

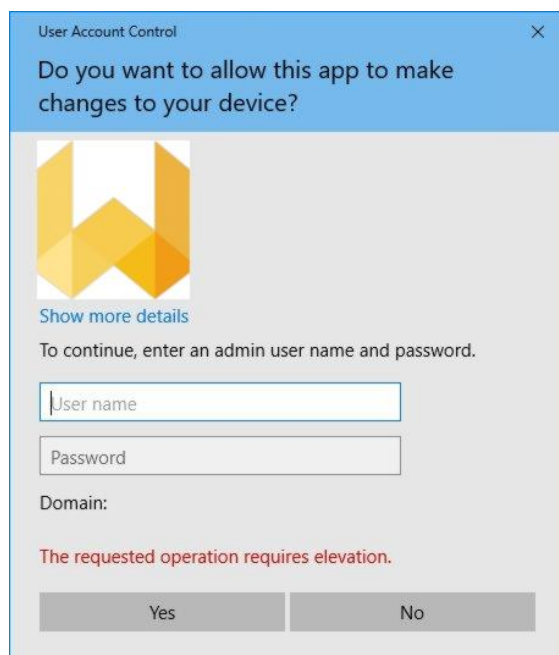
Installation guide for Writefull for Word plugin for Microsoft Windows 10

Prerequisites:

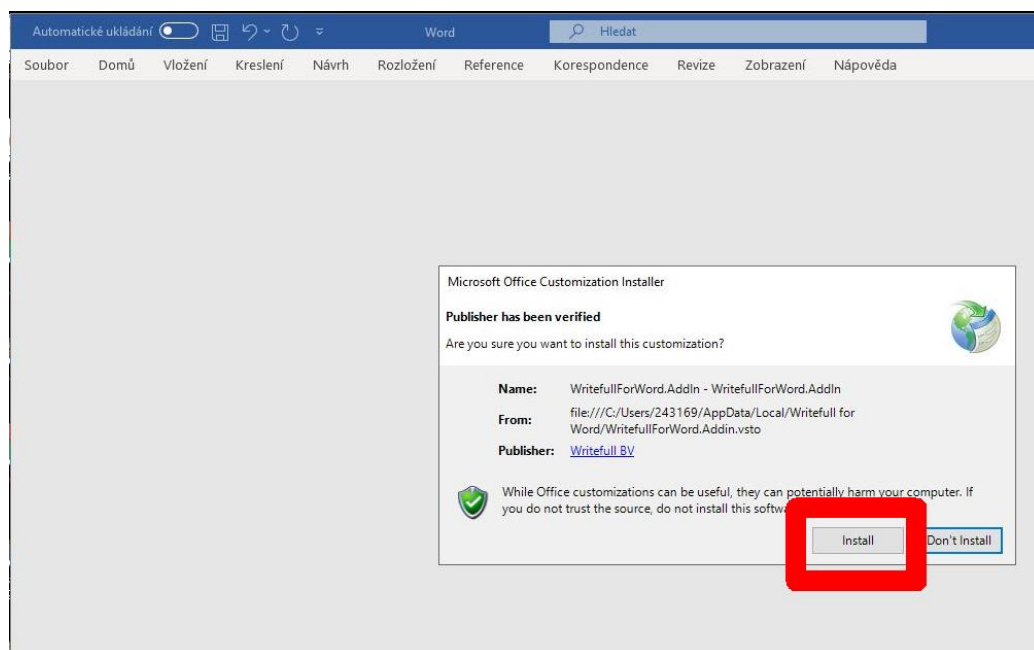
- 1) Admin rights on your PC / notebook
- 2) Employees email alias in domain @sci.muni.cz, PhD students email alias in domain @mail.muni.cz

Installation instructions

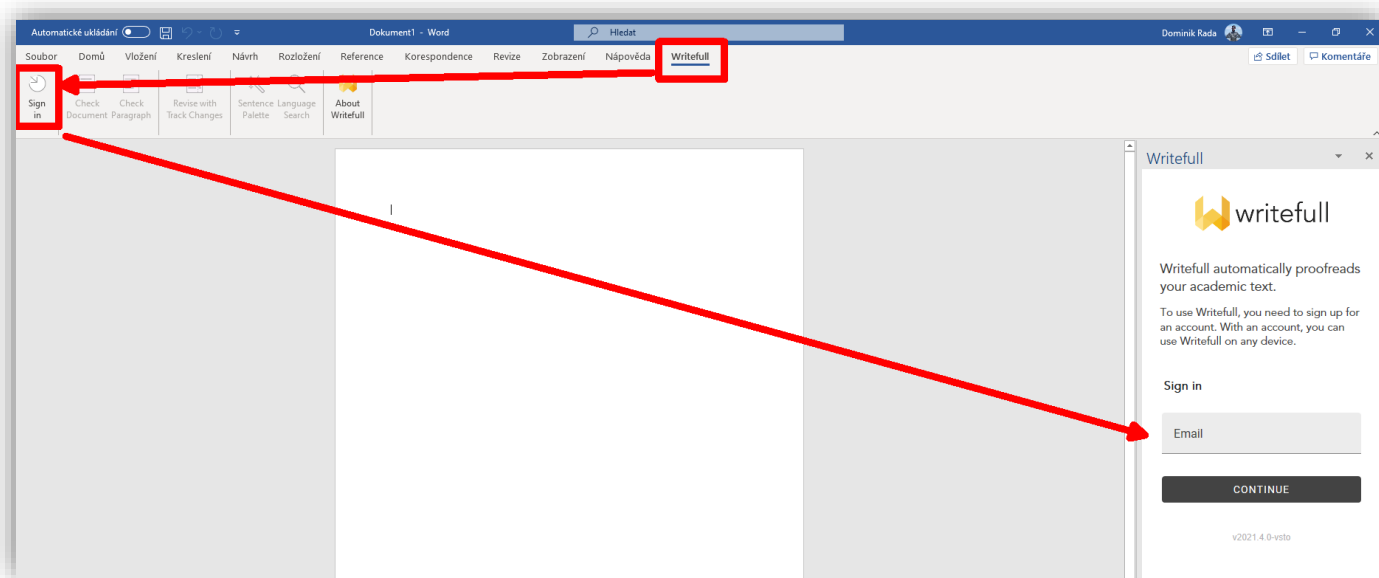
- 1) Download [installation file](#) from Writefull website.
- 2) Run the downloaded file. If dialog window requesting admin rights (as in the picture below) appears, you don't have sufficient rights to install the application. Installation failed. Contact your IT administrator. If you do not know who your administrator is, contact ovt@sci.muni.cz (locality Kotlářská) or cit@ukb.muni.cz (locality University Campus Bohunice).



- 3) If you have admin rights, install the application following the installation instructions. After finishing the installation process, run Microsoft word. First run Word will pop up window requesting the installation of Writefull plugin. Click on "Install". See the picture below.



Now you need to create an account for Writefull. Click on Writefull in the main menu in Word and then Sign in. On the right side Writefull app will open. If you are an employee, enter your email YOURNAME@sci.muni.cz (@sci.muni.cz domain is required). If you are a PhD student, enter your email UČO@mail.muni.cz. Create your personal password (different from your primary password). See the picture below.



You will receive a confirmation message into your mailbox. Check out your mailbox and confirm the URL for Writefull for Word activation. Well done!