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Microsoft Visio Installation Instructions

1. Purpose

The purpose of this document is to explain the steps necessary for purchasing and deploying a subscription-based version of Microsoft Visio.

2. Scope

These procedures pertain to all users requiring Microsoft Visio.

3. Prerequisites

As Visio is NOT a licensed product under AoA's current MS license agreement, this add-on product requires an additional purchase. Users will need to have a valid 365 account (i.e. arch-based e-mail) and an authorized credit card payment method. Because there are costs* associated with the acquisition of this package, users should have the approval of their department head before completing these steps.

* At the time these directions were created, there were two distinct flavors of the Visio subscription model that cost either \$60 or \$180 per year.

4. Responsibilities

It will be the responsibility of AoA's Department of Information Technology to keep these directions updated. Should these procedures require an update, a modification, a correction, etc. – the IT department should be notified by way of the helpdesk ticketing system found at: <http://help.archatl.com/>

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5. Procedure

1. Proceed to the following site:

<https://www.microsoft.com/en-us/microsoft-365/visio/microsoft-visio-plans-and-pricing-compare-visio-options?activetab=tabs:primaryr1>

2. Choose between one of the two Visio subscription models and click on the **Buy now** button

Note: In most cases, Visio Plan 1 should be sufficient (and is the option chosen to illustrate the steps in this document)

Subscription plans

Visio Plan 1

\$5.00

user/month
(Annual or monthly commitment)*

Buy now

Or try free for one month¹ >

- ✓ Work virtually anywhere, anytime with the Visio web app.
- ✓ Access templates and shapes for specialized diagrams, including cross-functional flowcharts and detailed network, Azure, Amazon Web Services (AWS), Entity Relationship Diagrams (ERD), and Unified Modeling Language (UML) diagrams.
- ✓ Get two GB of OneDrive cloud storage.

Includes web and desktop apps

Visio Plan 2

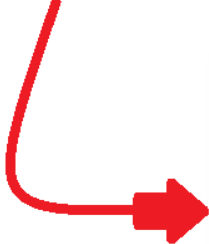
\$15.00

user/month
(Annual or monthly commitment)*

Buy now

Or try free for one month¹ >

- ✓ Enjoy all the features in Visio Plan 1, plus additional templates, shapes, and advanced features in the Visio desktop app.
- ✓ Go beyond diagramming with Power Automate, Power BI, Word, Excel, and PowerPoint integrations.
- ✓ Link diagrams to live data from internal and external sources.
- ✓ Get two GB of OneDrive cloud storage.



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3. You should see the following screen



Get started with **Visio Plan 1**

for \$5.00 user/month

Price shown in USD. Currency may vary by country.

1 Let's get started

Enter your work or school email address, we'll check if you need to create a new account for Visio Plan 1.

Email

By proceeding you acknowledge that if you use your organization's email, your organization may have rights to access and manage your data and account.

[Learn More](#)

Next

2 Tell us about yourself

3 Create your business identity

4 Finish signing up for this service

5 Start using Visio Plan 1



Visio Plan 1 includes

- Visio Online
- 2GB of OneDrive for Business cloud storage

Highlights

- Start diagramming quickly
- Work in your favorite browser
- Share diagrams seamlessly
- Use touch to create and review diagrams

4. Enter your arch-based e-mail address and click **Next** ...

1 Let's get started

Enter your work or school email address, we'll check if you need to create a new account for Visio Plan 1.

Email

By proceeding you acknowledge that if you use your organization's email, your organization may have rights to access and manage your data and account.

[Learn More](#)

Next

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- The system should recognize your 365 account (arch e-mail) as shown below. Making sure the option to share information remains unchecked, click the **Sign In** button to continue ...

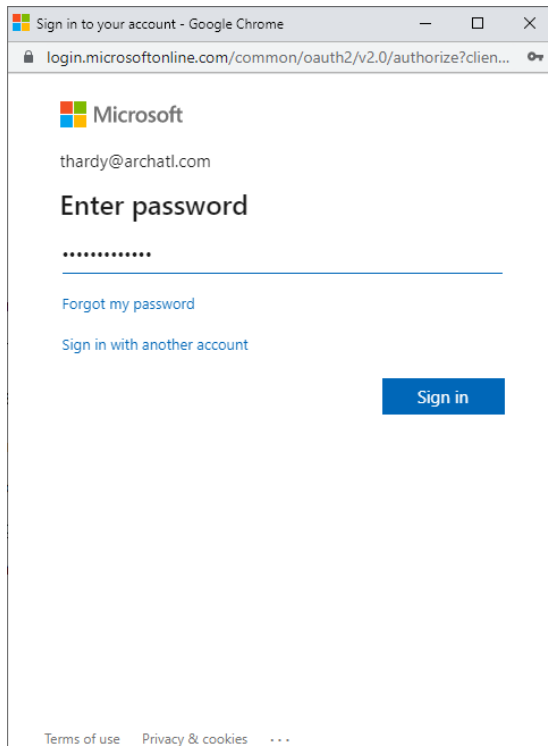
1 Let's get started

Looks like you're already using **jdooe@archatl.com** with another Microsoft service. Sign in with this account, or create a new account.

I will receive information, tips, and offers about solutions for businesses and organizations, and other Microsoft products and services. [Privacy Statement](#).

