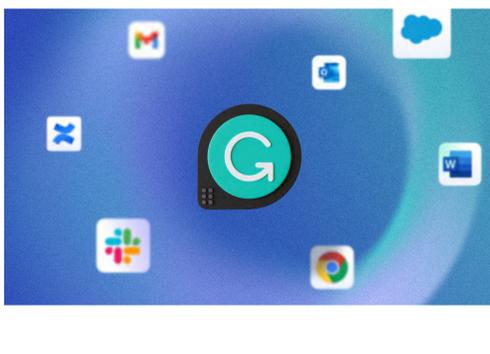grammarly business

Welcome to the Grammarly Business Onboarding Guide

Grammarly Business is an AI-powered writing assistant that helps you and your team communicate more confidently and consistently while staying on brand—even while reaching your goals faster.

With our new desktop solution supporting better writing across a wide range of web and native applications, Grammarly Business works where you work.

1. Introducing your writing assistant

Finding your competitive advantage is easy with Grammarly Business and its robust communication features.

Communicate with confidence and polish

Grammarly's correctness suggestions catch and remedy spelling, grammar, and punctuation mistakes so your writing gives the right impression. Clarity suggestions help ensure your wording is concise and clear. That way, you can focus on getting your ideas out there rather than spending time fiddling with your phrases.

Grammarly also helps polish your writing so it's engaging, effective, and on-brand. Grammarly's engagement suggestions sharpen word choice so your message is strong and compelling, and delivery suggestions ensure your writing comes across as you intend, every time.

Correctness
Suggestions about spelling, grammar, and punctuation are underlined in red.

Clarity
Suggestions for making your writing easier to understand are underlined in blue.

Engagement
Suggestions that make your writing more compelling, like word choice improvements, are underlined in green.
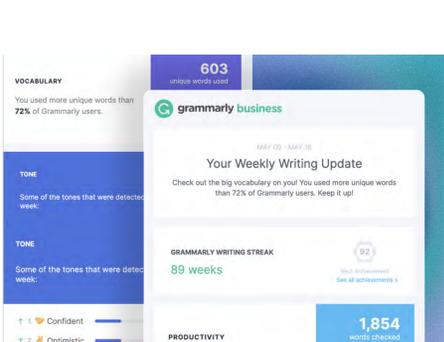
Delivery
Suggestions that help you craft your message with the appropriate tone and attitude are underlined in purple.

Write more efficiently and improve over time

You don't need to choose between quality and speed. With the ability to quickly save and insert pre-written text snippets, you can stop typing the same sentences over and over and use your time for meaningful work.
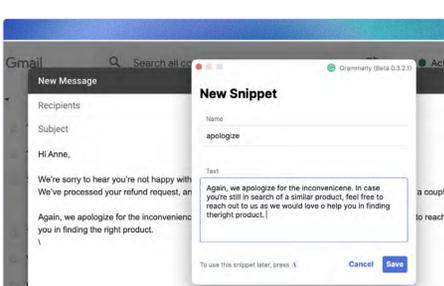
And with real-time feedback and weekly email summaries detailing personal writing statistics and achievements, Grammarly helps you become a better writer the more you use it.

Ensure you're consistent and on-brand, wherever you're working

Writing for yourself is different from writing on behalf of your team or organization.

Grammarly Business makes it easier for you to deliver consistent, on-brand communication in any situation. Instead of a static style guide hiding in your intranet, Grammarly Business gives you real-time feedback on your organization's style and brand tones—whether you're writing a client email or drafting a project plan.
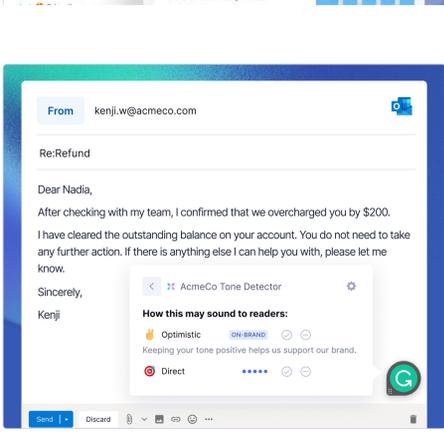
2. Installing Grammarly Business

If your team has centrally deployed Grammarly Business, you're all set.

To check if your team has installed Grammarly, open your computer's applications folder and search "Grammarly".

If Grammarly Business is not installed, please follow these instructions for **Windows** and these instructions for **Mac**.
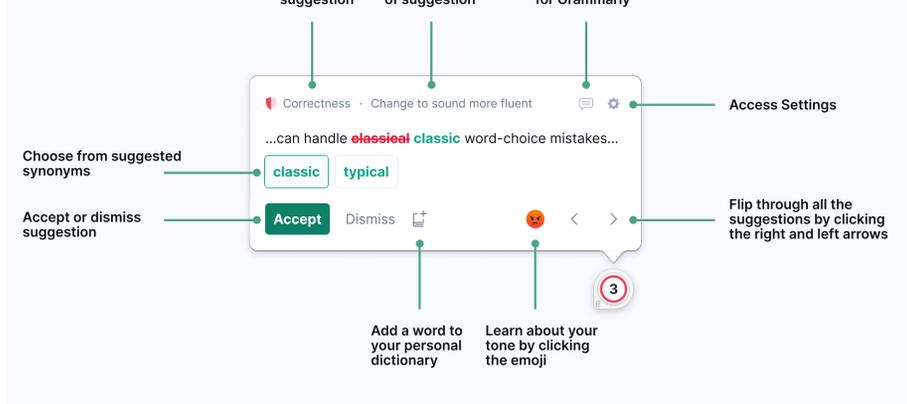
3. Writing and editing with Grammarly

With Grammarly Business installed, you're ready to go. Look for the Grammarly G logo in your toolbar or taskbar. To start using it, simply open a website or application, start writing, and the Grammarly widget will appear near the text field. Click to open and view your suggestions.

