

## Grammarly users registration guide

Grammarly's AI-powered products help people communicate more effectively. Millions of users rely on Grammarly every day to make their messages, Research documents, articles and social media posts clear, mistake-free, and effective.

### **How does Grammarly work?**

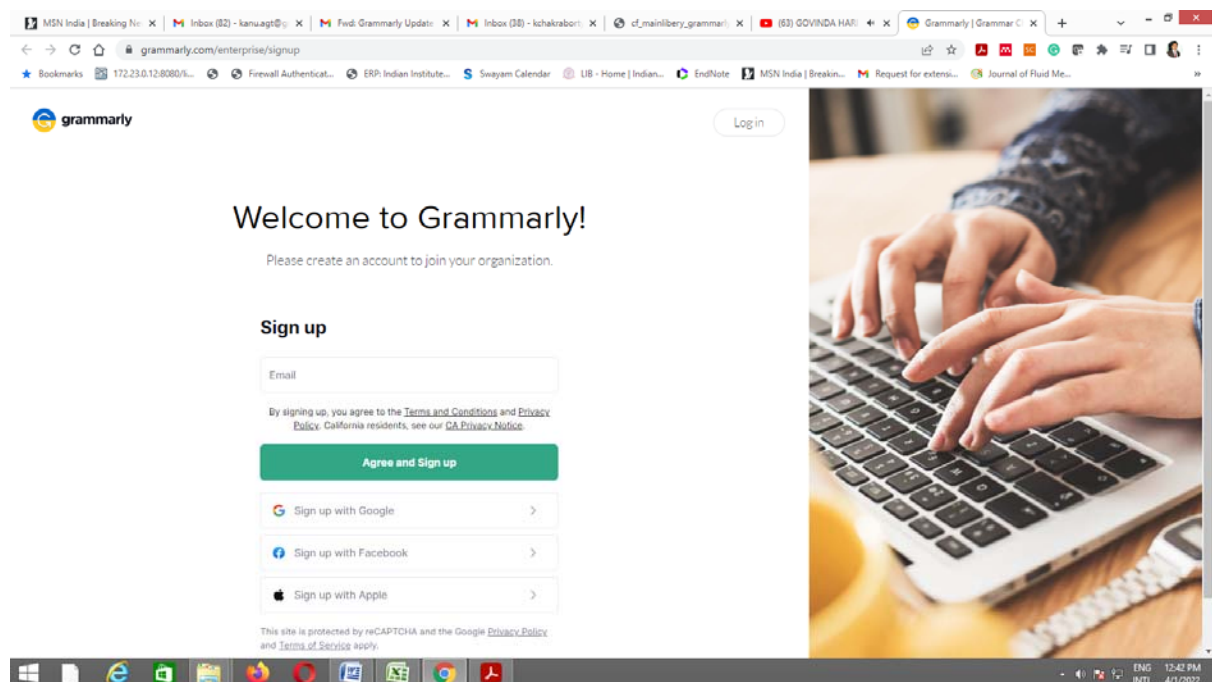
- Grammarly automatically detects grammar, spelling, punctuation, word choice, and style mistakes in your writing. It's easy to use.
- Copy and paste any English text into Grammarly's Editor, or install Grammarly's free browser extension for Chrome, Safari, Firefox, and Edge. Grammarly will help you write correctly on nearly every site on the web.
- Grammarly's algorithms flag potential issues in the text and suggest context-specific corrections for grammar, spelling, wordiness, style, punctuation, and even plagiarism. Grammarly explains the reasoning behind each correction, so you can make an informed decision about whether, and how, to correct an issue.
- Download Grammarly for Microsoft® Office on Windows.

### **The registration process of cloud-based Grammarly:**

Please follow the below steps:

