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/

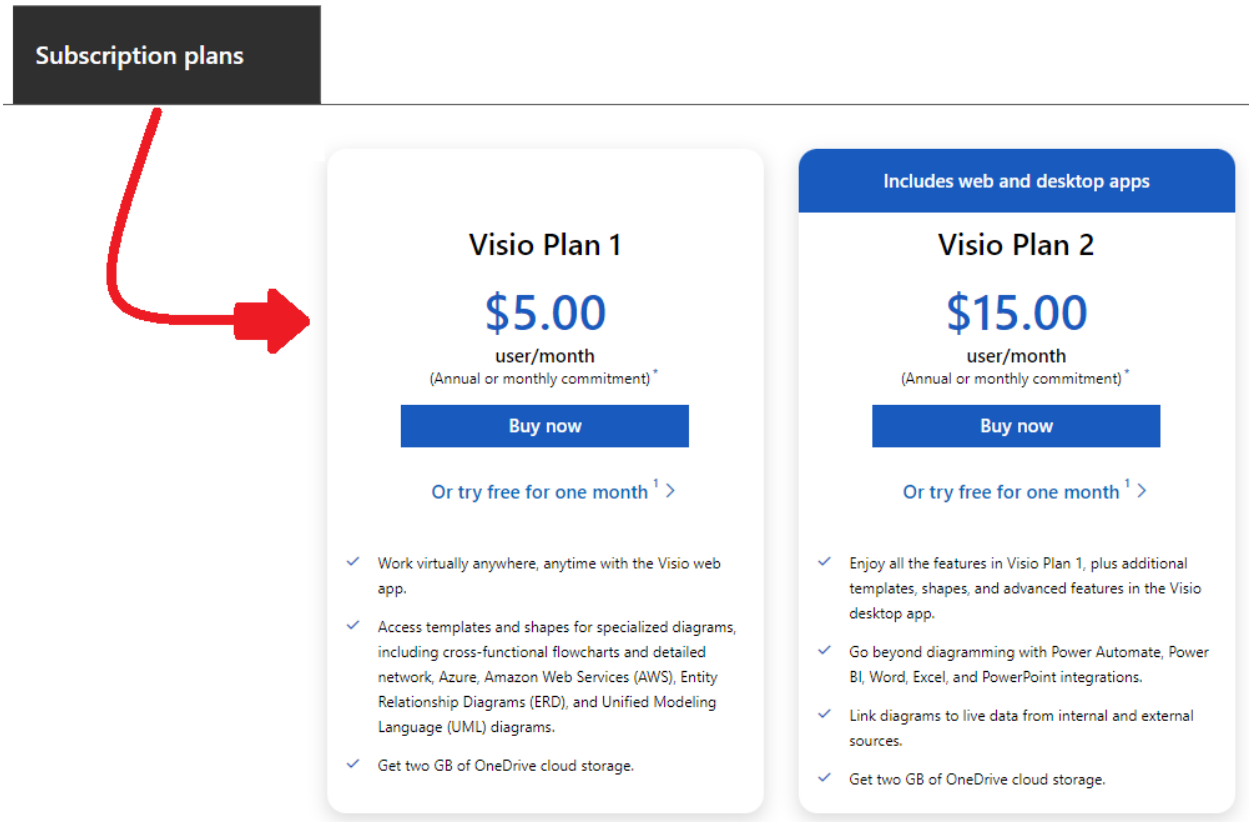
5. Procedure

1. Proceed to the following site:

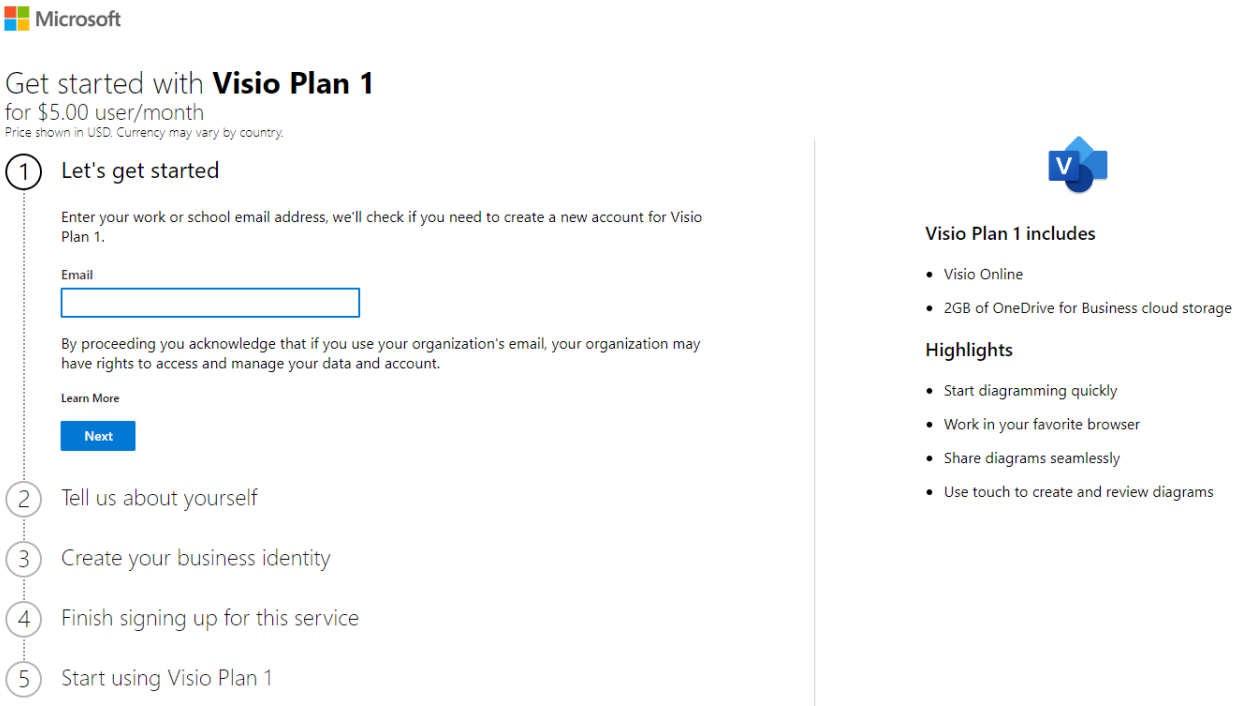
https://www.microsoft.com/en-us/microsoft-365/visio/microsoft-visio-plans-and-pricing-compare-visio-options?activetab=tabs:primaryr1

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

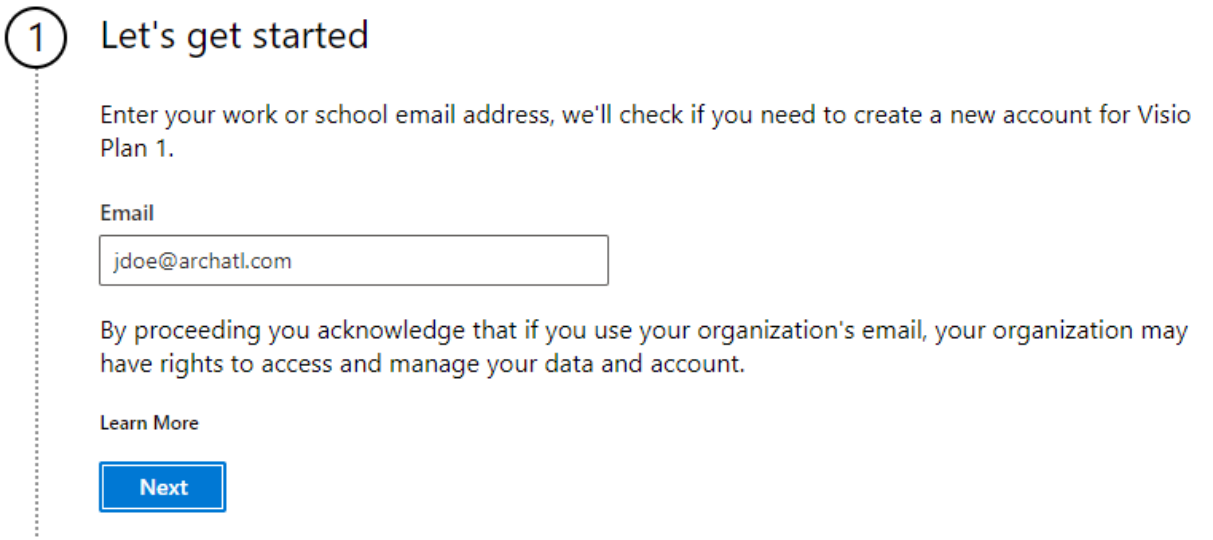
   ***Note*: In most cases, Visio Plan 1 should be sufficient (and is the option chosen to illustrate the steps in this document)**



