

Setting Up a Zotero Institutional Storage Account

All members of the University of Waterloo (uWaterloo) academic community can access the Zotero Institutional Storage when they create a Zotero account using their University email (@uwaterloo.ca). If you **already have a Zotero account**, [access the Upgrading a Zotero Account to the uWaterloo Institutional Storage Infographic](#). To **create a new Zotero account**, follow these **steps**:

1. Log in to Zotero

- Launch the **online version of Zotero** at <https://www.zotero.org/>.
- Select the **Log In** link on the homepage upper right corner before the Upgrade Storage button.
- Select the **Register for a free account** link above the Login heading.
- Fill in the **registration form** and **set your uWaterloo email** as your **primary email**.
- Select the **Register button** below the form to complete the registration.

https://www.zotero.org/user/login/ **a**

zotero Groups Documentation Get Involved **Log In** Upgrade Storage

c Register for a free account Forgot your password? **b**

Login

Register

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>

d Email

Confirm Email

Password

Verify Password

I'm not a robot

e Register

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

2. Verify your uWaterloo email address

- Open your **University email** and select the **confirmation link** from the Zotero **confirmation email**.
- The **Email Validation pop-up** will confirm that your email has been verified.

Welcome to Zotero

Zotero <do-not-reply@zotero.org> **a**

To: Taco Guaco Thu 5/11/2023 10:33 AM

Thanks for signing up for a zotero.org account! Please confirm your email address by clicking on the following link or pasting it into your browser:
<https://www.zotero.org/user/validate/m6uw3bnjdp3xegz1m9u>

Reply Forward

zotero Welcome, tguaco Settings Inbox Download Log Out Upgrade Storage

Home > Email validation

b Success

Email Validation

Success! You registered your Zotero account!

3. Confirm your upgraded storage

- Select the **Upgrade Storage** button from your Zotero account's upper right corner below the Log Out link.
- Select the last **Storage link** under the Zotero Storage heading.
- Verify that the **Current Plan** section has the **Quota** set to **Unlimited** and **Expiration** set to **Never**.
- Confirm that the **Institutional Storage** states that the **University of Waterloo provides unlimited storage** for your uWaterloo email.

Welcome, tacoguaco Settings Inbox Download Log Out

a Upgrade Storage

Home Web Library Groups Documentation Forums Get Involved

Zotero Storage

Account Profile C.V. Privacy Email Feeds/API **b** Storage

Current Plan

Quota	Unlimited c
Expiration	Never
Current Usage	My Library - 0 MB Total - 0 MB

Institutional Storage University of Waterloo provides unlimited storage for tacoguaco@uwaterloo.ca **d**

Change Plan

Storage Amount	Annual Price (USD)
300 MB	Free
2 GB	\$20
6 GB	\$60
Unlimited	\$120

4. Add a backup email account

- Select the **Zotero logo** on the top left corner of your page to return to the Zotero homepage.
- Select your **username link** in the top menu bar to the left of the Upgrade Storage tab.
- Select the **Settings link** from the username drop-down menu.
- Pick the first **Account link** under the Zotero Settings heading.
- Enter an **alternate email** below the **Add email address** heading at the bottom of the Manage Email Addresses section.
- Choose the **Add** button below to insert your backup email that will appear under your primary uWaterloo email.
- Verify your Zotero backup email by repeating **Step 2** with your alternate email account.

zotero Web Library Groups Documentation Forums Get Involved **b** tacoguaco Upgrade Storage

a My Profile
Inbox
Settings **c**
Log Out

Home > Settings

Zotero Settings

d Account Profile C.V. Privacy Email Feeds/API Storage

Username: tacoguaco change

Manage Email Addresses

tacoguaco@gmail.com Primary Delete

You only have one verified email address associated with your account. If there's a risk you'll lose access to this account in the future, you may want to add a backup so you can always regain access to your Zotero account. Password reset emails can only be sent to verified addresses.

Add email address

Additional Email tacoguaco@uwaterloo.ca **e**

f Add

Need more Zotero support? View [uWaterloo's Zotero Libguide](#) and/or contact one of the uWaterloo Zotero librarians zotero@uwaterloo.ca.