (postgraduate researchers and staff),
- Request a [Literature Searching Support one-to-one](#) appointment

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Downloading and setting up an EndNote Desktop library

1. Go to the university's Software Library

- Go to the [University's Software Library](#)
- This will take you to **Workspace**, where you should login with your university **username and password**

2. Scroll down to 'how we make it available'

- On the **EndNote** page, scroll down to the **How we make it available** section
- Under the **For personal use** heading, click the **EndNote** link to install on personally owned computers

How we make it available

For use at the University

Computer Rooms: EndNote is already installed on all PCs in Computer Rooms.

For staff/PGRs Windows PCs: EndNote is available to install from the Software Center (sic) where it is already packaged up. To install it, or upgrade from an older version, please put *Software Center* (sic) in the search box at the bottom left of your taskbar and then select the latest version of EndNote.

For Macs, Staff and postgraduate researchers can use the details under personal use to install EndNote on a University owned Mac.

For personal use

The University licence also allows staff and students to install EndNote on their personally owned computers. Associate should follow the details shown above under *Who can use it on personal devices*.

Additionally, for those that may not want to install the full client on their personal devices then [EndNote Online](#) can be used on personally owned devices without charge and can link to the references created in EndNote.

3. Click on the installer link

Scroll down the **EndNote Software Downloads** page to find installation options for Microsoft Windows and Apple Mac

For a Windows Device

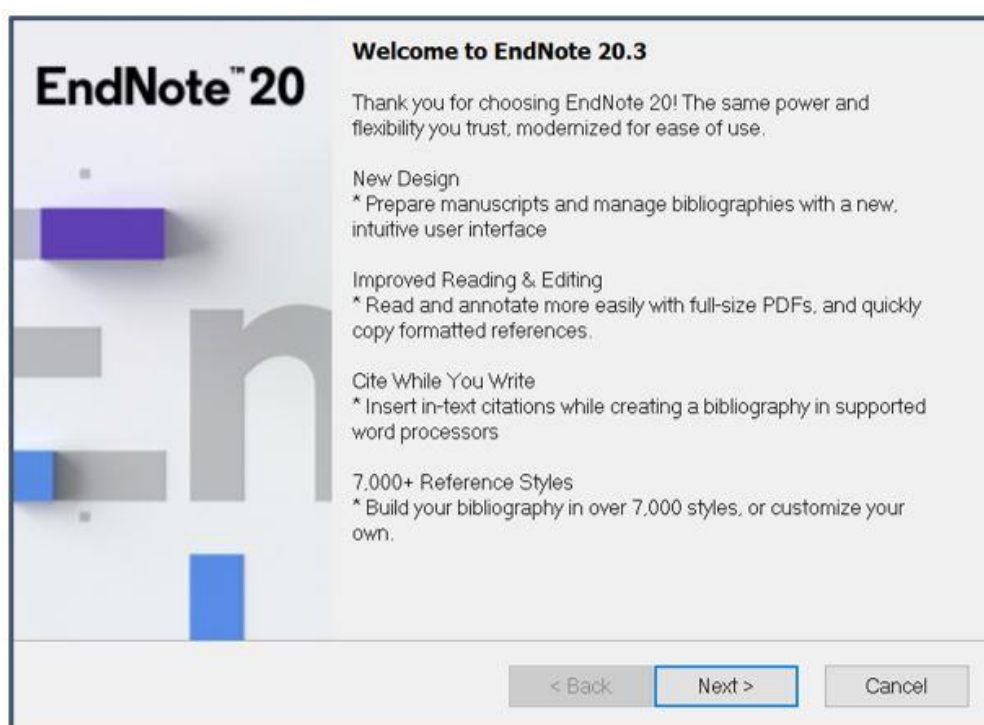
- Note the **product key** - you will need to enter this as part of the installation process
- Click the **Windows installer** option

