

Zotero – how to sync your account



1. Once you have installed Zotero on your device (installation instructions are on the library Zotero page) return to the Zotero website and click on **Register**. Enter a username, email address and password. This will generate a confirmation email.


2. Register to take full advantage of Zotero

If you haven't already created a Zotero account, please take a few moments to register now. It's a **free** way to [sync and access your library from anywhere](#), and it lets you join [groups](#) and [back up all your attached files](#).

Username
https://www.zotero.org/<username>

Email

Password Show

I'm not a robot 
reCAPTCHA
Privacy - Terms

Register

By using Zotero, you agree to its [Terms of Service](#).

2. Register to take full advantage of Zotero

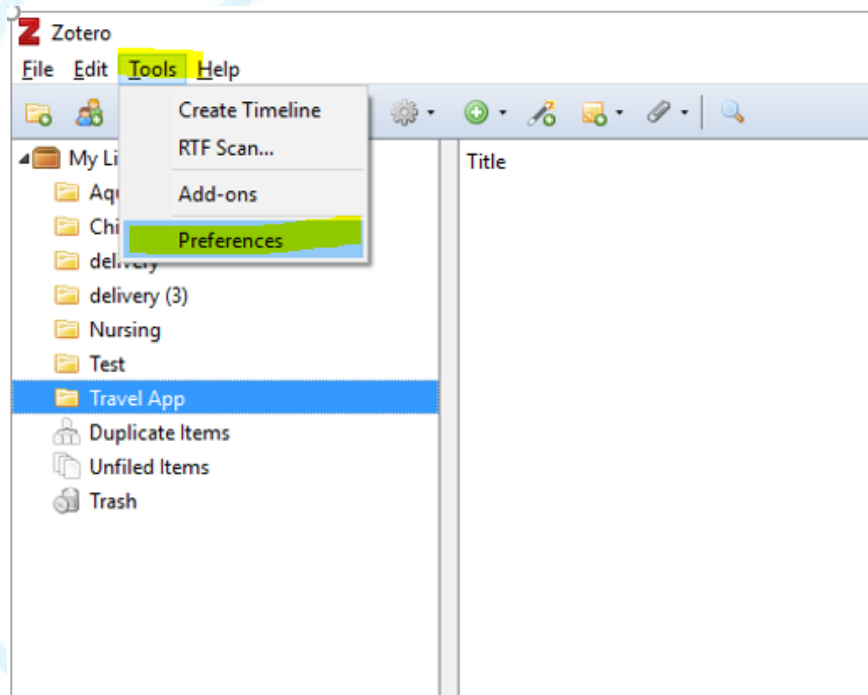
If you haven't already created a Zotero account, please take a few moments to register now. It's a **free** way to [sync and access your library from anywhere](#), and it lets you join [groups](#) and [back up all your attached files](#).

Thanks for registering. We've sent an email to activate your account.

5. Check your email account and confirm your registration.

6. You will now want to **sync** your Zotero account.

Return to the Zotero Standalone window and click on **Tools** → **Preferences**.



7. Under *Sync*, fill in the username and password that you just created. Check all boxes are ticked for *Sync* and hit OK.

Zotero Preferences

General Sync Search Export Cite Advanced

Settings Reset

Zotero Sync Server

Username: [About Syncing](#)

Password: [Create Account](#)

Sync automatically [Lost Password?](#)

