



# Install and Use the Grammarly Desktop App

How to install and use the Grammarly desktop app.

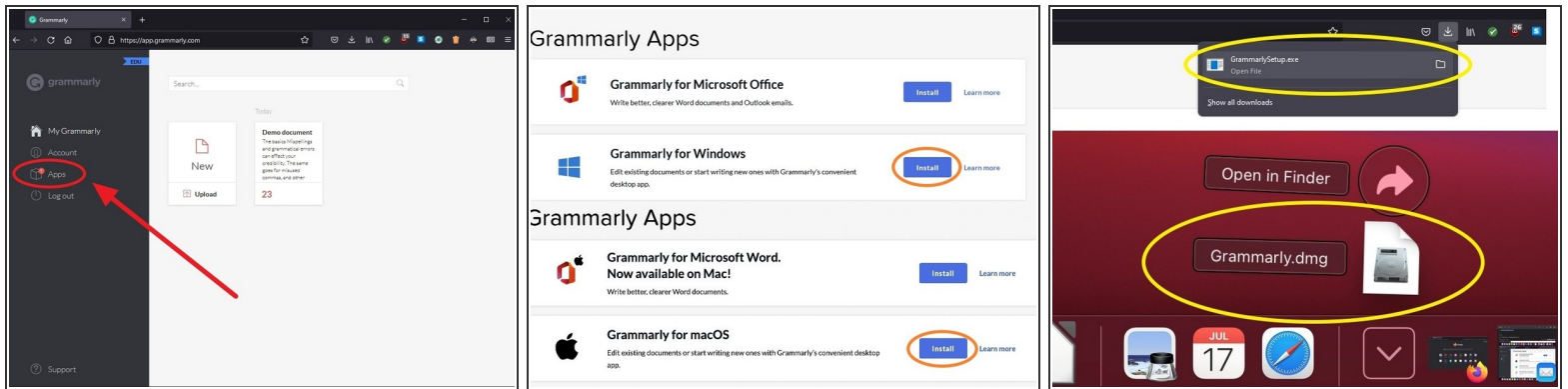
Written By: Edward Akers



## INTRODUCTION

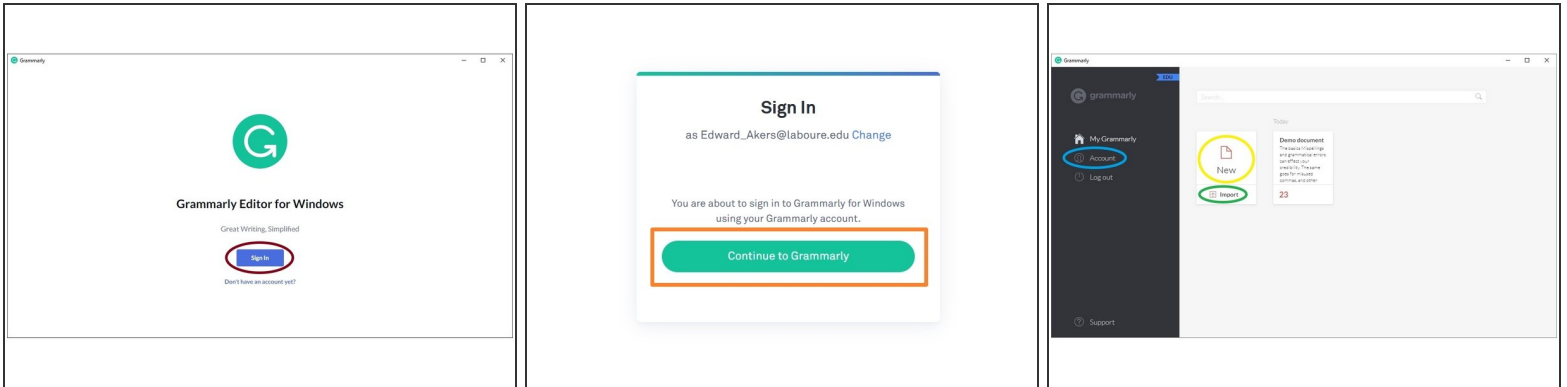
Grammarly's desktop app can be used to compose documents as well as import existing documents for editing. You can edit documents within the app itself or in other programs like Microsoft Word. Before installing, make sure your device meets the [minimum system requirements](#).

