

Mendeley & OneDrive Directions

Download and Install Mendeley:

1. Sign up for a Mendeley account.
 - a. www.mendeley.com
 - b. Click Create a free account
 - c. Follow on-screen prompts
2. Download Mendeley Desktop
 - a. <https://www.mendeley.com/download-mendeley-desktop/>
 - b. Follow on-screen prompts
3. Set up your sharing group:
 - a. **Partner A:** On the left side of the screen, click “Create Group”
 - i. IMPORTANT: This should be a **PRIVATE** group
 - ii. Name group
 - iii. On next screen, invite your collaborators to join this private group
 1. (Note that currently you can only have one private sharing group at a time)
 - b. **Partner B:** Go to mendeley.com and click the GROUP tab. Click to accept the group invite.
4. Populate your Mendeley Library **(USE GOOGLE CHROME!)**
 - a. [For instructions using EBSCO databases click here](#)
5. For further instructions, [click here](#).

Accessing Your Southern OneDrive Account:

1. Google “OneDrive Log-in”
2. Click on “Sign-in Microsoft OneDrive”
3. Sign in with your Southern email address.
4. If prompted, select “Work or School Account” and sign in with your Southern username and password. (Be patient, it may take a minute for the login screen to appear.)
5. **Partner A** should create the original document. Click the share option on the file in OneDrive and copy the link. Email that link to your partner.
 - a. **Partner B** should then open the link in the email to access the file.

Using Mendeley with OneDrive:

If using Mendeley to insert citations:

1. Click “Edit in Word” in the top toolbar
2. Then click “Open Word Document”. (If you get a warning, select yes.)
3. Insert citations from Mendeley. (Please note, citations take a minute to appear online. Be patient.)
4. Select “Save/Sync”.
5. If your partner has also put citations in using Mendeley and you are prompted to import the citations to your library, select “ Shared Group” and the name of your group (if you have more than one). Click “OK”. Then “Save/Sync” in Microsoft Word (desktop version).

Tips:

- If you are just typing your paper and not using Mendeley, you can complete your work in Word Online. Use the “Edit in Word” function to add citations from Mendeley (see instructions above). **Mendeley is optional. If you are finding it is more of a barrier, use the cite function in the databases to get your citation and write your paper in OneDrive.
- If parts of the paper are locked, your partner is uploading. Wait a minute, then click “Save/Sync”.
- Using Mendeley with OneDrive is easier if each group member has the same citations in a shared folder in Mendeley.
- If your partner has added an in-text citation, but you don’t see it in your bibliography, click “Refresh” on the Mendeley toolbar in Microsoft Word (desktop version).