Here are a few things to try to make sure Grammarly Business is working for you:

### Write an email or chat message to a colleague

✓ Open Outlook, Gmail, Slack, Teams, or your preferred email or messenger client and start typing. You'll see your suggestion count displayed on the Grammarly widget. Click to review your suggestions.

- Type of suggestion
- Short explanation of suggestion
- Leave product feedback for Grammarly
- Access Settings
- Choose from suggested synonyms
- Accept or dismiss suggestion
- Flip through all the suggestions by clicking the right and left arrows
- Add a word to your personal dictionary
- Learn about your tone by clicking the emoji

Explore the suggestions and tone on an existing document

✓ Open an existing document in Word, Pages, Hubspot, Confluence, or other applications where you can write and edit long-form text. Click the Grammarly widget to view more.

You can also click the emoji in the bottom-right corner to learn more about any tones detected in your writing.
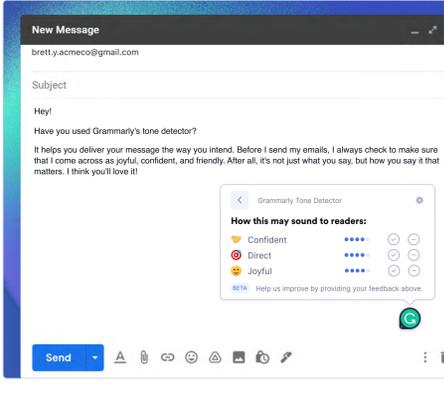
Create your first snippet

✓ Have a phrase, sentence, or paragraph that you write regularly? Instead of typing it out every time, go to your **Account** to create a snippet that you can insert with a single keystroke. You can also choose which character will activate the snippet.

Here are examples of snippets we use at Grammarly:

- Closing thank you messages for emails
- Job description intros
- Answers to frequently asked questions
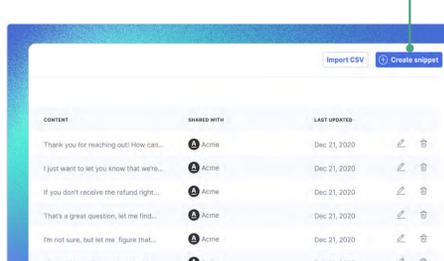
4. Fine-tune your experience

Now that you have seen what Grammarly Business can do for you, take it a step further and customize your experience.

Control where Grammarly works for you
Grammarly only works where you want it to. To stop Grammarly from activating in specific applications or sites, right-click on the Grammarly widget and options for turning Grammarly off will appear.

To view or change where you've deactivated it, right-click the Grammarly widget and click Settings. **See full instructions here**.

The following can be adjusted in your **Account** by visiting account.grammarly.com.

Set your primary language here
Select your primary language to ensure that Grammarly's writing suggestions will be the most relevant to you. Setting this up will also help multilingual English speakers **sound more fluent in writing**.

Customize your writing style here
You can turn different categories of suggestions on or off, depending on your goals. For example: Don't use Oxford commas? Turn off these suggestions.

Add to your personal dictionary here
Add unique words or proper nouns to your dictionary so they don't get flagged as misspelled.

See your team's customizations
View any **style guides**, **brand tones**, or **snippets** that have been set up by your account owner. Don't see any or have suggestions? Contact your team lead or account owner.
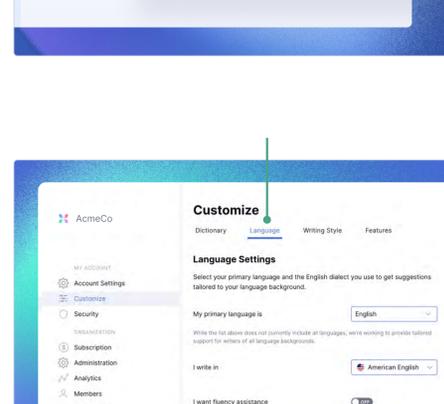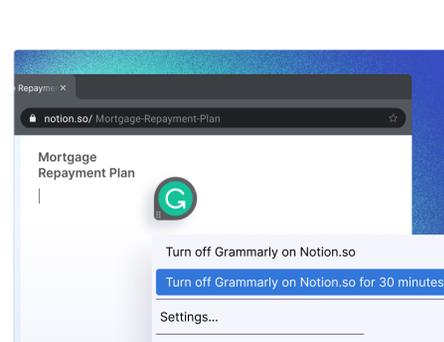
5. Troubleshooting & feedback

Share feedback to improve your experience
We want to build solutions that fit your needs, so we encourage you to provide feedback about your experience. To give feedback, click the Grammarly widget while you're writing and then click the comment box icon.

Learn more or get help
Visit our **help center** to learn more or get help troubleshooting.

Happy writing!
-The Grammarly Team

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