

Grammarly User Guide

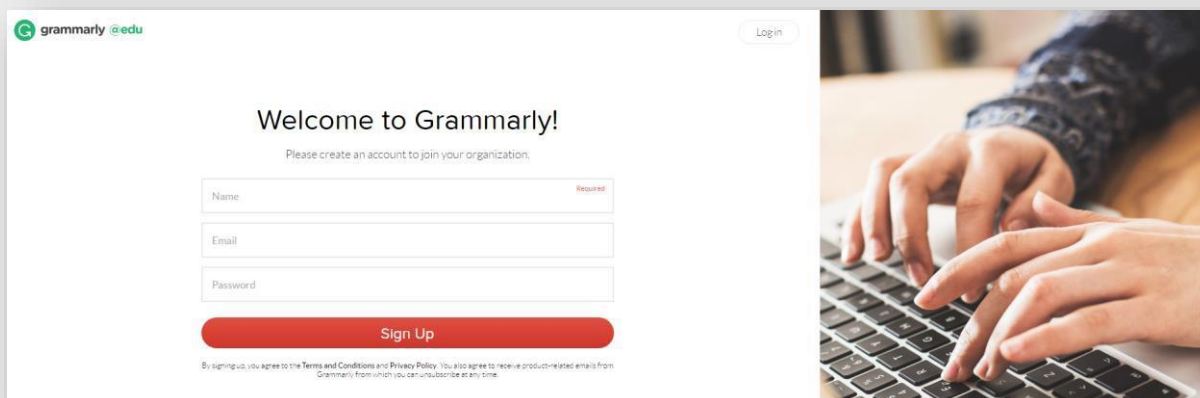
Introduction

Grammarly is an online tool that can check 250 grammar points in emails, application letters and assignments. It also tracks your most frequent mistakes so you can focus on your main improvement areas.

Create your account and login

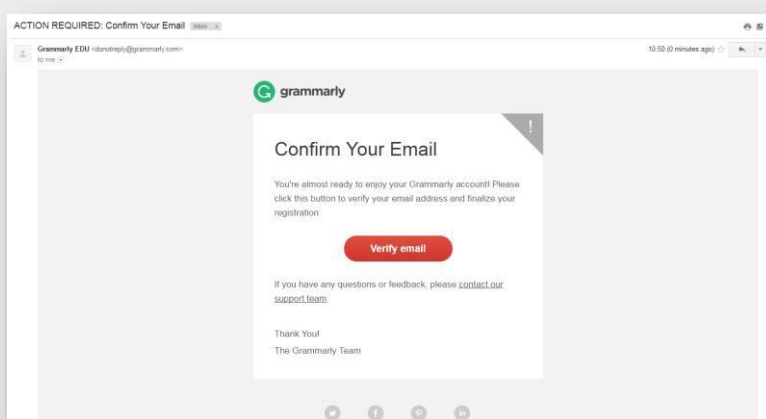
1. Enter the URL <https://www.grammarly.com/enterprise/signin> for the Sign Up page. Make sure you are on the correct site as above; not www.grammarly.com
2. Complete the online form.

You **MUST** use your **UoA student or staff email address** when creating your account.