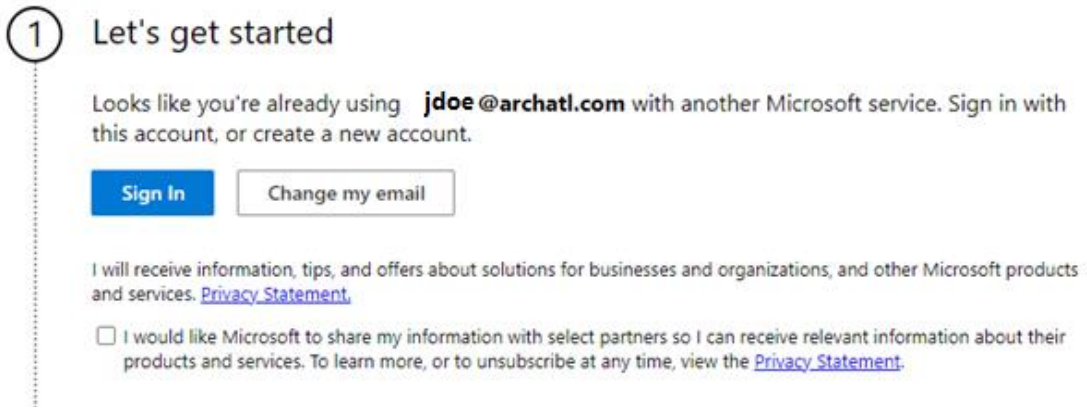
3. You should see the following screen …..



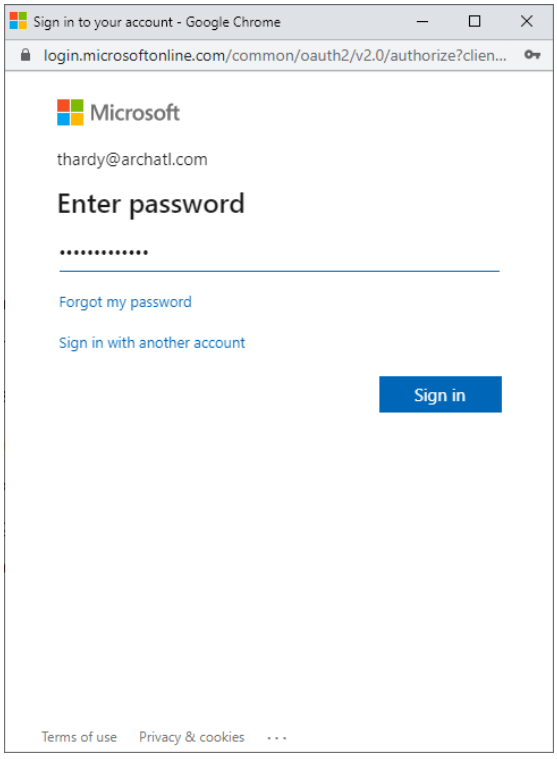
4. Enter your arch-based e-mail address and click **Next** …