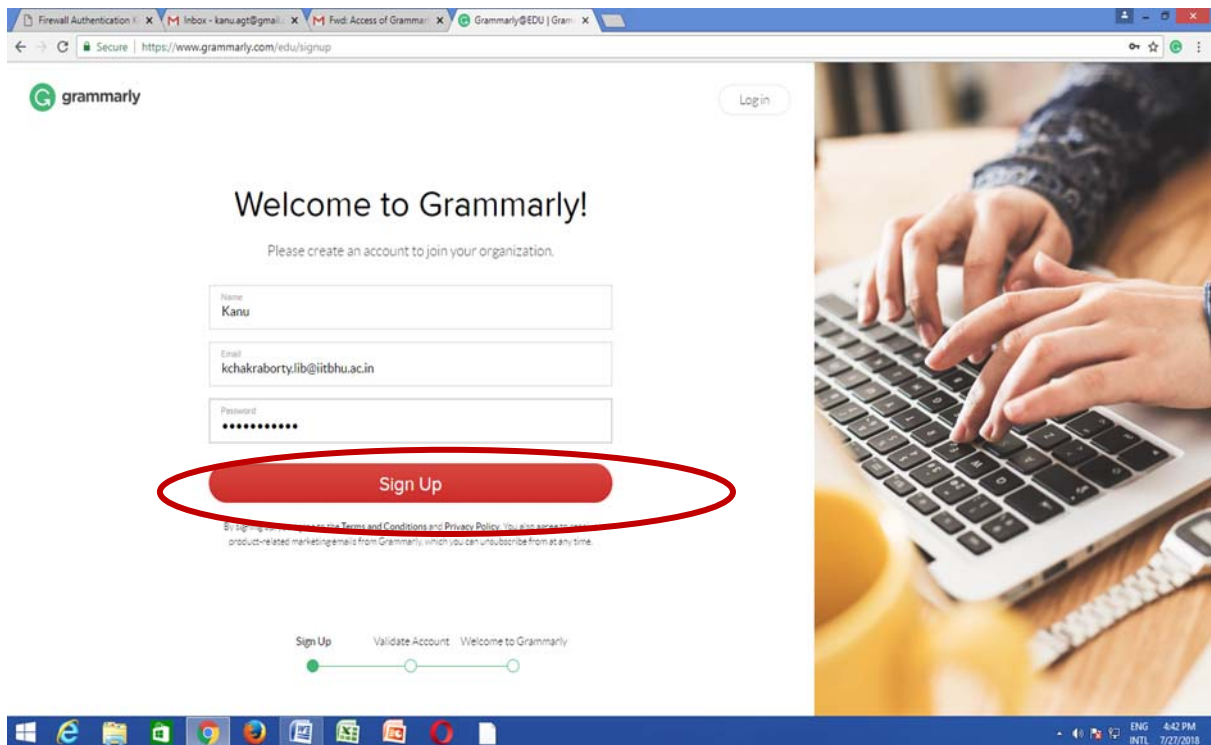
**Step 1:** Click on the link or type the URL on your browser:

<https://www.grammarly.com/enterprise/signup> (Mandatory to sign up from this URL)

