

## **Registration Process:**

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

**Step 1:** Go to [www.grammarly.com/edu](http://www.grammarly.com/edu) (mandatory to sign up from 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 (@[iitd.ac.in](mailto:iitd.ac.in)). You are requested to use your official email ID [xx@iitd.ac.in](mailto:xx@iitd.ac.in)(e.g. [neerajkc@iitd.ac.in](mailto:neerajkc@iitd.ac.in) instead of [neerajkc@library.iitd.ac.in](mailto:neerajkc@library.iitd.ac.in)) without mentioning your Deptt/Centre name in the email ID and follow the steps given in the email.

**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 Folder due to mail setting - users are advised to check the spam folder in case the link is not received in the INBOX.

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 to users.

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

For any query related to this may contact Dr. Neeraj Chaurasia, Deputy Librarian & Incharge, Serials Division (EPABX-6622) or email at [neerajkc@library.iitd.ac.in](mailto:neerajkc@library.iitd.ac.in)