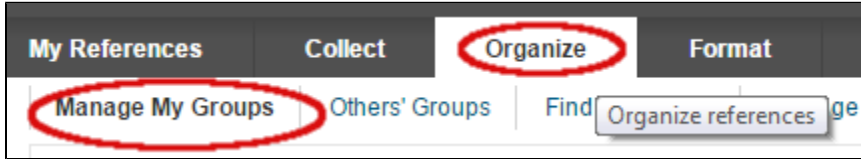


# Sharing Your Citations with Others

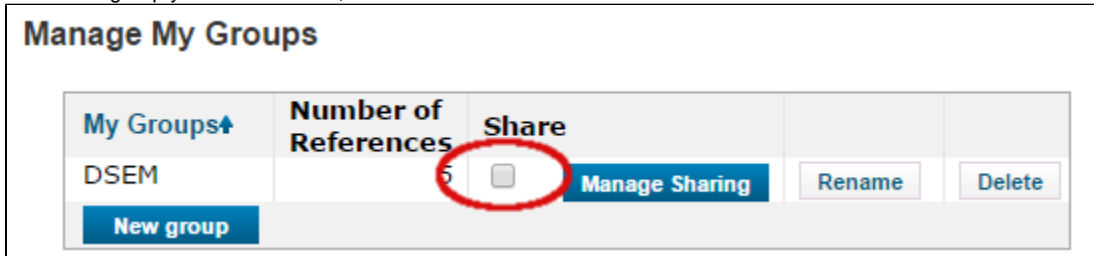
You can share groups of citations with other **people who are using EndnoteWeb**, so that they can add citations to your group, or merely see what citations you have chosen.

To share citations, log in to EndnoteWeb, **make sure your citations are together in a group**, then:

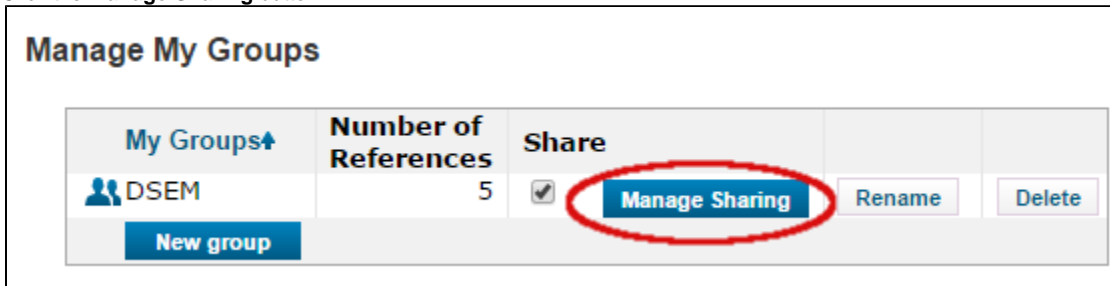
1. Go to the **Organize** tab.
2. Choose "**Manage My Groups**"



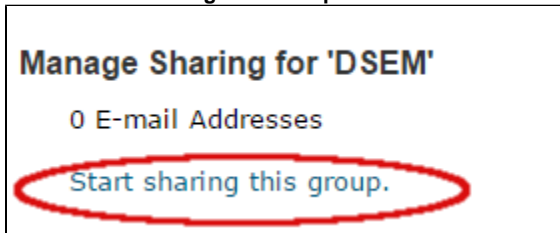
3. Next to the group you want to share, click the **Share checkbox**



4. Click the **Manage Sharing** button.



5. Click on **Start Sharing This Group**



6. Enter the **email addresses** of the people you want to share with.

## Add E-mail Addresses to 'DSEM'

Enter e-mail addresses. Use the Enter or Return key to separate addresses.

ihaise@drew.edu

- OR -

Select a text file with e-mail addresses separated by commas.

Choose File No file chosen

Read only  Read & Write

Apply

7. Choose "Read Only" (if you only want them to see your citations) or Read & Write (if you want them to be able to add citations to your group)
  8. Click the **Apply** button.
- Sharing your Endnote References with your instructor
  - Seeing Citations Others Have Shared with You