



**VISVA-BHARATI**  
**CENTRAL LIBRARY**  
(*Visva-Bharati Library Network*)

Memo No. CL/ 383 /2020-21/(GNet)

Date. 28 December 2020

## Notice

### **Faculty members / Officers/ Scholars: Activating Grammarly Trial Access**

This is to let you know those who have visv-bharati domain mail ID (xxx.yyy@visva-bharati.ac.in) they are requested to register through the One-time Self-Registration Process as given below to access Grammarly for the trial period: -

Step 1: Go to [www.grammarly.com/edu](http://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 (@**visva-bharati.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/Promotion/Update 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.

The Faculty members / Officers/ Scholar of Visva-Bharati those who have not visv-bharati domain mail ID (it is preferred to have VB mail ID as soon as possible for VB fraternity) they are requested to send one request mail through [librarian@visva-bharati.ac.in](mailto:librarian@visva-bharati.ac.in) to have grammarly trial access with their Name, Designation including Department & Bhavana, Mail ID (other than VB domain mail ID) by 04 January 2021.

You are also requested to send your opinion/remarks/recommendation based on which process of subscription may be initiated.

(Nimai Chand Saha)  
University Librarian (Acting)  
Central Library, Visva-Bharati, Santiniketan



### **How to Use Grammarly**

1. Go to URL: [www.grammarly.com/edu](http://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](mailto:grammarly@bridgepeople.in)

**Ph:** 9886444233