

How to Add Grammarly To Word - Grammarly For Microsoft

TechRounder PDF Edition

Live article: <https://www.techrounder.com/tips/how-to-add-grammarly-to-word-grammarly-for-microsoft/>

By Vipin PG | Published November 10, 2022 | Updated March 8, 2026 | Format: Guide | 3 min read

Quick answer

Microsoft Word doesn't need any explanation as almost everyone handling the computer or the pc used the words at least once. It is the most popular and widely used writing tool.

Microsoft Word doesn't need any explanation as almost everyone handling the computer or the pc used the words at least once. It is the most popular and widely used writing tool. Documents created by Microsoft word are used as the standard document in all areas, whether business or personal.

Even though Microsoft word is the best and most widely used tool, it still needs proofreading and other third-party tools to create 100% correct and grammatically correct content. In modern Microsoft word on both Windows and Mac, we can see the grammar correction tool inbuilt. But those are very primitive and only correct some spelling mistakes and basic grammar.

Here is the best way to use Microsoft word to reduce typo errors and create great content; we can use Grammarly as the tool rather than the inbuilt grammar correction option. Grammarly is available as an add-on for Microsoft word on Windows and Mac. Once installed, you can integrate Grammarly with Microsoft Word to correct grammar issues.

What is Grammarly and How Does it Work?

If you are the one who still questions what Grammarly is and what it does, here is a simple explanation.

Grammarly is an AI-based content writing assistance that will correct the spelling and the grammar within that. We can see several spelling corrections and grammar corrections too. But Grammarly is far superior to others. Its unique AI-based algorithm will create a unique and proper sentence format with the machine learning feature.

Its machine-learning feature is the main factor that makes Grammarly stand ahead. Grammarly learns how to write from the one using it and will make appropriate grammar corrections per the style used. Thus the sentence written by one user will be grammatically correct and unique. On the other hand, the other tools will create a generalized version of the writing and style.

Grammarly offers a desktop app for Windows and Mac, Keyboard for iOS and Android, a browser extension for Safari, Chrome, etc., and an add-on for Word and outlook. Grammarly is free to use with basic features, which is enough for common grammar correction and offers premium service with advanced options.

How to Add Grammarly to Word

If you wish to correct the typo error on Word using the Grammarly addon, follow the below steps to integrate Grammarly into Word easily.

Step 1: Download the Grammarly addon from the official website.

Step 2: You can find the Grammarly add-on for Microsoft Word and Outlook. Click on the Get the add-on. It's a free button on the page.

Step 3: The Grammarly for Word installer will start downloading on your System.

Step 4: Once the file is downloaded, proceed with the installation.

Step 5: Now click the Get Started button on the installer window.

Step 6: On the next screen, you will see an options page where you can select the Grammarly for Word and Grammarly for Outlook options.

Step 7: You can select as per your preference. You can select both options if you use Outlook on your PC and need Grammarly to work on Outlook. Otherwise, proceed with only Grammarly for Word.

Step 8: It will take a little time to install it on the system. once completed, you will see a Congratulations window with a Finish Button.

Step 9: Click the Finish button to complete the Installation. Now, Grammarly for word is successfully integrated, and you can use it.

Step 10: Finally, you need to open Microsoft Word, and you can see a new option named Grammarly at the top right corner of the menu items.

Step 11: Click on that to open the Grammarly settings. You must log in to the Grammarly account to see your personalized customization. Once done, you can use the addon for grammar correction and spelling checks.

As mentioned, a premium subscription is needed for some advanced features of Grammarly, like the language style.