Included in this guide:

- Create Sync account when EndNote x8 first installed
- Create Sync account at a later date

**Note:** You may install EndNote on two computers (iPad app does not count). To sync references between the two devices, first create a web account. You may also access your web account on any web browser.

A) Creating Sync Account When EndNote x8 First Installed

B) Creating Sync Account at a Later Date

1. Click on **Edit** then **Preferences**
2. Do the following:
   a. Click Sync
   b. Click Enable Sync (If you do not have a username created, skip to Step 3 Below)
   c. Enter your Username and Password if you already have them
   d. Click Sync Automatically
   e. Click Apply
   f. Click OK
3. Create your account. Click **Sign Up**.

4. Enter and re-enter your **email address (@duq.edu address preferred)**. Click **Submit**.
5. **Fill out** all fields. Click **I Agree** to the Terms and Conditions. Click **Sync**. You are now able to Sync your EndNote library!

To access your online account, open your web browser and go to [https://www.myendnoteweb.com/](https://www.myendnoteweb.com/) to log in with your EndNote credentials. Only synced references will appear within your online account.

**Need Help?**

- **CTS Help Desk** (download/installation questions)
  Duquesne University
  412.396.HELP

- **EndNote Customer Technical Support** (technical issues regarding software)
  Thomson Reuters
  1.800.336.4474, press 4

- **Gumberg Library Ask-A-Librarian** (training and using new software)
  Duquesne University
  412.396.6133