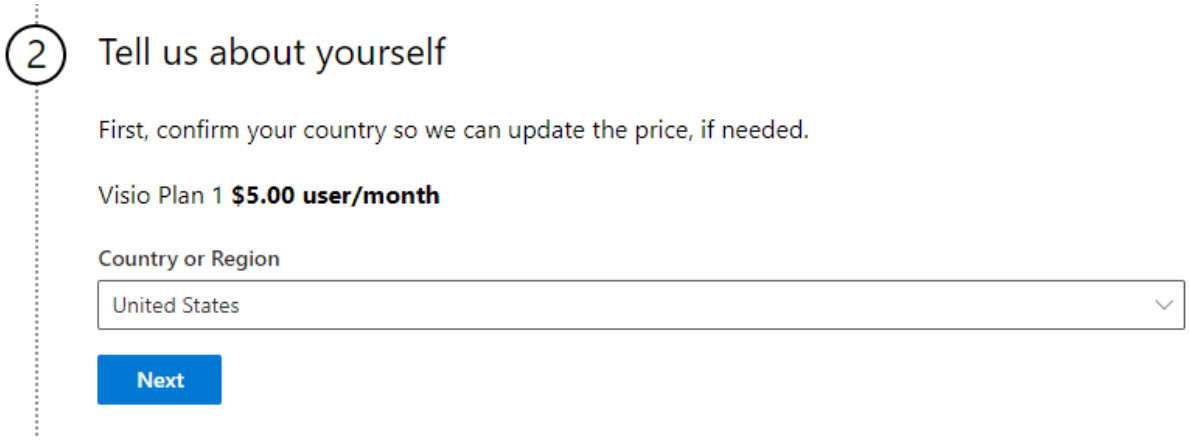
5. The system should recognize your 365 account (arch e-mail) as shown below. Making sure the option to share information remains unchecked, click the **Sign In** button to continue …



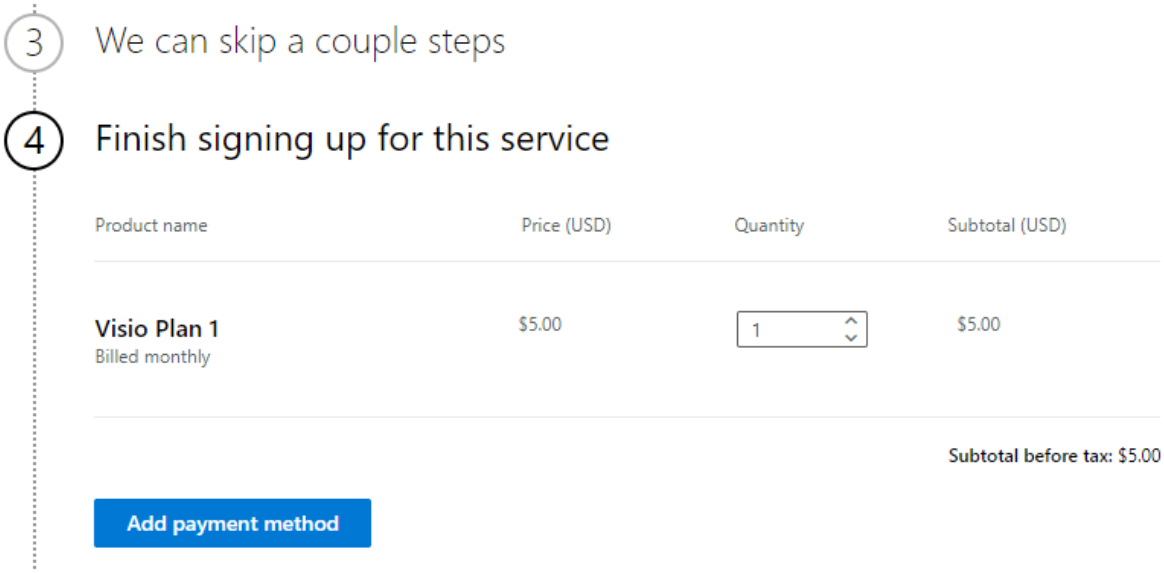
6. Enter the password of your 365 account (i.e. your arch account) and click the **Sign in** button …