For an Apple Mac

- Click the **Mac Installer** link to download and launch the file

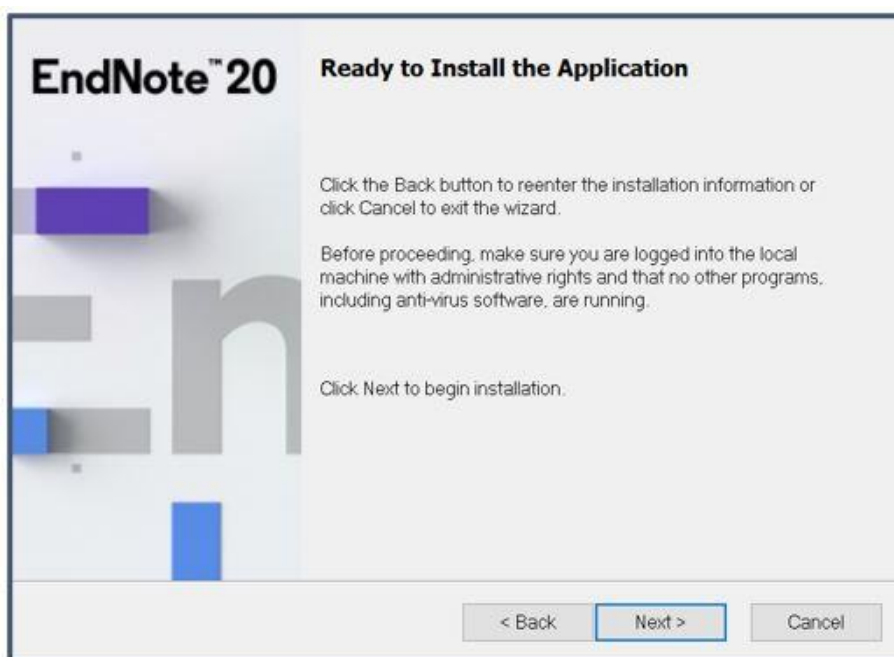
4. Open the installer and start the download process

- Having clicked the **Windows installer**, you may see another window prompting you to download the file, click **Download**
- Once EndNote has finished downloading, click the **EN...exe** file (bottom left corner of your screen), then **Open**
- When prompted to allow the app to make changes to your device, click **Yes**
- The **Welcome to EndNote set up wizard** should display, click **Next** to begin the installation



5. Enter your user and organisation information

- On a Windows device, enter the **product key** you noted earlier (see step 2) - (you shouldn't need this for a Mac)
- Click **Next**
- On the **User Information screen**:
 - In the User Information box, change Windows User to your own name
 - Set the organisation to 'University of Nottingham'
- Continue to click **Next** through subsequent screens, **accepting the license agreement** when prompted
- Take note of the **default destination folder** for your EndNote installation, or select your preferred destination
- Once EndNote has been successfully installed click **Finish**



6. Click next and download EndNote

- Go to the destination folder selected during the installation process to find and open **EndNote**
- You may be prompted to accept the **End user License Agreement**, then click **Next**

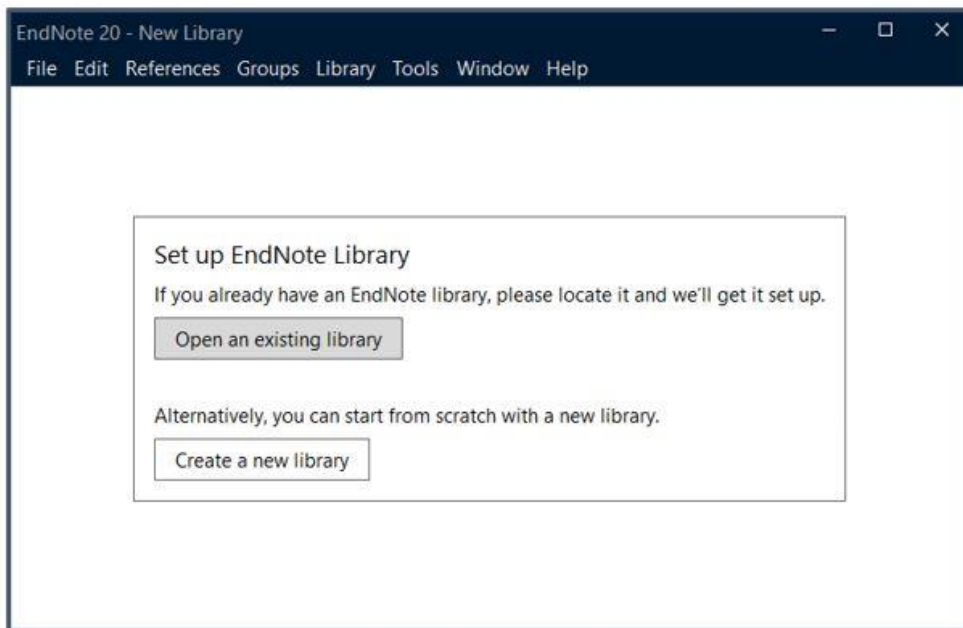
- If prompted to install later EndNote updates, click **Ignore this**
- EndNote will now be downloaded on your computer – click the EndNote Desktop icon to open EndNote