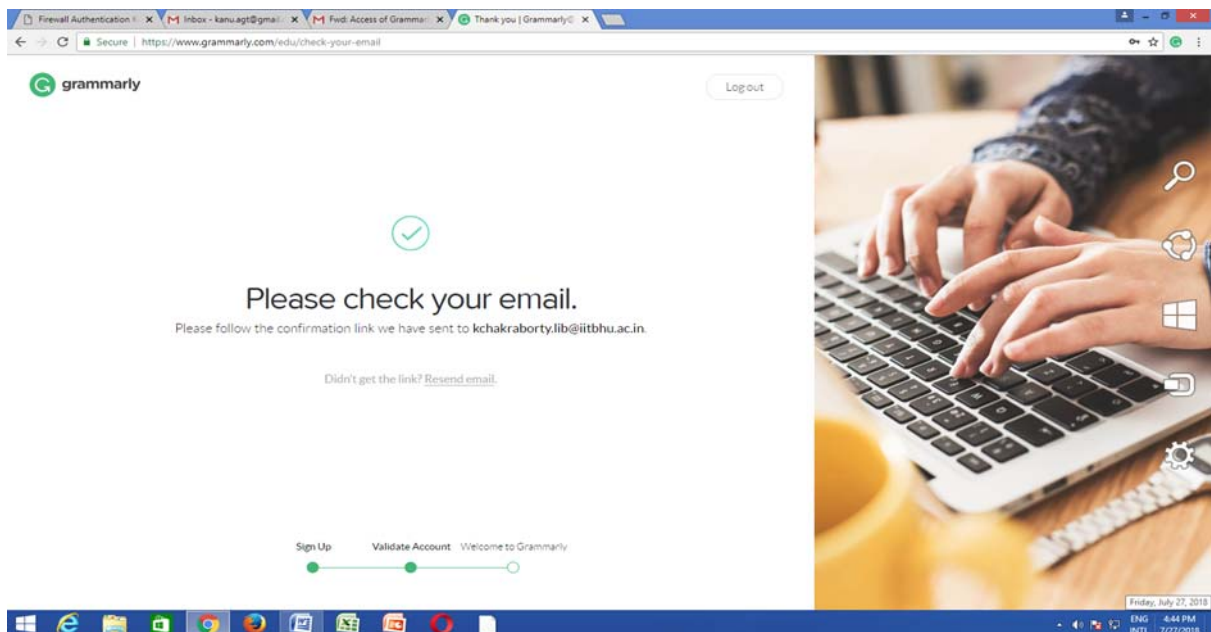


**Step 2:** Fill up the self-registration form and click **Agree & Sign up**. Ensure that users are registering from their respective official email id (**@itbhu.ac.in** or **@iitbhu.ac.in**)

