

How to get Overleaf professional for free with your WUR account

WUR is now subscribed to Overleaf Commons, which entitles everyone with an active WUR-account to a free (upgrade to an) Overleaf Professional account. Please read the steps below on how to activate it.

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Upgrading your existing account created with a WUR-email address

To upgrade your existing account, you'll have to link your WUR-account to your Overleaf account.

1. Go to <https://www.overleaf.com/edu/wur>.
2. Click on the button: *Login through your institution*.
3. Type in you WUR email address. If this email address is already used for an Overleaf-account, you will be asked you if you want to link to your existing account or create a new one (figure 1).
4. Click on the button *Login with [your email address]*
5. You will be sent to a WUR login page. Log in with you WUR credentials
6. Now you will get a screen from SURFconext asking if WUR can share your name and email address with Overleaf. This is necessary to identify you, so you will have to agree to continue (figure 2).

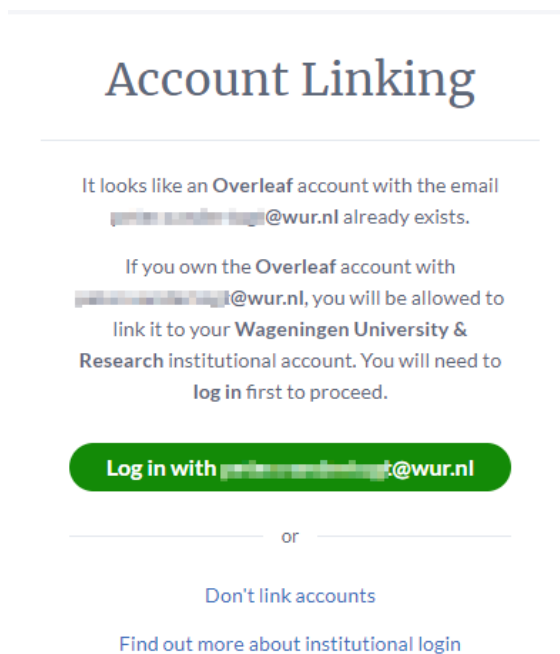


Figure 1: account linking

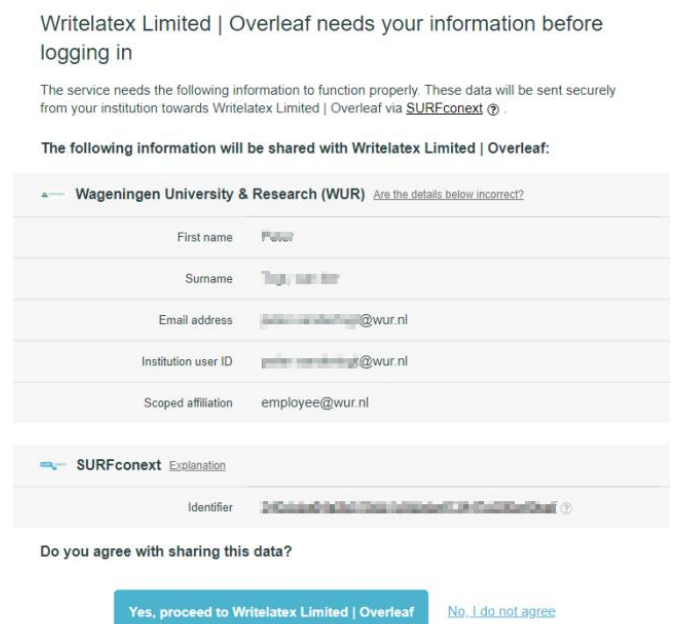


Figure 2: Share basic data with Overleaf



Upgrading an account created with a non-WUR-address

If you have created an account with for example your personal Hotmail or Gmail address, you can still make use of the WUR subscription to Overleaf.


1. Log in to Overleaf as you would normally do
2. Go to Account (top right corner) → Account settings
3. Click on *Add Another email* under emails and Affiliations

Emails and Affiliations

Add additional email addresses to your account to access any upgrades your university or institution has, to make it easier for collaborators to find you, and to make sure you can recover your account.

Email	Institution and role
 [redacted]@gmail.com (primary)	
Add another email 	

4. Type in your WUR email address. As soon as you type the complete email address, a dialog will pop up next to the email address, asking you to link the account.

Email	Institution and role
 [redacted]@gmail.com (primary)	
<input type="text" value="[redacted]@wur.nl"/>	<div>Wageningen University & Research</div> <div>To add this email, your Overleaf and Wageningen University & Research accounts will need to be linked.</div> <div>Doing this will verify your affiliation with Wageningen University & Research and will allow you to log in to Overleaf through your institution. Find out more about institutional login.</div> <div>Link Accounts and Add Email</div>

You can also go to <https://www.overleaf.com/edu/wur> after logging in, and click on the *Link accounts* button on that page.

5. The next steps are the same as when you would have an account with a WUR-email address, so you can follow steps 4 to 6 under *Upgrading your existing account created with a WUR-email address*.

Creating a new account

If you didn't have an Overleaf account yet and you want to create a new account, follow the steps below:

1. Go to <https://www.overleaf.com/edu/wur>.
2. Click on the button: *Login through your institution*.
3. Log in with your WUR credentials
4. The next steps are the same as when you would have had an account with a WUR-email address, so you can follow steps 4 to 6 under *Upgrading your existing account created with a WUR-email address*.