Sync full-text content

File Syncing

Sync attachment files in My Library using

Download files

Sync attachment files in group libraries using Zotero storage

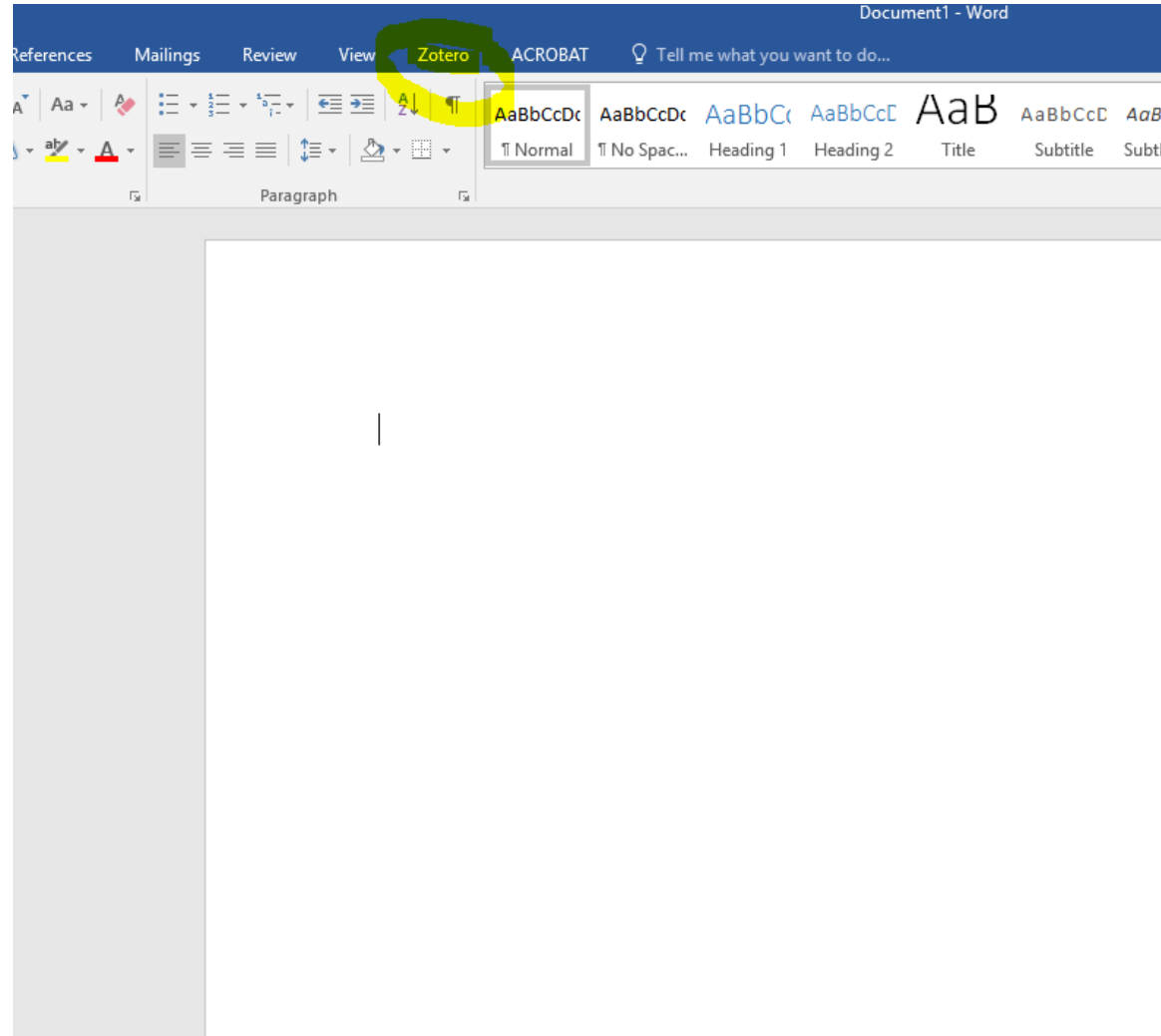
Download files

By using Zotero storage, you agree to become bound by its [terms and conditions](#).