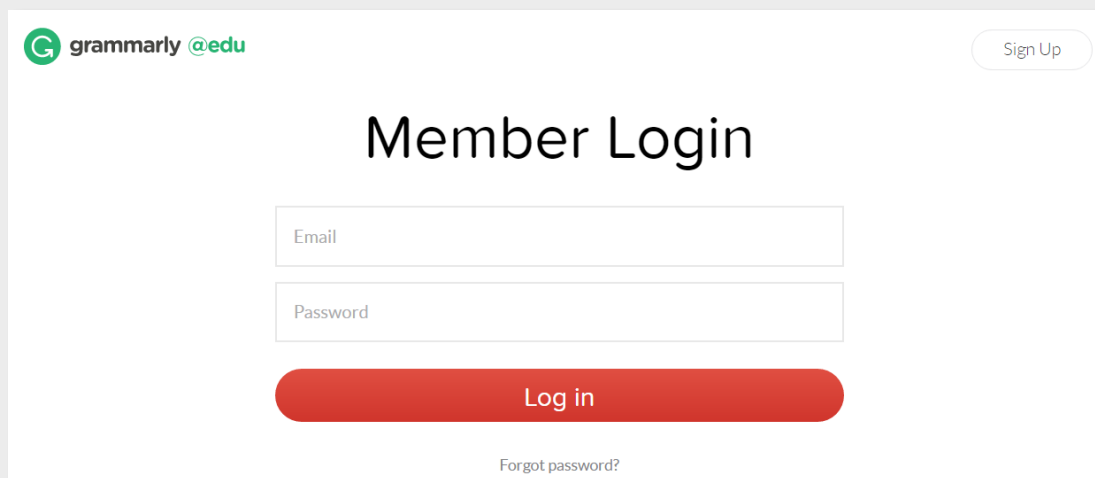
The screenshot shows the Grammarly sign-up page. At the top left is the Grammarly logo with '@edu'. At the top right is a 'Login' button. The main heading is 'Welcome to Grammarly!' followed by the instruction 'Please create an account to join your organization.' Below this are three input fields: 'Name' (marked as required), 'Email', and 'Password'. A red 'Sign Up' button is at the bottom of the form. Below the button is a small disclaimer: 'By signing up, you agree to the Terms and Conditions and Privacy Policy. You also agree to receive product-related emails from Grammarly from which you can unsubscribe at any time.' To the right of the form is a background image of hands typing on a laptop keyboard.

3. Check your inbox for the email and click on the activation link



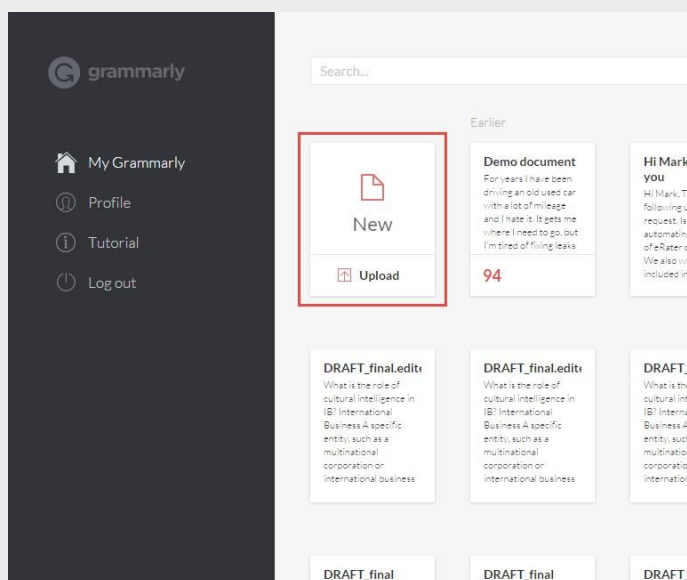
Use Grammarly to check your writing

1. Enter the URL <https://www.grammarly.com/enterprise/signin> for the Log in page.

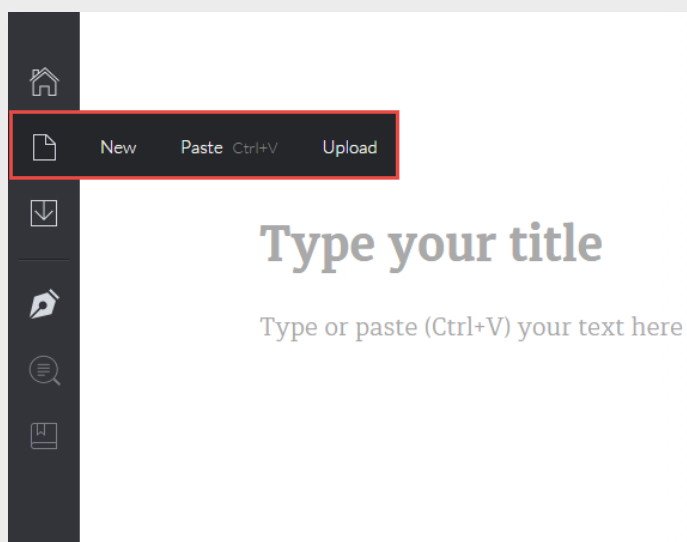


The image shows the Grammarly Member Login page. At the top left is the Grammarly logo with "@edu". At the top right is a "Sign Up" button. The main heading is "Member Login". Below it are two input fields: "Email" and "Password". A red "Log in" button is centered below the fields. At the bottom, there is a link for "Forgot password?".

