# Overleaf

## What is Overleaf?

Overleaf is a website that gives users access to premade templates for a variety of document types.

For more information on the types of templates available visit the following link: https://www.overleaf.com/latex/templates

While there is a free version, the University of Washington provides all campuses with the Professional version. The main difference between the free version and the Professional version is the free version only allows users to collaborate with 1 additional user while the Professional version allows users to collaborate with an unlimited number of users on a project.

For more information on the plans available visit the following link: https://www.overleaf.com/user/subscription/plans

## Getting your Upgrade:

This section is for individuals who already are familiar with Overleaf and wish to migrate their account or are interested in the UW's tri-campus statement on the benefits that this service will provide to the campuses and their communities.

That information is available at the following link: https://admin.artsci.washington.edu/computing/overleaf-latex-editor-professional-upgrade

## What if I already had a paid Overleaf plan?

If you already have a plan such as Standard or Professional that you pay for, you can get a refund. The University of Washington is NOT able to initiate or provide refunds, users will need to contact Overleaf themselves.

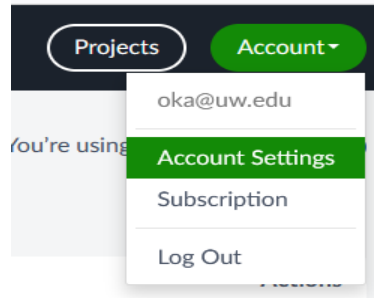To contact the Overleaf team use the following link: https://www.overleaf.com/contact

## How to link your personal account with a UW account:

If you already have a personal account with Overleaf, you can link it with your UW account.

Log in to Overleaf.com with your **personal account**.

Click "**Account**" on the top right corner and go to "**Account Settings**".

Under the "**Emails and Affiliations**", click "**Add another email**".

In the box, type in your UW email address and select "**Link Accounts and Add Email**"

You now have linked your accounts.

## How to log into Overleaf for the FIRST time:

Visit the Overleaf website at the following link: https://www.overleaf.com/

Click "**Log in**" in the **top right** corner.

Scroll down and click "**Login with SSO**" to log into your @uw.edu account.

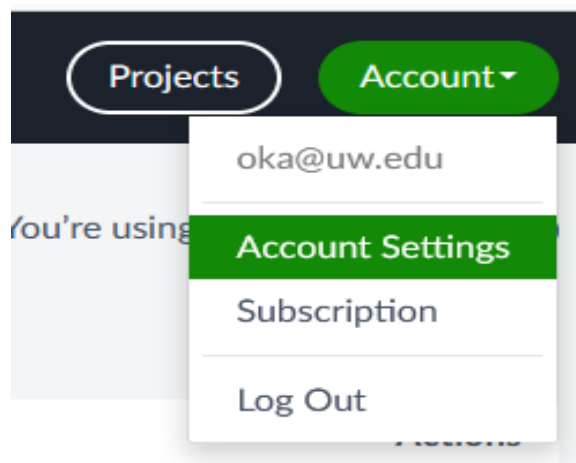**If you haven't logged in with your @uw.edu before you will come to the following page**:
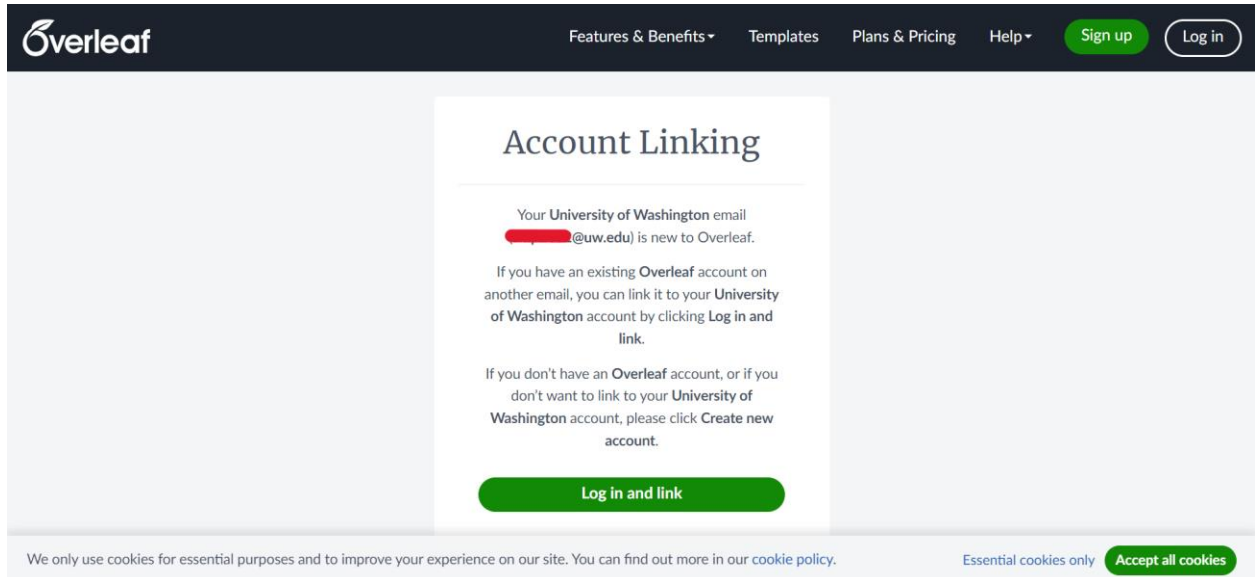


Scroll down and select the "**Create an account**" option.

## Steps to take after logging in for the first time:

When you log in for the first time you will be taken to the home page.

In the top **right** corner, click on "**Account**".

Then, click on the "**Account Settings**"



Under "**Emails and Affiliations**", click "**Add another email**".

In the box, add your **Personal** email account and click "**Link Accounts and Add Email**".



Now you will be able to access your Overleaf projects after you no longer have access to your affiliated UW account.