## Step 1 — Download Grammarly



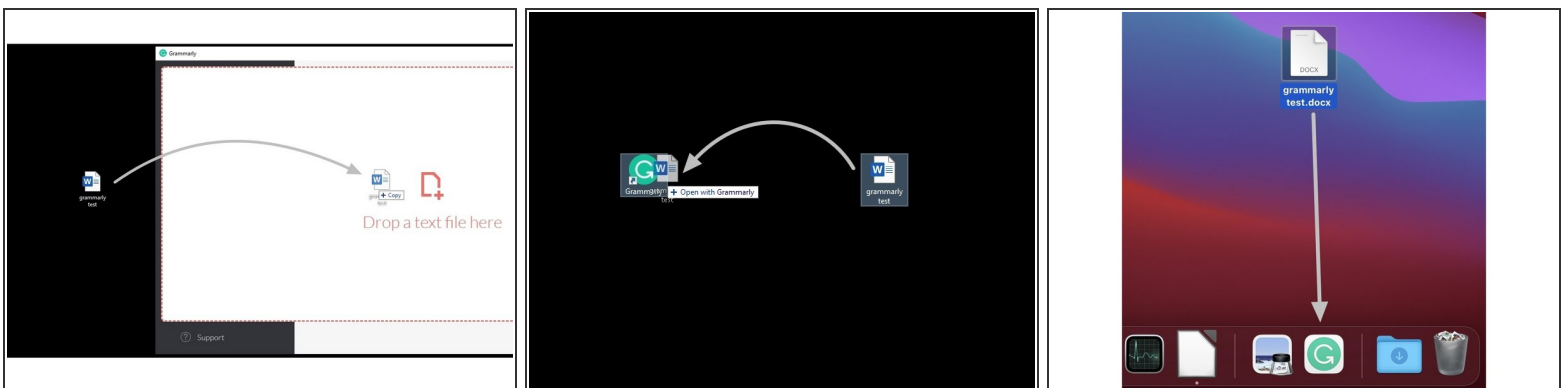
- [Sign into Grammarly.com with your Labouré student email](#)
- From the My Grammarly dashboard, click **Apps**
- Next to **Grammarly for Windows** or **Grammarly for macOS** (depending on your operating system), click **Install**
- Download and run the installer file

