

**Export from Received
“Shared Folder” into your
RefWorks**

You receive an email sharing RefWorks citations (sharing research folders).

Email subject line: “*My RefWorks Database*”

Email will include brief note from sender -- *AND* a **URL**.

A few of the options available to you are:

- Open RefSHARE, view and use the research citations included
- Export *all* citations into your own RefWorks account
- Export *select* items from folder
- Create, save/print a bibliography from *within* RefSHARE folder

To export to your RefWorks account:

- **Open your existing RefWorks account:** (See “*Create & Login to New RefWorks Account*”)

- Go to Thompson Library home page. < <http://www.umflint.edu/library> >
- Locate the “RefWorks” link (bottom right of screen) and click.
- Login to your RefWorks account.

- **Open shared folder:**

- Log into your own RefWorks account
- Open email from sender
- Click on URL (found in email)

Browser will open new window with “**RefSHARE**” folder.
Default will show “all references”.

- **Export citations into your own RefWorks account:**

- Select references to be transferred
- Click → “**Export**”
- Select → “**Export Directly to you RefWorks Account**”
- Click → “**Export to RefWorks**”

Items transfer to your RefWorks account, “**Last Imported**” folder.