7. Open your EndNote Desktop Library

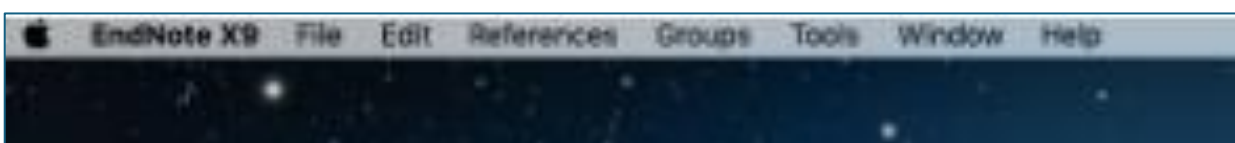
- **Note** - If you are opening EndNote from a university PC, this would be the first screen you see when you open EndNote from the start menu

When you open EndNote Desktop, it will open ‘**Set up EndNote Library**’ screen, select:

- **Open an existing library** - for example, if you already have an earlier version of EndNote installed on your device
- **Create a new library** - if you are installing and using EndNote for the first time – make sure you ensure you **save your EndNote Library directly to your device or onto a memory stick** and **not** in a cloud-based service (such as OneDrive or iCloud) - EndNote and cloud storage are not compatible, it can corrupt the library if it is saved in this location.



If you are using a mac, this does not always open automatically and it can appear that EndNote has not opened. If this happens, go to 'file' in the very top right-hand side of the screen and select 'create a new library'.



8. EndNote Desktop download complete

- Having saved your new EndNote library it will open automatically
- Click the **maximise button** (top right corner) to make it full screen
- You can start importing references and using your new EndNote Desktop Library, for more information visit the [Using EndNote Desktop guide](#)
- If you want to also use EndNote Online, or if you want to backup your EndNote Library, follow the instructions below to create an EndNote Online account

Creating an EndNote Online account and syncing with EndNote Desktop

You will need to download and set up an EndNote Desktop library, before creating an EndNote Online account.

9. Creating an EndNote Online account

Having set up an EndNote Desktop account, we recommended you also create an **EndNote Online account**. This will ensure your EndNote Desktop Library is backed up. As EndNote Online is web-based it also means you can access your account from wherever you are.

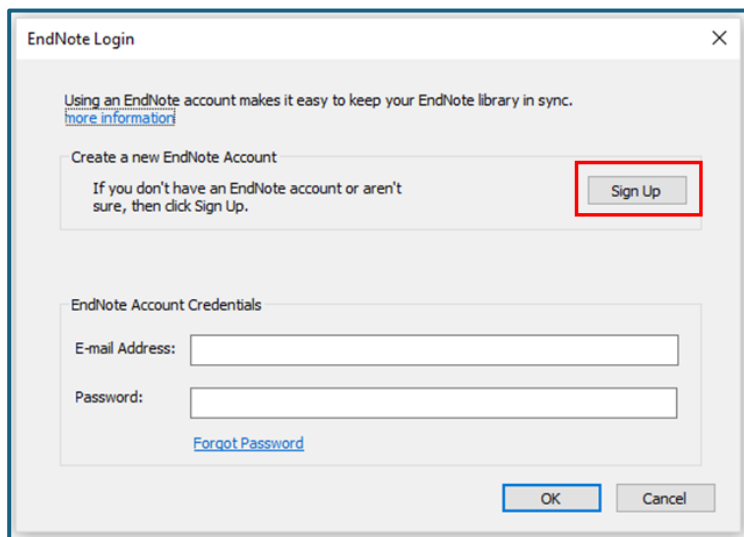
From your new EndNote Desktop library:

- Click **Sync Configuration** (top left corner) to create an EndNote Online account
- Then click **Sync Now** (top right corner)



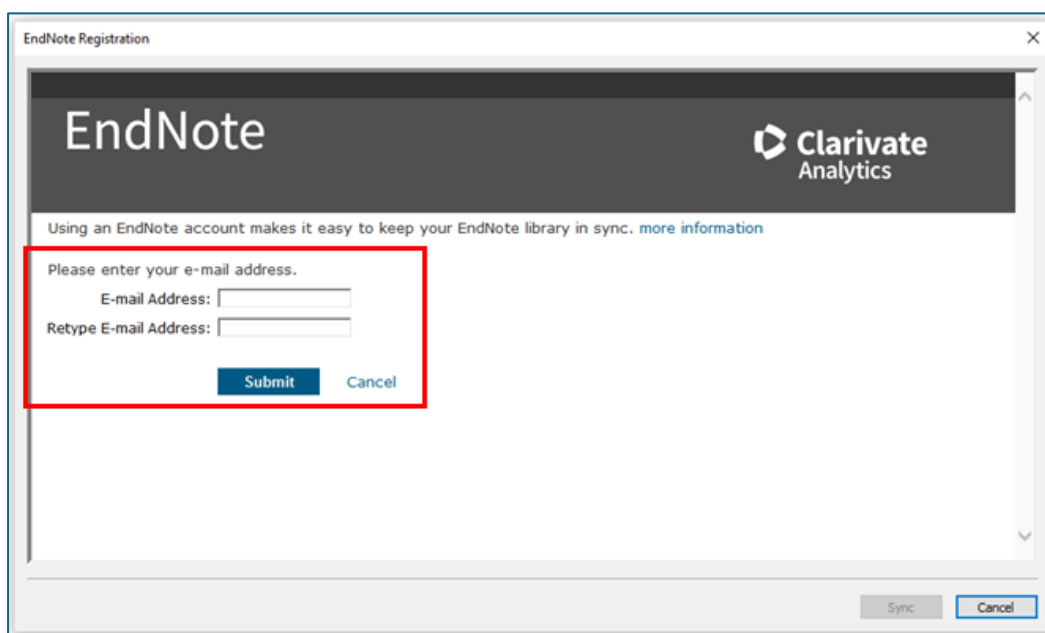
10. Signing up for an EndNote Online account

- Having clicked **Sync**, click **Sign-Up** - this will enable you to create an **EndNote Online** account – if you already have an endnote account, enter your details into the ‘account credentials section, if you don’t have an EndNote Online account click ‘sign up’