## Step 2 — Sign Into the Desktop App



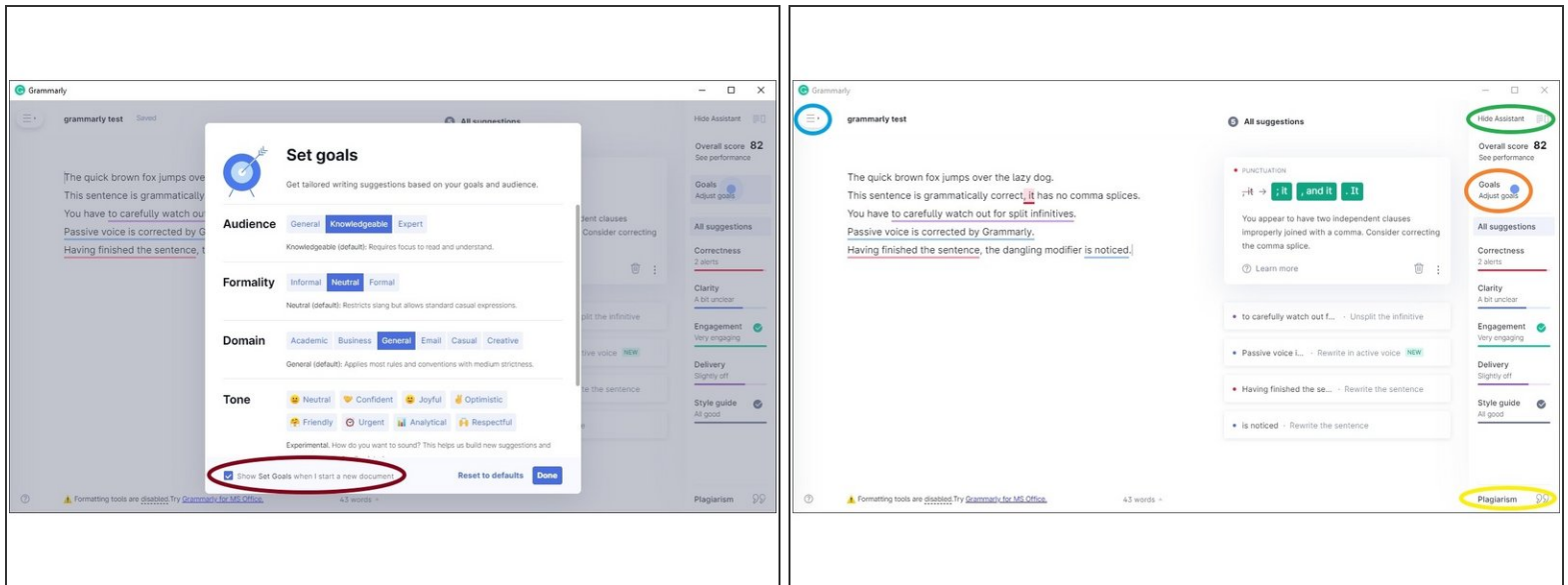
- Once Grammarly opens, click **Sign In**
- In the browser window that opens click **Continue to Grammarly**. If you're instead asked to enter your email and password, sign in with your Labouré student email and password.
- You are now signed into the Grammarly desktop app. From here you can:
  - Begin a new document (**New**)
  - Import an existing document for editing ( **Import**)
  - Manage your account settings (**Account**)

## Step 3 — Drag and Drop



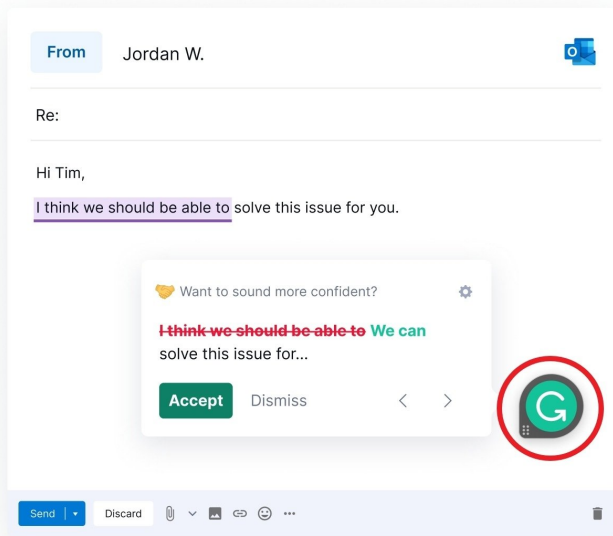
- You can easily open an existing document by dragging and dropping the file onto the Grammarly window or the desktop or dock shortcut.

## Step 4 — Editing with Grammarly



- When you first open a document in Grammarly, you will be prompted to set your goals with the document to better assist with editing.
  - You can disable this prompt by unchecking the box in the bottom left corner. You can adjust your goals at any time within the app.
- By default, the body of your document will be shown on the left-hand side, and the Assistant will show any editing suggestions on the right-hand side. From here you can also:
  - Adjust your **Goals**
  - Check for **Plagiarism**
  - Hide the **Assistant**
  - Open the **Menu** where you can export your document, print, or return to the My Grammarly dashboard

## Step 5 — Using Grammarly with Other Programs



- When typing a document in other programs such as Microsoft Word or Outlook, you will now notice a Grammarly widget. Click the widget to use Grammarly in that program.