I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

- Enter the password of your 365 account (i.e. your arch account) and click the **Sign in** button ...



Sign in to your account - Google Chrome

login.microsoftonline.com/common/oauth2/v2.0/authorize?clien...

Microsoft

thardy@archatl.com

Enter password

.....

[Forgot my password](#)

[Sign in with another account](#)

[Terms of use](#) [Privacy & cookies](#) ...

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7. Confirm the plan you have chosen by clicking on the **Next** button ...

2 Tell us about yourself

First, confirm your country so we can update the price, if needed.

Visio Plan 1 **\$5.00 user/month**

Country or Region

United States

Next

8. Have an authorized credit card available and click the **Add payment method** button to continue ...

3 We can skip a couple steps

4 Finish signing up for this service

Product name	Price (USD)	Quantity	Subtotal (USD)
Visio Plan 1 Billed monthly	\$5.00	1	\$5.00
			Subtotal before tax: \$5.00

Add payment method

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9. Complete the form being sure to include all of the required fields

④ Finish signing up for this service

Add a payment method

We'll save the payment method you add here so you can use it for future purchases.

Country/Region *

United States

First name *

John

Middle name

Last name *

Doe

Email *

jdoe@archatl.com

We accept the following cards:



Card number *

... and click the Save button when finished ...

Address line 1 *

2401 Lake Park Drive, SE

Address line 2 (Optional)

City *

Smyrna

State *

Georgia

Zip *

30080

Save

Cancel

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10. Again, make sure the sharing option remains unchecked, click on the **Accept agreement & place order** button to continue ...

Summary

Estimated taxes: ⓘ \$0.00
Total: \$5.00

I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [privacy notice](#)

When your subscription starts we'll charge you \$5.00/month plus applicable taxes every month. Charges will be included on the first invoice after the subscription starts. You'll be notified before any price changes. Cancel within 7 days of purchase for a prorated refund by visiting the [Microsoft 365 Admin Center](#). **Refunds aren't available after 7 days.** [Learn more about canceling](#)

Read our [privacy statement](#) for information on how your data is handled. By selecting Accept agreement & place order, you agree to the terms and conditions in the [Microsoft Customer Agreement](#).

Accept agreement & place order

11. Next, click on the **Get Started** button ...

⑤ Start using Visio Plan 1

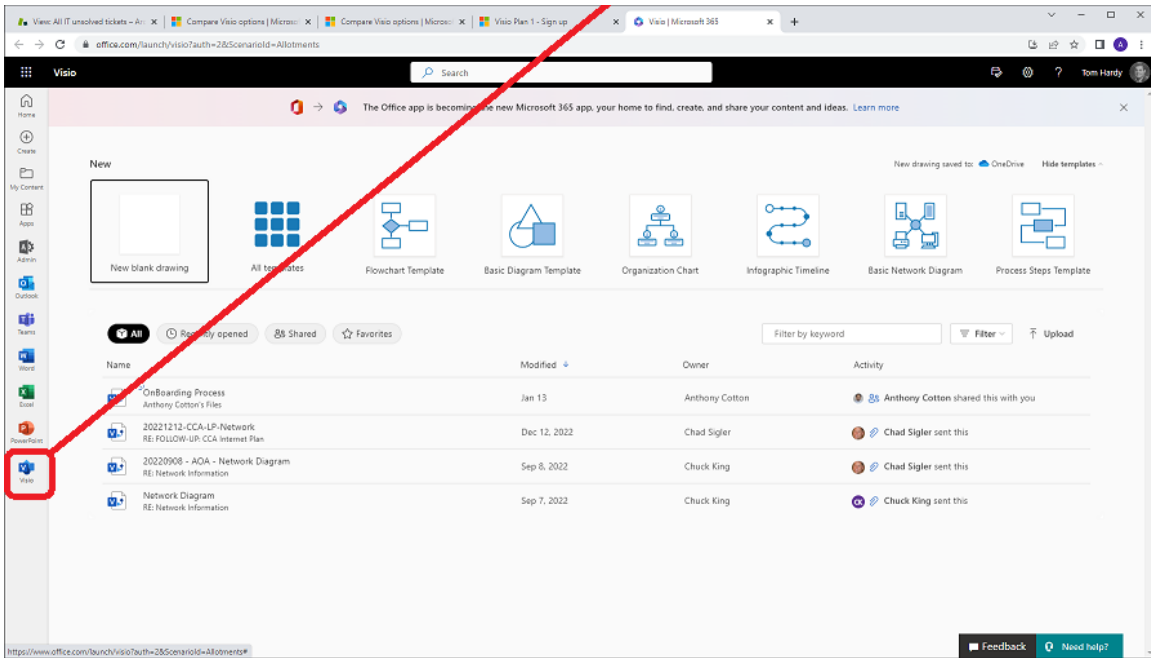
Order confirmation will be sent to **jdoe@archatl.com**.

We recommend you bookmark the [Microsoft 365 admin center](#) so you can manage your subscription.

Get Started Manage your subscription

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12. You should be taken directly to your 365 account where you will see the new Visio icon as part of your available applications ...



6. References

A library of procedures such as this may be found at AOA IT Dept.'s Knowledgebase page at: <https://archatl.zendesk.com/hc/en-us/sections/360006554592-Knowledgebase>

7. Definitions

None.