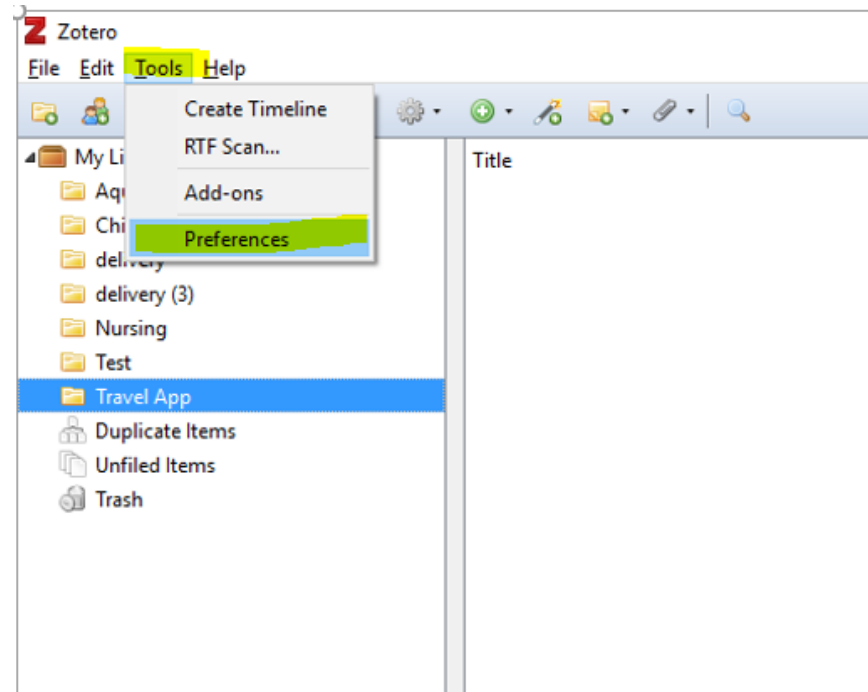
OK Cancel Help

Zotero on Word

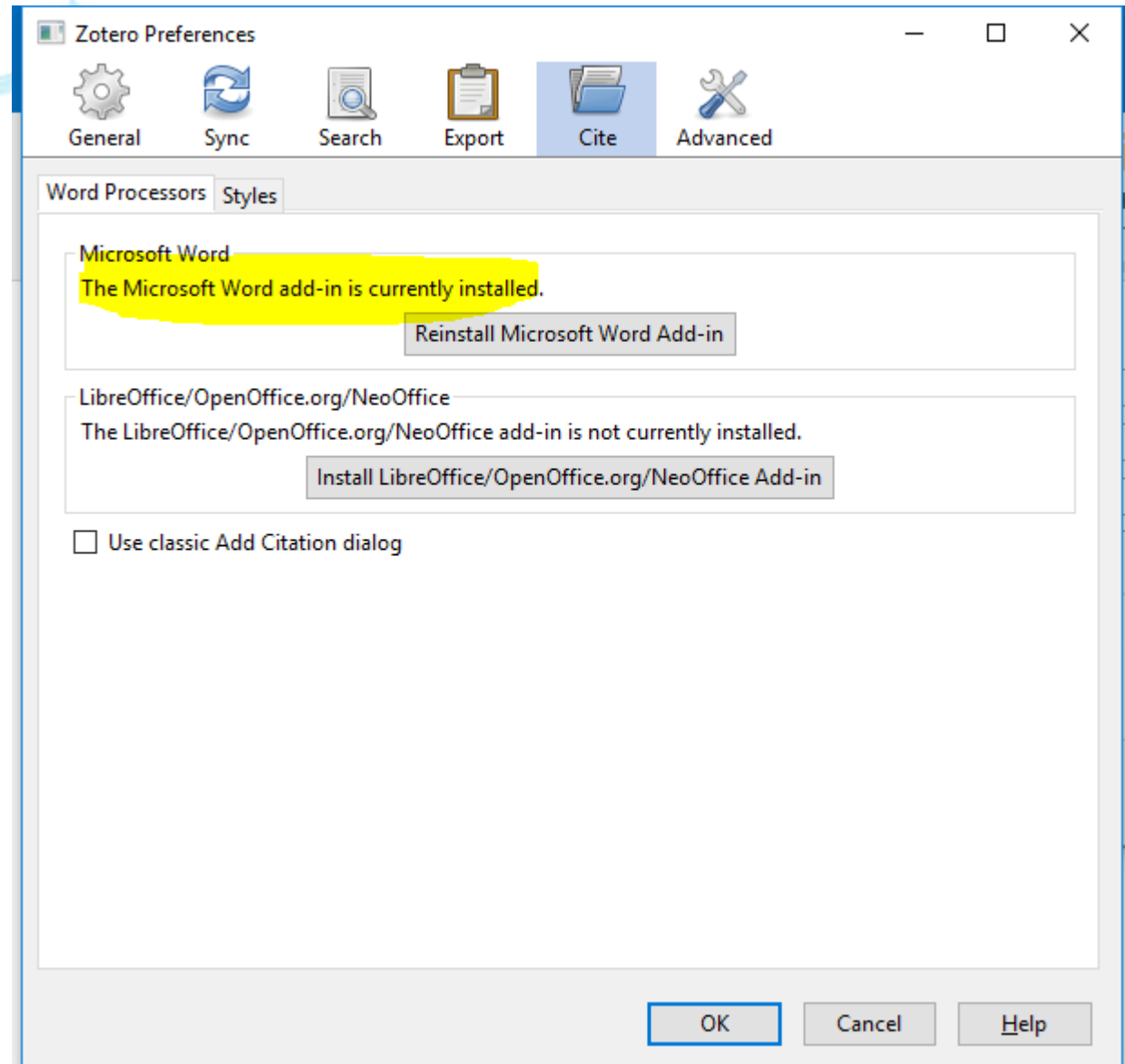
When you open Word, you should notice that the Zotero add-in is showing. If this is not showing, follow the instructions below for installing the Word Add-in.



In your Zotero Standalone window, click on Tools → Preferences



Under Cite, click on **Install Microsoft World Add-in** (note in the picture below the wording is different, as the add-in is already installed).



Good to go!

You should now be all set up for using Zotero.

For an introduction to using Zotero, this video has some good tips:

<https://www.youtube.com/watch?v=gR3djTAZH9g>

The background is a gradient of blue, from a darker teal on the left to a lighter cyan on the right. It features several faint, light-blue geometric shapes: a large arrow pointing right in the upper left, a spiral on the left side, and a series of parallel lines forming a shape on the right side. The text 'nmit.ac.nz' is centered in a yellow font.

nmit.ac.nz