**Note: Do not Sign up with Google / Facebook / Apple**

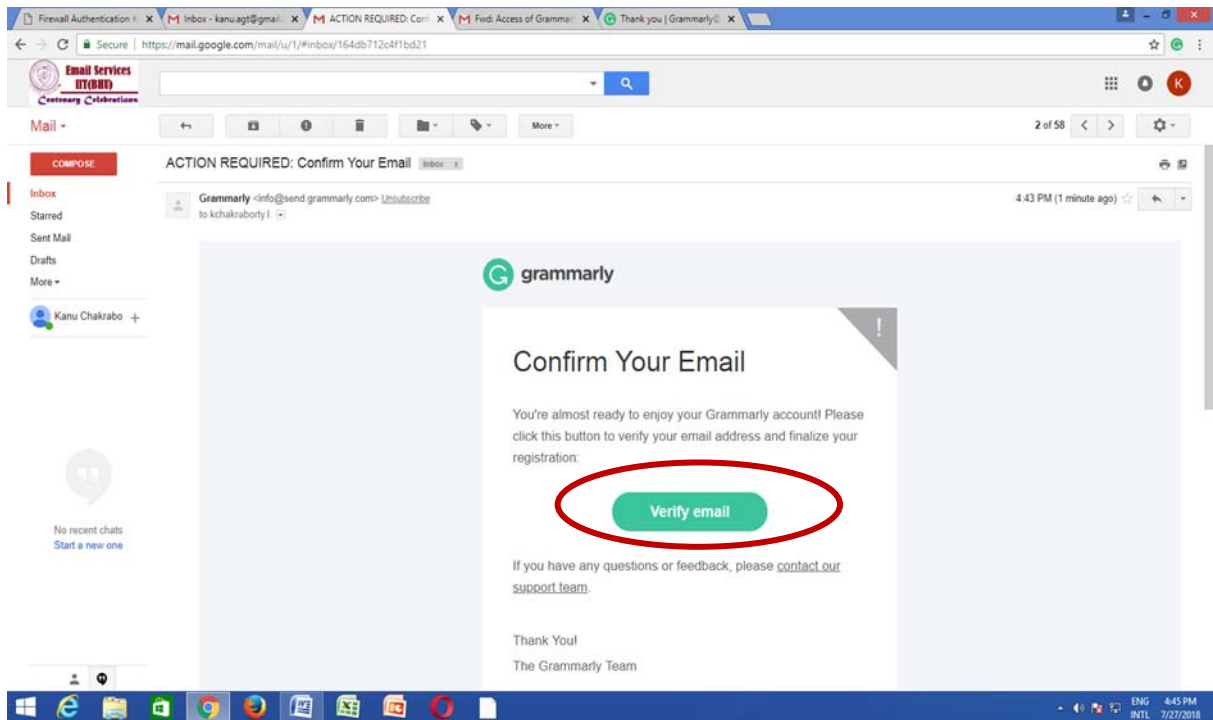


**Step 3:** After clicking Sign up, a verification email will be sent to the user's institutional email ID.

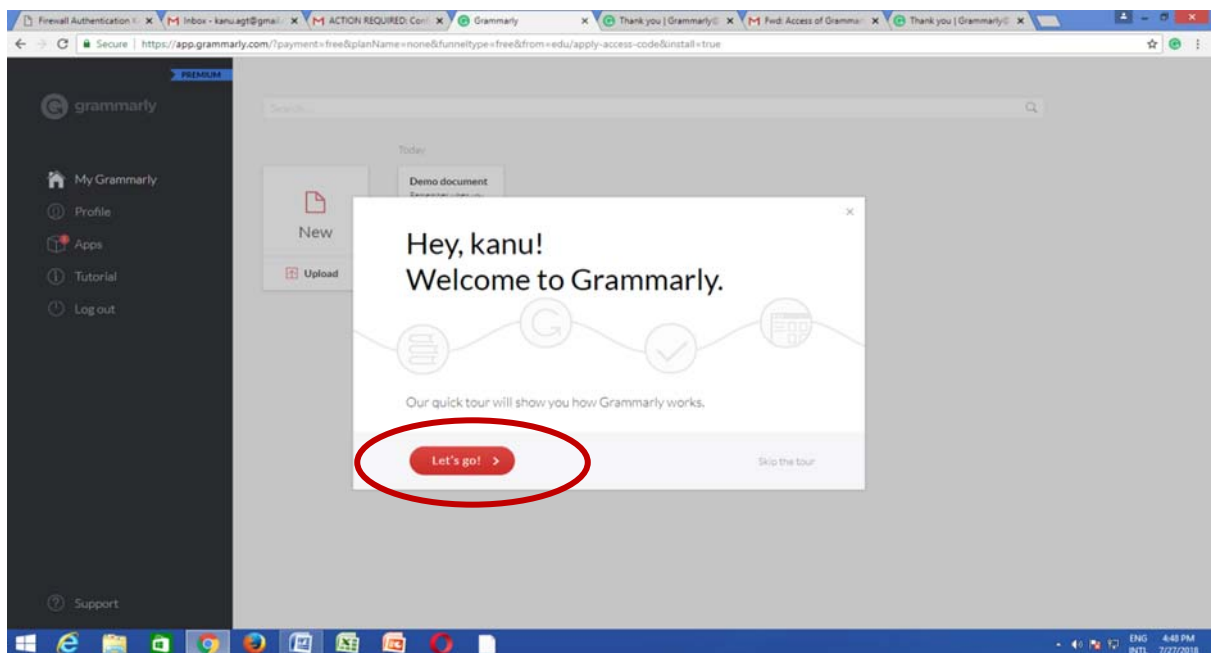


*Please Note: Your @edu credential activation has been activated, and a verification email will be sent to the user's institutional email ID once they register. Users may sometimes get the verification mail in the Spam/Junk/Promotion folder.*

**Step 4:** Kindly Verify the activation mail from Grammarly.

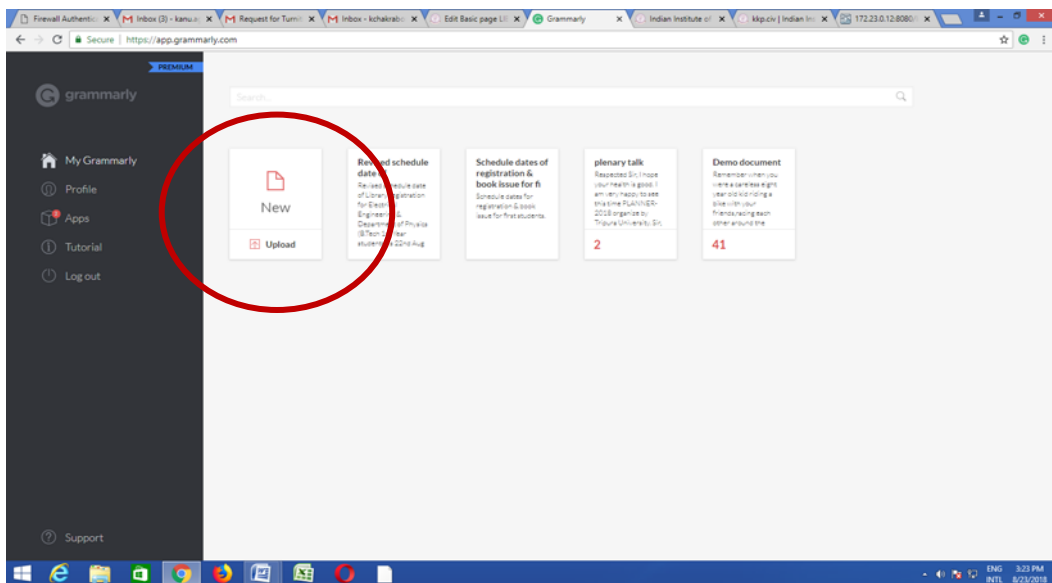


**Step 5:** Once registered, users will land on the 'Grammarly Editor,' which is easy to use and explore.



### How to Use Grammarly

1. Go to URL: [www.grammarly.com/edu](http://www.grammarly.com/edu)
2. Click on Login, Enter your Email ID and Password, and then you will land on the Grammarly Home Page.
3. You can create a new blank document or upload an existing document to edit it with Grammarly.



