

Transcript: Create and Use Zotero Groups

In this video, you will learn how to create Zotero groups, set group permissions, and add and remove group members.

Zotero Groups is a collaborative tool that allows members of the group to add to and edit a common library, making it possible to work together remotely and in real-time.

Create Groups and Set Group Permissions

Go to www.zotero.org and login. Select the Groups tab towards the top of the page and click **Create a New Group**. Name your group and select the type of group membership you would like. Finally, click **Create Group**. You can specify the group type, library access, and editing privileges.

Editing permissions in Zotero Groups are all-or-nothing. All members of the group (apart from the group owner/creator) are affected by the permissions that are set.

Add and Remove Group Members

In the Groups tab, select the **Manage Members** option for your group. Select **Send More Invitations** and enter the email address of the person you wish to invite to your group. If the invitee has more than one email address, you will want to use the one that is associated with his/her Zotero account. The invited member may accept or decline the invitation.

The owner of a group can also remove group members. Removed group members are not notified upon removal.

Sharing Tips for Your Group Library

- Moving content from a private Zotero folder to a Group folder does not remove that content from your private folder. The content is duplicated and the connection between private and group content is severed.
- Moving a record from a private folder to a Group folder also moves all the attachments and notes *that already exist* in the record.
- Deleting content from a Group folder does not delete the same item from a private folder; it does delete it from the Group folder and therefore group members will lose access to the deleted content.
- Editing and note taking in a Group folder does not affect the same item in a private folder.