

Groups in Zotero

User Profile

Zotero Web enables you to create a user profile where you can distribute your publications and search for other researchers to boost group collaboration.

We recommend you keep your user profile updated through the *My Profile* option. You can also share your work and increase its visibility by adding it to *My Publications*.

Creating Groups in Zotero

Groups in Zotero are collaborative workspaces enabling members to share and edit references, collections, documents, notes, etc.

Creating a group from the **Zotero web version**: in the *Groups* tab, click *Create a New Group*.

Give it a name and select the group type:

- **Public, Open Membership**: the library and information are public and anybody can immediately become a member
- **Public, Closed Membership**: anybody can see the page but may only become a member if they receive an invite or if the administrator approves their request
- **Private Membership**: only administrators, group members and users invited to join may see the group page.

Next, click on the red *Create Group* button and fill in the different settings options:

- **Library Settings**: define the group type and member privileges to read the library references, edit library entries, or attach files and edit. When you are done, click *Save Settings*
- **Group Settings**: fill in the information for name, image, group description, area of knowledge, related URL and whether to allow comments from other users. When you are done, click *Save Settings*
- **Members Settings**: send invites to add new members by clicking *Send More Invitations* in the bottom part of the page. On the next screen, enter the e-mail or Zotero username for members you want to invite. Then click on the red button *Invite Members*.

Each invited individual will receive an e-mail containing a link to accept the invitation and join the group.

Finally, when they have accepted the invite, you may define their role in the group from the *Members Settings* tab. These roles may be:

- **Owner:** the owner may change group settings, member roles and library settings. Moreover, they may delete a group or transfer its ownership to another member
- **Administrator:** administrators share the same privileges as owners, except for deleting a group or transferring ownership to another member
- **Member:** depending on their privileges, they may read and edit references and files.

The group will display automatically in the **web and desktop versions** under collections.

Searching for Groups

You can **search for groups** in the *Groups* tab by selecting the *Search for Groups* link. Write the group name you want to find, and finally, click *Search*.

This is a summary of how to create groups in Zotero. If you would like more information, please see the Zotero user guide on the library website.

The next video looks at how to cite and compile a bibliography.