

# SETTING UP YOUR GRAMMARLY ACCOUNT

## To Set Up Your New Grammarly:

Setting up a Grammarly@edu account is extremely easy: just use your ORU email when registering a new account at [www.grammarly.com/edu/signup](https://www.grammarly.com/edu/signup). You will be asked to confirm their email and will be redirected to Grammarly account.

Once signed into your Grammarly account, you will be able to upload or copy/paste your papers, resumes, emails, and other written communication into your new account.

## To Upgrade Your Free Grammarly Account:

- 1) Log out from your individual account [https://auth.grammarly.com/logout\\_redirect](https://auth.grammarly.com/logout_redirect);
- 2) Go to <https://www.grammarly.com/edu/signin> and log into your account with email;
- 3) check your email (Inbox and spam folder) for a confirmation email and click the link inside. It will redirect you to the right page, and the account will be upgraded.

## Additional Features:

To make sure you get the most out of Grammarly, there are some additional features that allow you to use Grammarly when writing in Microsoft Word, in Internet browsers, in emails, and on the desktop!

- MS Office plug-in:[grammarly.com/office-addin](https://www.grammarly.com/office-addin)

The MS Office plug-in conveniently adds Grammarly to Microsoft Word and Microsoft Outlook. When creating a document, Grammarly will appear on the right-hand side and provide suggestions, similar to the online editor.

- Desktop App:<https://www.grammarly.com/native/>

The desktop app can be placed on your computer as a shortcut on your desktop to provide a quick and easy way to access Grammarly. Its usage is identical to the online editor.

- Browser extensions

- o Chrome Extension:<http://bit.ly/1vMojEh>

- o Safari Extension:<http://apple.co/1XuN2Hh>

- o Firefox Extension:<https://addons.mozilla.org/en-us/firefox/user/grammarly/>

The browser extensions allow Grammarly to check writing entered in text boxes within a web browser, including the Gmail compose box.

**Please note that, in order to use the plagiarism feature, you will have to click on the Plagiarism button and turn it on for your document.**