1.) Go to http://endnoteweb.com

2.) Click on the upper-right hand corner where it says “Login to EndNote Web”.

3.) Enter your SUA email address and password. If you do not have an EndNote Web account yet, please refer to the “Register for EndNote Web Tutorial”.

4.) In EndNote Web, personal collections of similar-themed articles are referred to as Groups. For instance, if you want to collect all of the articles you are using to write your Capstone Paper in one place, you can create a Group on EndNote Web and house all of the articles there together. To create a Group, select the “Organize” tab:

5.) Click “New Group” in the bottom left-hand corner of the “Manage My Groups” page:
Give the “New Group” a name of your choice. For the sake of this tutorial, we will be naming the new group “Creating a New Group Tutorial”. Click “OK”:

6.) You will now see that your new group has been created. Please note the “Share” column of the “Manage My Groups” page. This feature allows you to share your EndNote Web group with your classmates, peers, and professors. This is especially helpful if you are working on a group project or if you Capstone mentor wants to review your references. To share your group with others, click on the “Manage Sharing” button:

7.) The following “Manage Sharing for ‘Creating a Group Tutorial’” page will appear. Click on the “Start sharing this group” hyperlink:
8.) The “Add E-mail Addresses to ‘Creating a Group Tutorial’” pop-up window will appear. Enter the email addresses of the individuals you want to have access to your EndNote Web Group. Click on the “Apply” button to submit the additional e-mails for group access:

![Add E-mail Addresses to 'Creating a Group Tutorial']

9.) When you return to your “Manage Sharing for ‘Creating a Group Tutorial’” page, you will see that the e-mail address you added is now on the E-Mail Address list:

![Manage Sharing for 'Creating a Group Tutorial']