

HOW TO SET UP AND USE GRAMMARLY

SET UP YOUR FREE GRAMMARLY ACCOUNT

1. Go to <https://www.grammarly.com/edu/signup>
2. Enter your name, Ashford student email, and password
3. Click “Sign Up”

grammarly @edu Already have an account? Login

Create Your Account

Name First & Last Name

Email Enter Ashford email Required

Password Your password Required

Sign Up

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.

IMPORTANT

In order to use Grammarly for free, you need to sign up using your **@student.ashford.edu** email account.

Note: If you do not know what your university email is or how to access it, please contact your advisor.

4. Open your Ashford email account, to find the verification email Grammarly sent you.
5. Click on “Verify email”.

Confirm Your Email

You're almost ready to enjoy your Grammarly account! Please click this button to verify your email address and finalize your registration.

Verify email

If you have any questions or feedback, please [contact our support team](#).

Thank You!
The Grammarly Team

HOW TO USE GRAMMARLY

1. Go to <https://app.grammarly.com/>
2. Log in (if needed)
3. Click on “**Upload**” (located under “New”) and upload your paper.

grammarly

Search...

My Grammarly

Profile

Tutorial

Log out

New

Upload

Grammarly will scan your paper and underline any errors and issues it finds.

- To read about the issues Grammarly found, click on the ▼ expand button.
- To accept Grammarly’s suggestion, click on the **green** correction (if applicable).
- To ignore Grammarly’s suggestion, click on the “x” or the “IGNORE” button.

The screenshot shows a document titled "Rough Draft" with several Grammarly suggestions. Three callout boxes provide instructions:

- "To correct the issue, click on the **green** suggestion." (pointing to the green correction "long-term")
- "Expand ▼ to learn more." (pointing to the expand button on a suggestion)
- "Click on the 'x' to ignore." (pointing to the close button on a suggestion)

4. Finally, once you have made all of your corrections, click on the ↓ downward arrow icon in the left navigation pane, and select “**Download.**” This will create a Word document of your corrected paper.

The screenshot shows the left navigation pane of the Grammarly interface. A downward arrow icon is highlighted, and a callout box points to the "Download" button within the expanded menu.

Note: You might have to remove or delete any lingering track changes or comment bubbles before submitting your paper. To delete all comments, click on the “Review” tab, click on “Delete”, and select “Delete All Comments in Document”.

The screenshot shows the Microsoft Word ribbon with the "REVIEW" tab selected. The "Delete" button is highlighted, and a callout box points to the "Delete All Comments in Document" option in the dropdown menu.