11. Creating an EndNote Online account- Enter your email address

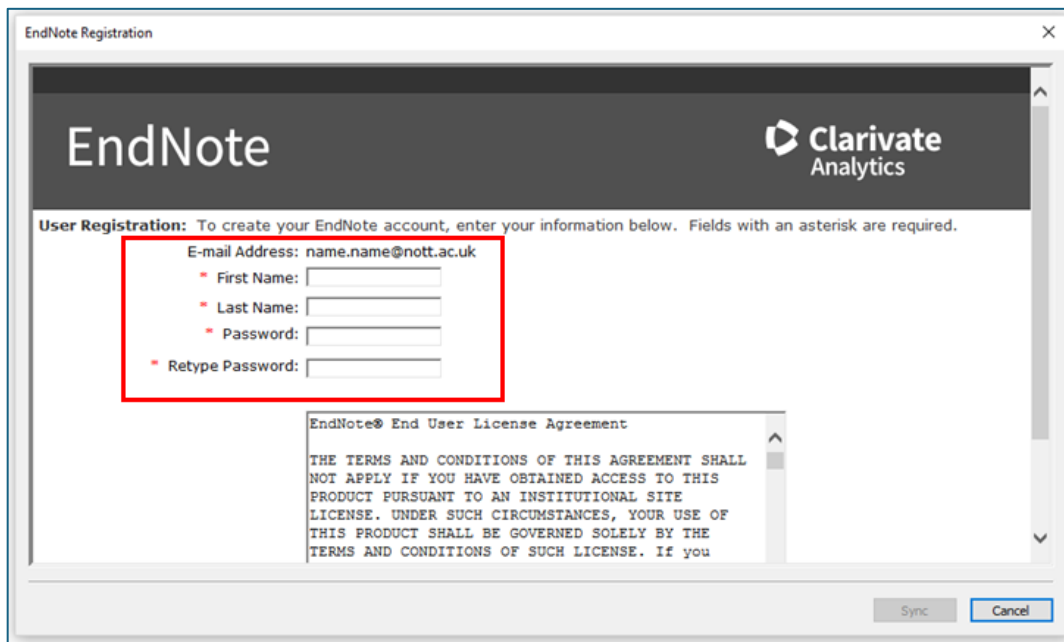
- Enter an **email address** and click **Submit**
- If you use a **personal email address** this will enable you to continue using EndNote Basic after graduation



12. Creating an EndNote Online account - Enter your details

- To begin the user registration process, add your **first and last names**, and set up a **password**
- Your password should be a combination of letters, numbers and symbols

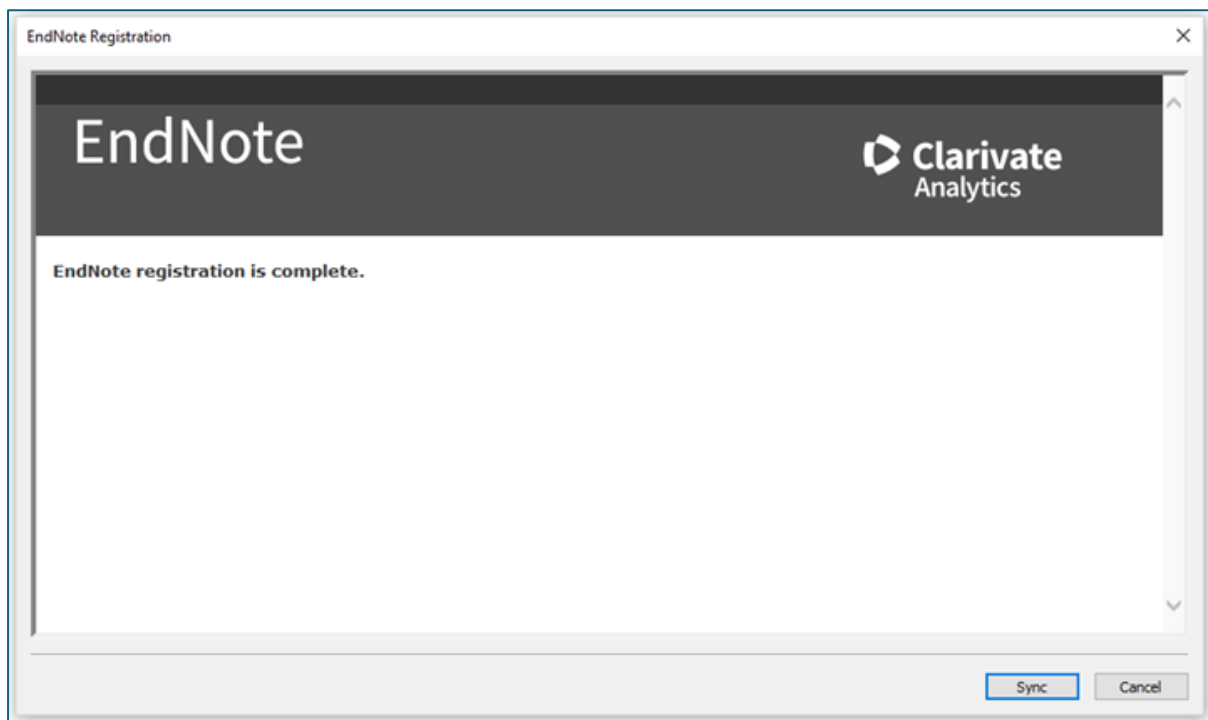
- Scroll down and click 'I agree' to the licence agreement, then click 'save'



