# Setting Up a Zotero Institutional Storage Account Video Transcript

Hi, this is JD, and I’m here to show you how to set up a Zotero Institutional Storage Account! All members of the University of Waterloo academic community can access unlimited Zotero Institutional Storage when using their University email. Follow these steps to create a **new Zotero account**:

**1. Log in to Zotero**  
a. Go to the online version of Zotero at zotero.org.  
b. Select the Log In link on the homepage upper right corner before the Upgrade Storage button.  
c. On the Log In page, select the Register for a free account link above the Login heading.  
d. Fill in the registration form with a username and password, and set your uWaterloo email as your primary email.  
e. Select the Register button below the form to complete the registration.

**2. Verify your uWaterloo email address**  
a. Open your University email and select the confirmation link from the Zotero confirmation email.  
b. A pop up with the heading Email Validation will confirm that your email has been verified.

**3. Confirm your upgraded storage**  
a. Once logged into your Zotero account, select the Upgrade Storage button in the upper right corner below the Log Out link.  
b. Select the last Storage link under the Zotero Storage heading.  
c. Verify that the Current Plan section has the Quota set to Unlimited and Expiration set to Never.  
d. Confirm that the Institutional Storage states that the University of Waterloo provides unlimited storage for your uWaterloo email.

**4. Add a backup email account**  
a. Select the Zotero logo on the top left corner of your page to return to the Zotero homepage.  
b. Select your username link in the top menu bar to the left of the Upgrade Storage tab.  
c. Select the Settings link from the username drop-down menu.  
d. Pick the first Account link under the Zotero Settings heading.  
e. Enter an alternate email below the Add email address heading at the bottom of the Manage Email Addresses section.  
f. Choose the Add button below to insert your backup email that will appear under your primary uWaterloo email.  
g. Verify your Zotero backup email by repeating Step 2 with your alternate email account.   
  
**Need more help?** Reach out to the Library’s Zotero team at [zotero@library.uwaterloo.ca](mailto:zotero@library.uwaterloo.ca) for expertise and support.

**Credits**:  
Librarians: Abigail Colucci, Agnes Zientarska-Kayko, Tim Ireland  
Instructional Design: Stefaniada Voichita (Library Associate), Jiadi Dai (co-op student)