

**INTER UNIVERSITY CENTRE FOR TEACHER EDUCATION
BHU, VARANASI**

How to Use Grammarly?

1. Go to URL: www.grammarly.com/edu
2. Click on Login, Enter 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. Before checking or writing, please ensure to customize the setting for your writing. To customize, visit the online dashboard >My account>Writing>Language Setting>Customize Language>Dialect>Writing>Your preferences>Select the preferences as required.
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. Generative AI: Click on the Generative AI button on the right, type the question on the Generative AI page and then enter.
9. Click on Plagiarism (Plagiarism will usually be switched off. Kindly switch it on every time you log in) – Right bottom corner.
10. Rectify all alerts/issues, click on the Overall Score (top right corner), and click on Download the PDF report.
11. The MS Word Plugin can be downloaded from the support page after registration from the link https://www.grammarly.com/office-%20addin/%20downloading?%20_gi=1*12dh5j0*%20_gcl_au*MTMzNjY4MzUxLjE3MTIwNDE3NjU.*_ga*%20%20MjA5MTQ4OTY0OC4xNjk2NDY3MzM3*_ga_CBK9K2ZWWE*MTcxNjI4MDCzNC4xODcuMS%204xNzE2MjgxMTMxLjYwLjAuMA

****Note:** 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>

For any query related to this may contact:

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