The image shows the 'EndNote Registration' window. At the top, it features the 'EndNote' logo on the left and the 'Clarivate Analytics' logo on the right. Below the logos, there is a section titled 'User Registration' with the instruction: 'To create your EndNote account, enter your information below. Fields with an asterisk are required.' The registration form includes the following fields: 'E-mail Address: name.name@nott.ac.uk', 'First Name: [text box]', 'Last Name: [text box]', 'Password: [text box]', and 'Retype Password: [text box]'. A red rectangular box highlights these four fields. Below the registration form is a scrollable area for the 'EndNote® End User License Agreement', which contains the text: 'THE TERMS AND CONDITIONS OF THIS AGREEMENT SHALL NOT APPLY IF YOU HAVE OBTAINED ACCESS TO THIS PRODUCT PURSUANT TO AN INSTITUTIONAL SITE LICENSE. UNDER SUCH CIRCUMSTANCES, YOUR USE OF THIS PRODUCT SHALL BE GOVERNED SOLELY BY THE TERMS AND CONDITIONS OF SUCH LICENSE. If you'. At the bottom right of the window, there are two buttons: 'Sync' and 'Cancel'.

13. Creating an EndNote Online account - Sync

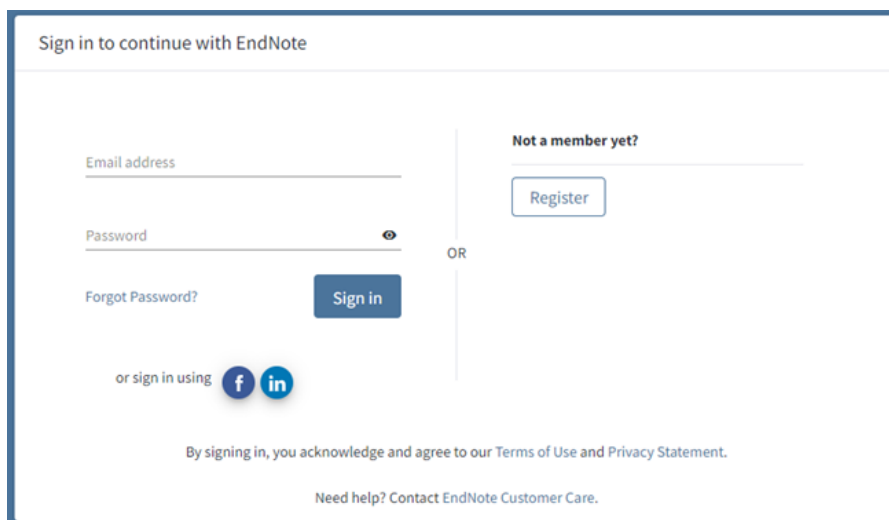
- Your EndNote Online account should now be set up
- Click **Sync** to connect both your EndNote Online and EndNote Desktop accounts



The image shows the 'EndNote Registration' window after the registration process is complete. The window title is 'EndNote Registration'. The main content area displays the message: 'EndNote registration is complete.' At the bottom right of the window, there are two buttons: 'Sync' and 'Cancel'.

14. EndNote Online account creation complete

- You have now created your EndNote Online account, in order to access your EndNote Online account go to www.myendnoteweb.com
- You may be asked to enter your University username and password first
- Then, login to EndNote Online with the email address and password you've just created



The screenshot shows the EndNote Online sign-in interface. At the top, it says "Sign in to continue with EndNote". Below this, there are two main sections separated by a vertical line. On the left, there are input fields for "Email address" and "Password" (with an eye icon for visibility), a "Forgot Password?" link, and a "Sign in" button. On the right, there is a "Not a member yet?" link and a "Register" button. Below the sign-in fields, there is a section for "or sign in using" with Facebook and LinkedIn icons. At the bottom, there is a disclaimer: "By signing in, you acknowledge and agree to our Terms of Use and Privacy Statement." and a link: "Need help? Contact EndNote Customer Care."