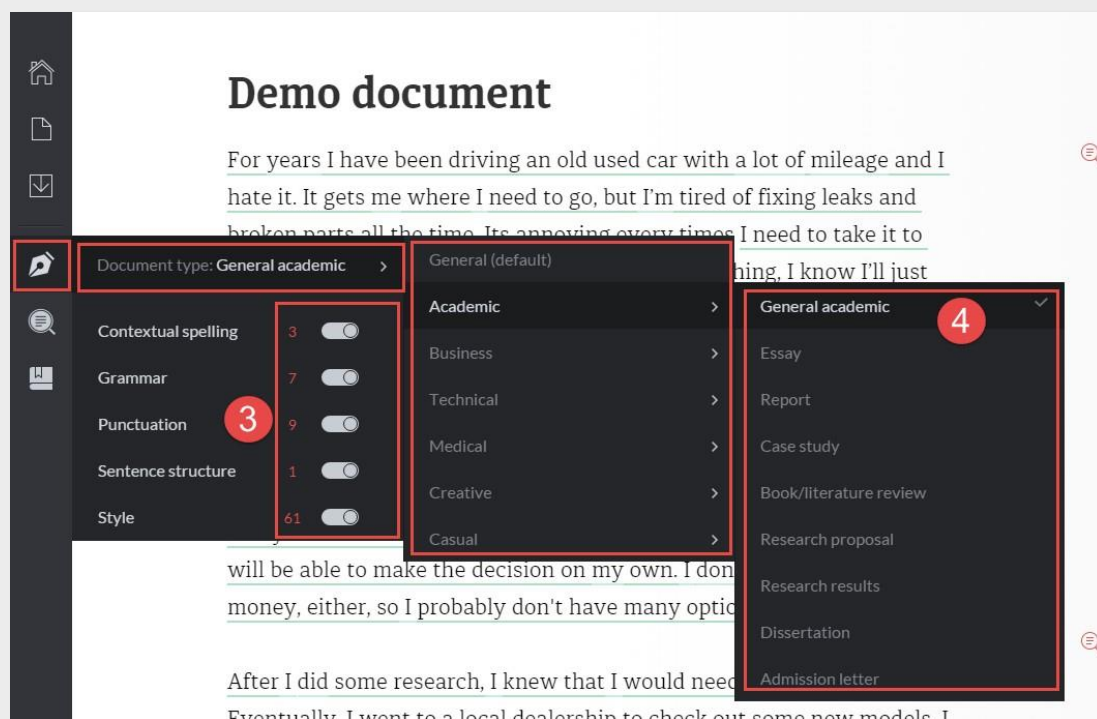
2. Click **New**.