4. Document format for uploading should be Microsoft Word (.doc, .docx), OpenOffice (.odt), .txt, & rtf.
5. Select the language type in the customize section: <https://account.grammarly.com/customize> Accounts > Customize > Language
6. If you already have an existing file, upload the document or start writing a new document by clicking New, select the document type.
7. Click on Goals to set Audience type, Formality, Domain, Tone, & Intent of the Paper you are writing, and click on done
8. Click on **Plagiarism**(Plagiarism will be usually switched off, Kindly switch it on every time you log in) – Right bottom corner.
9. Rectify all alerts/issues, click on the Overall Score (right top corner), and click on download the pdf report.

10. The MS Word Plugin can be downloaded from the support page after registration from the link <https://www.grammarly.com/office-addin/windows>; the same user ID and Password credentials will grant access to use the Plugin for users.

Tutorial: <https://support.grammarly.com/hc/en-us/articles/360003474732>

## Grammarly Apps:

### Grammarly for Microsoft® Office:

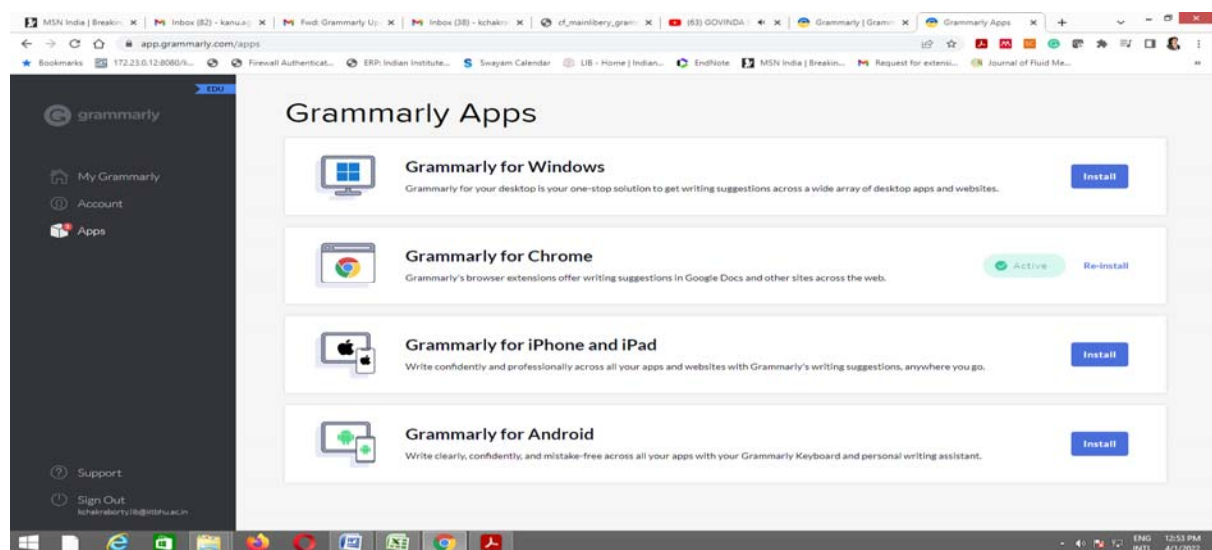
If you prefer to write documents using Microsoft® Word, then installing Grammarly's add-in is a must. As a bonus, this add-in also integrates with Outlook™ to help you ensure your emails are grammatically correct before you hit send.

### Grammarly for Windows:

Grammarly's native app will be right at home on your desktop. Access your documents or start a new project with one simple click.

### Grammarly for Chrome:

Grammarly's free browser extension helps you write mistake-free in Gmail, Facebook, WordPress, Linkedin, and anywhere else you write on the Web.



**Note:** If you get an error during the registration process on Grammarly, please email us at [libraryservices@itbhu.ac.in](mailto:libraryservices@itbhu.ac.in).

Thanking you.

*Prepared by-*  
*Main Library,*  
*IIT (BHU), Varanasi.*