Instructions for creating groups:

If you do not have a Zotero account, log into http://zotero.org and create a free account.

1. Select a group administrator.
2. The administrator creates the group and invites members.
   b. Go to the “groups” tab.
   c. Click “Create a new group.”
   d. Type in a name.
   e. Select “Private” membership.
   f. Make sure that “Any group member” is selected for all the settings.
   g. “Save setting” of your group.
   h. Click on “Member Settings.”
   i. Invite members by clicking on “Send More Invitations.” Enter the email that members used to create their Zotero.org account and click “Invite Members.”
   j. Members will receive an email and need to accept the invitation.
   k. The administrator can change any member’s role to administrator or after they accept the invitation under the “Manage Members” link.
3. Invited members
   a. Respond to the Zotero group invitation by clicking the link in the email you receive.
   b. Go into Zotero on your computer. If you do not see “Group Libraries,” click the sync icon to see the folder.

Note: Expand “Group Libraries” by clicking the ▶ to see folders/collections