3. Apply your text using **Paste** or **Upload**.

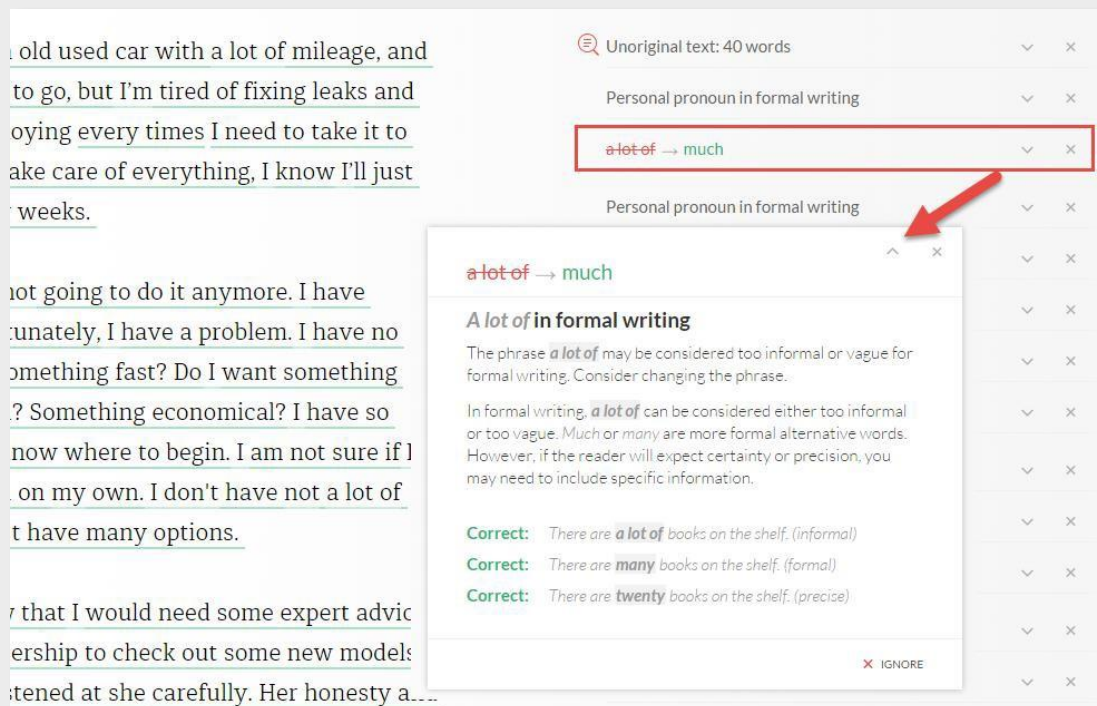


4. Turn on the **checking options**.
5. Choose the most appropriate **document type**.

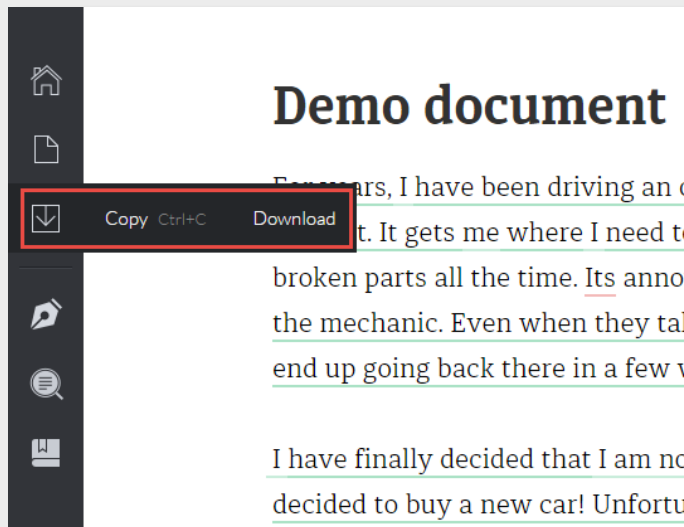


NOTE: The optimal document type is **General Academic**

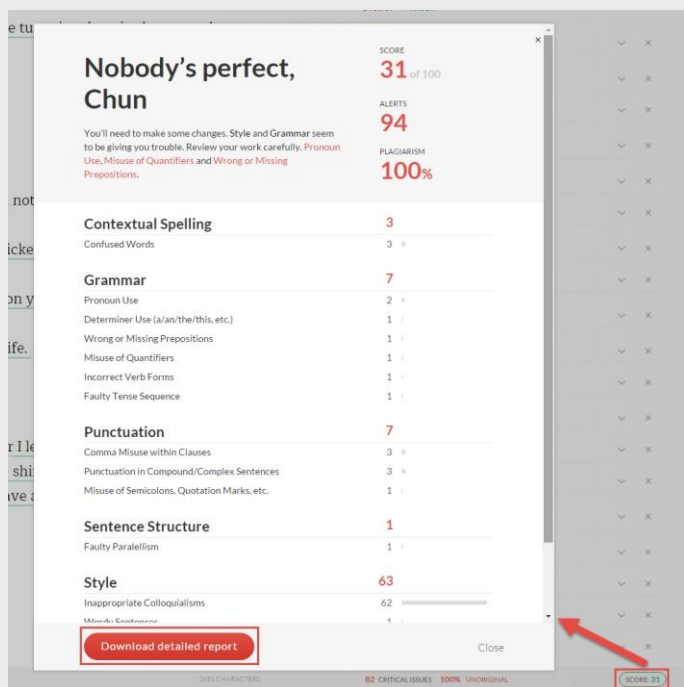
6. Click on suggestions to accept them or click **X** to ignore them. Click **v** to expand the explanation card.



