

Use Microsoft Editor to correct text grammar errors

Microsoft provides you with a tool to check and correct spelling or grammatical errors of text when drafting in Word or Outlook. This tool is called Microsoft Editor.

Microsoft Editor helps you improve your text content in Word and Outlook by identifying words and phrases that may be in the wrong and need attention. This tool will analyze the text as you type and suggest changes whenever it encounters misspelled words or places where syntax improvement is needed. And you can use Microsoft Editor with a browser extension or a Word Add-in.

So whether you're composing a Word document, writing an email, or posting on a website like LinkedIn or Facebook, the Microsoft Editor utility strongly supports you. A standout feature of Microsoft Editor is support for more than 20 languages.

Use Microsoft Editor with a browser extension

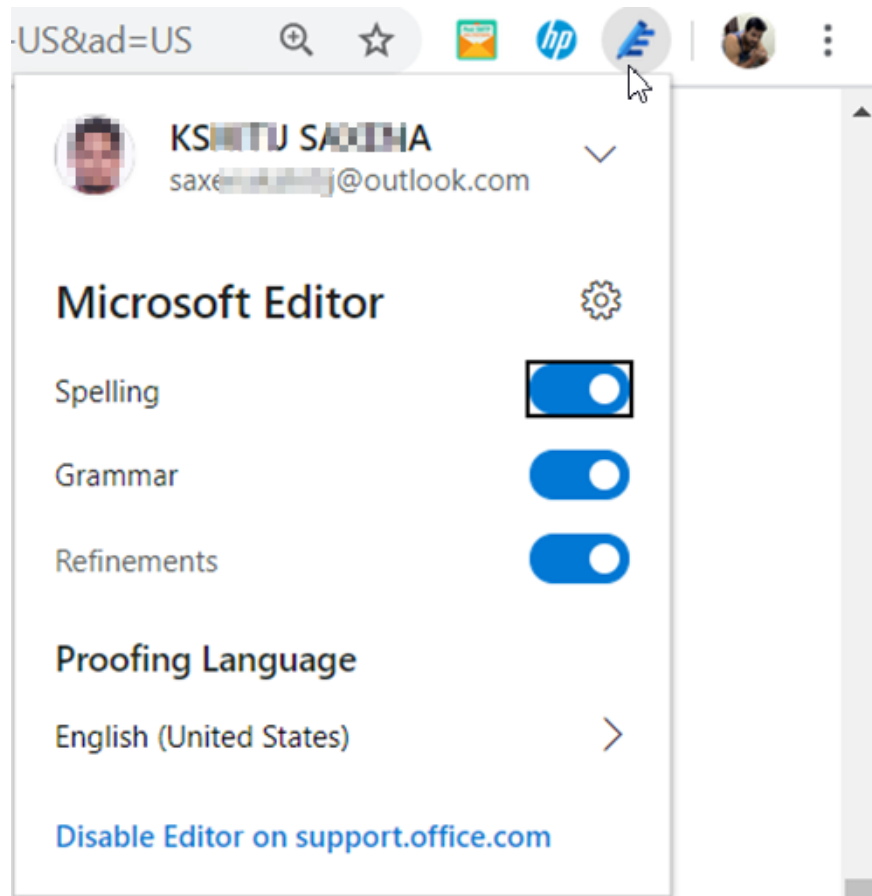
Before you install Microsoft Editor for your browser, make sure that other grammar checking utilities you have installed on your browser (if any) are disabled.

Next, install the utility at:

- Chrome: tinyurl.com/y9tg5ujh
- Microsoft Edge: tinyurl.com/qk4rnce

After installing the icon of the Microsoft Editor utility that appears on the browser toolbar, click and log in with your Microsoft account.

From now on, you will always have the utility to check sentences and vocabulary in real time when writing text in the browser. With a free Microsoft account you will be offered basic grammar checking, and if you sign in to a paid Office 365 or Microsoft 365 account, you will experience all of the leading advanced features of Microsoft Editor.



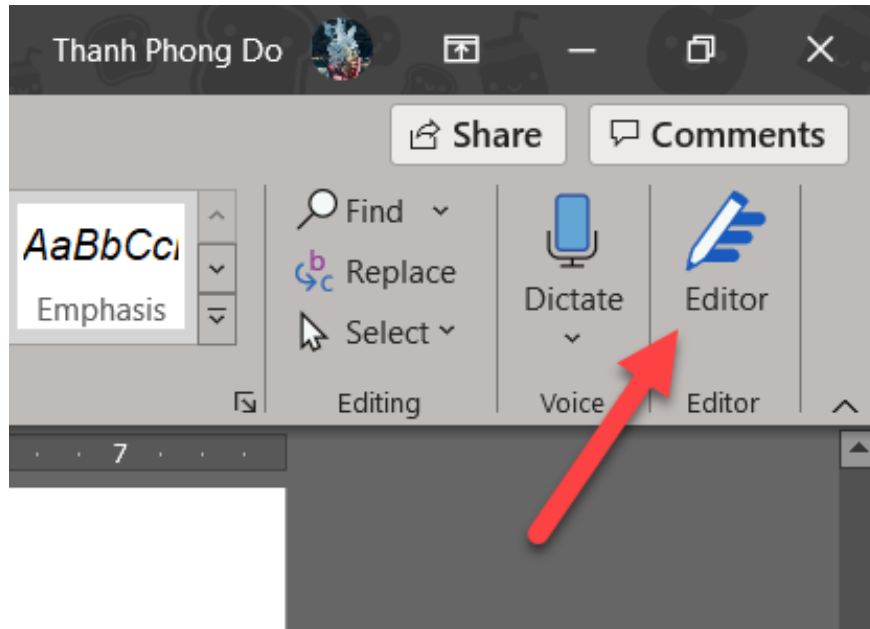
Use Microsoft Editor on the device browser

Use Microsoft Editor with an add-in in Word

By default, the Microsoft Editor add-in will show up on the Home tab and be the last on the Word toolbar. When you write a text, if there is an error, the content will be marked with underlines like:

- Misspellings with a red wavy underline.
- Grammatical errors with blue double underlines.
- Problems with the text layout with purple dashes.

Just click on an underlined word to see a list of proposed revisions.



Microsoft Editor tool in Word

In case you need further assistance, click on the Editor icon, the Editor's workbook will display and quickly analyze your text and provide you with statistics about the errors you are making.

You finished reading the article "**Use Microsoft Editor to correct text grammar errors**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.