**How to Register**

One time Self-Registration Process :-

Set up access for the users, please  follow the below steps:

Step 1: Go to www.grammarly.com/edu  (mandatory to sign up for this URL)

Step 2: Click on Join Your Organization button, fill up the self-service form. Ensure that users are registering from their respective official email id **(@uni-mysore.ac.in)**

Step 3: After clicking signup, an activation email will be sent to the user's institutional email ID.

Please Note: Your @edu credential verification has been activated and an activation email will be sent to the user's institutional email ID once he/she registers. Users may at times get this in Spam/Junk Folder due to mail setting - users are advised to check the spam folder in case the link is not received in the INBOX.

Step 4: Kindly Verify the activation mail from Grammarly.

Once registered, users will land on the 'Grammarly Editor, ' which is easy to use and can be explored by the user.

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.

Kindly note that the plugin does not work on MAC/IOS devices.

**How to Use Grammarly**

1.  Go to URL:  www.grammarly.com/edu

2.  Click on Login, Enter E-mail 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 Preference

6.  If you have already existing file, Upload document or else you 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

**Support Email: grammarly@bridgepeople.in**
             **Ph: 9886444233/8939875800**