7. On completion **Download** or **Copy** your text.

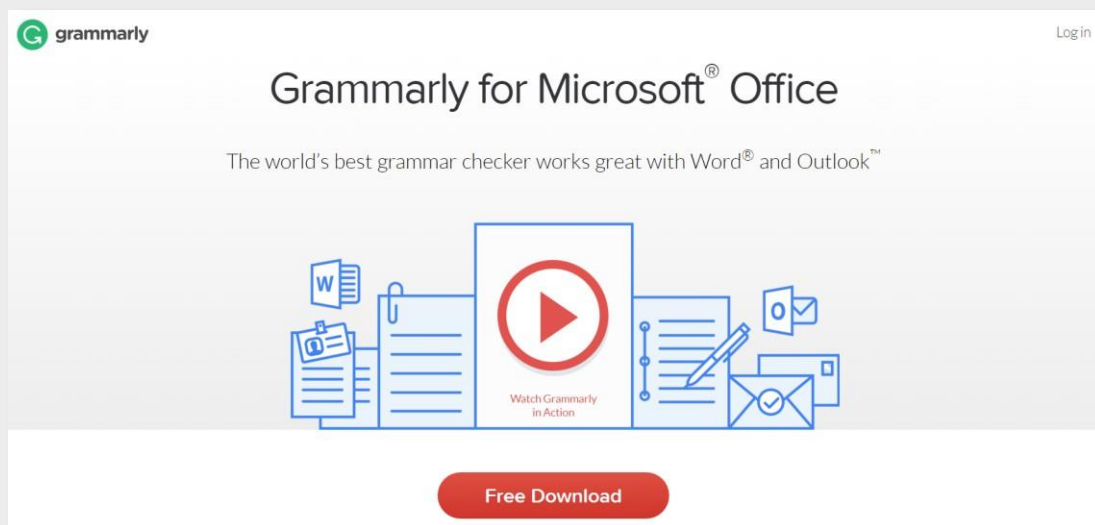


8. Download detailed report by clicking on the Score button in the lower right corner

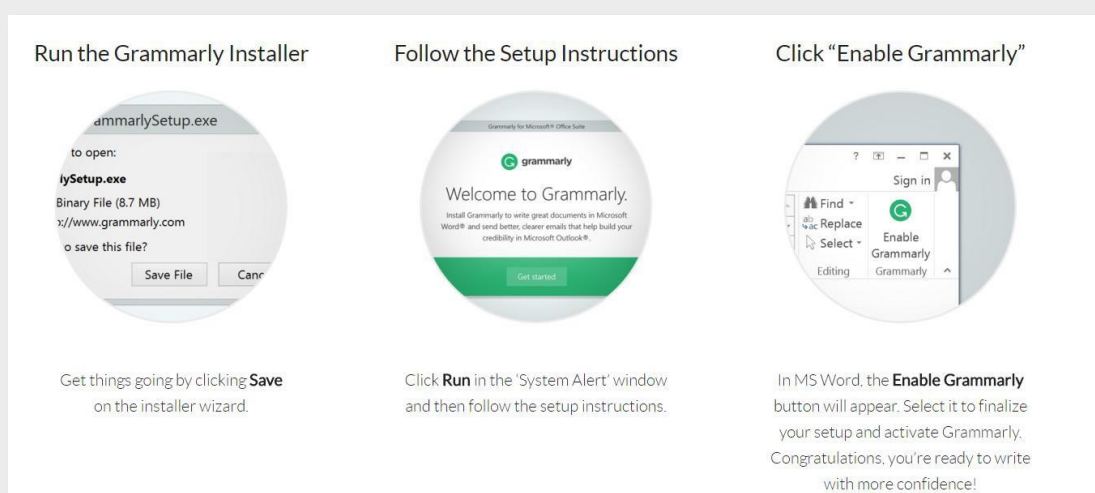


Grammarly application for Microsoft Office

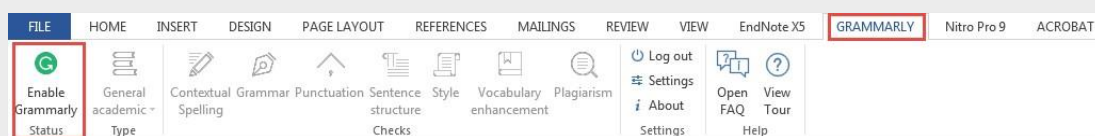
1. Download the Grammarly application here: <https://www.grammarly.com/office-addin/windows> Click **Free Download**



2. Follow the online instructions — { } —



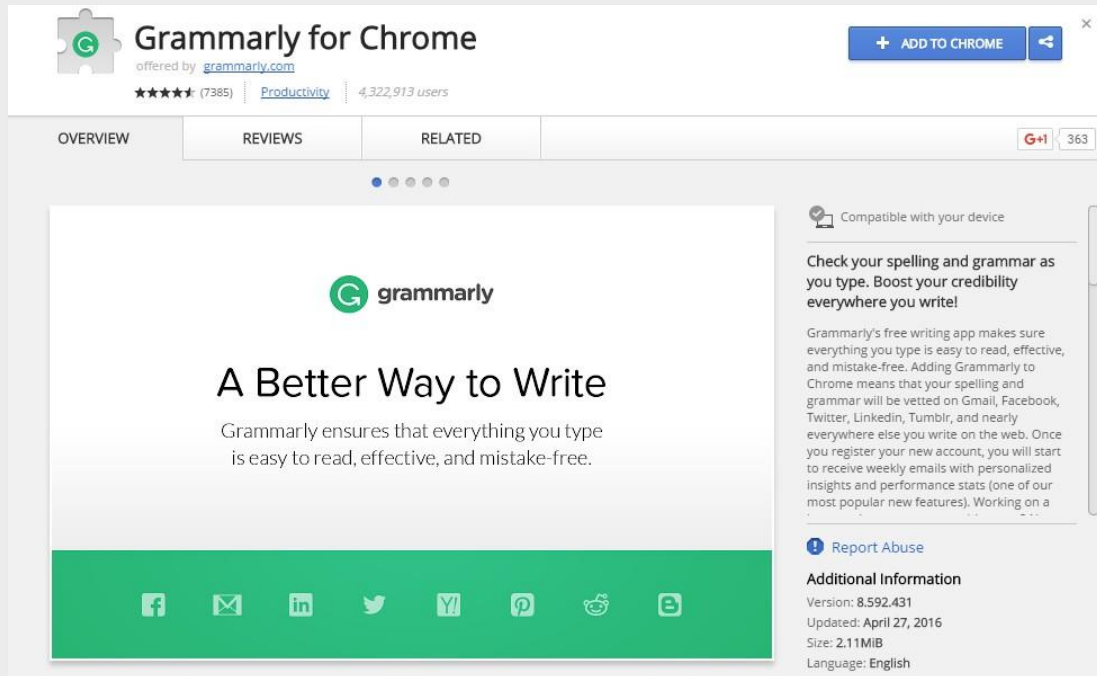
3. Grammarly will appear in your toolbar when you open Microsoft Word and Microsoft Outlook. Select **Enable Grammarly**.



NOTE: Please note that **while Grammarly is enabled, not only is the Undo button not working, but the "undo" history is also not kept**. This means that any changes made to the document while Grammarly is active cannot be undone even after you disable Grammarly. However, after Grammarly is disabled, all further changes to the document can be undone with the native Undo button.

Grammarly for Chrome

1. Add Grammarly for Chrome here: <https://chrome.google.com/webstore/detail/grammarly-for-chrome/kbfnbcaepibcioakkpcpgfkobkghlhen?hl=en> Click **Add to Chrome**. If you have trouble accessing the URL above, search **Grammarly for Chrome** under 'Extensions' from 'Chrome Web Store'.



2. Follow the online instructions 