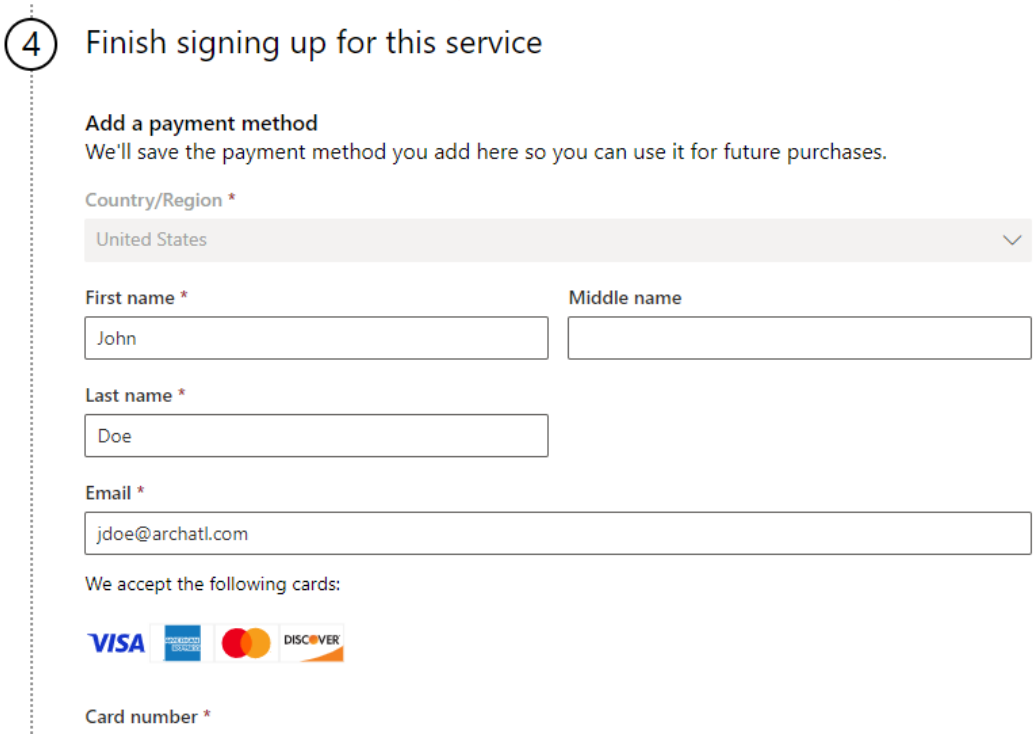
7. Confirm the plan you have chosen by clicking on the **Next** button …



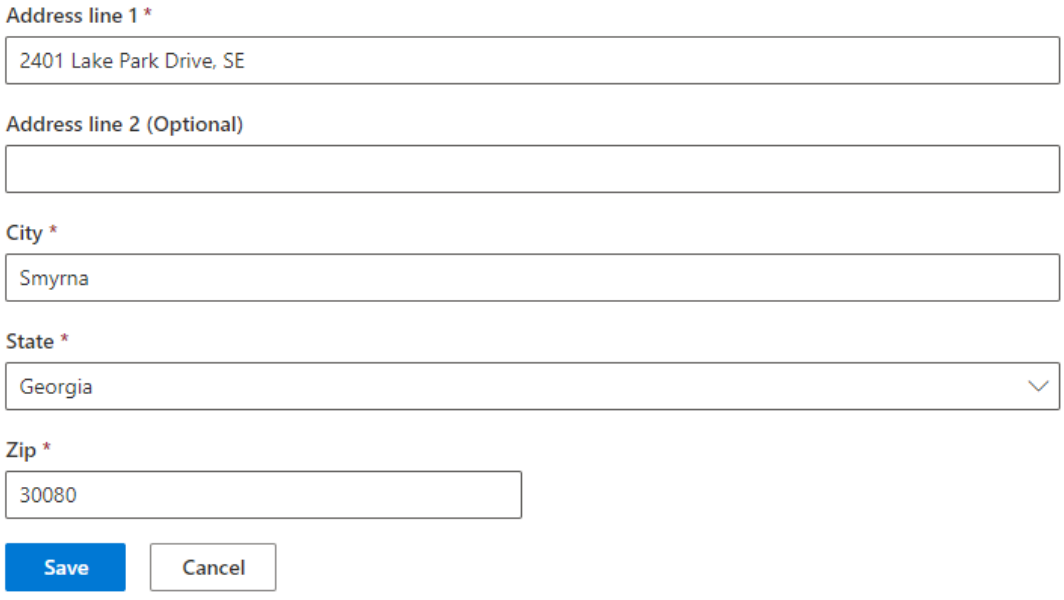
8. Have an authorized credit card available and click the **Add payment method** button to continue …



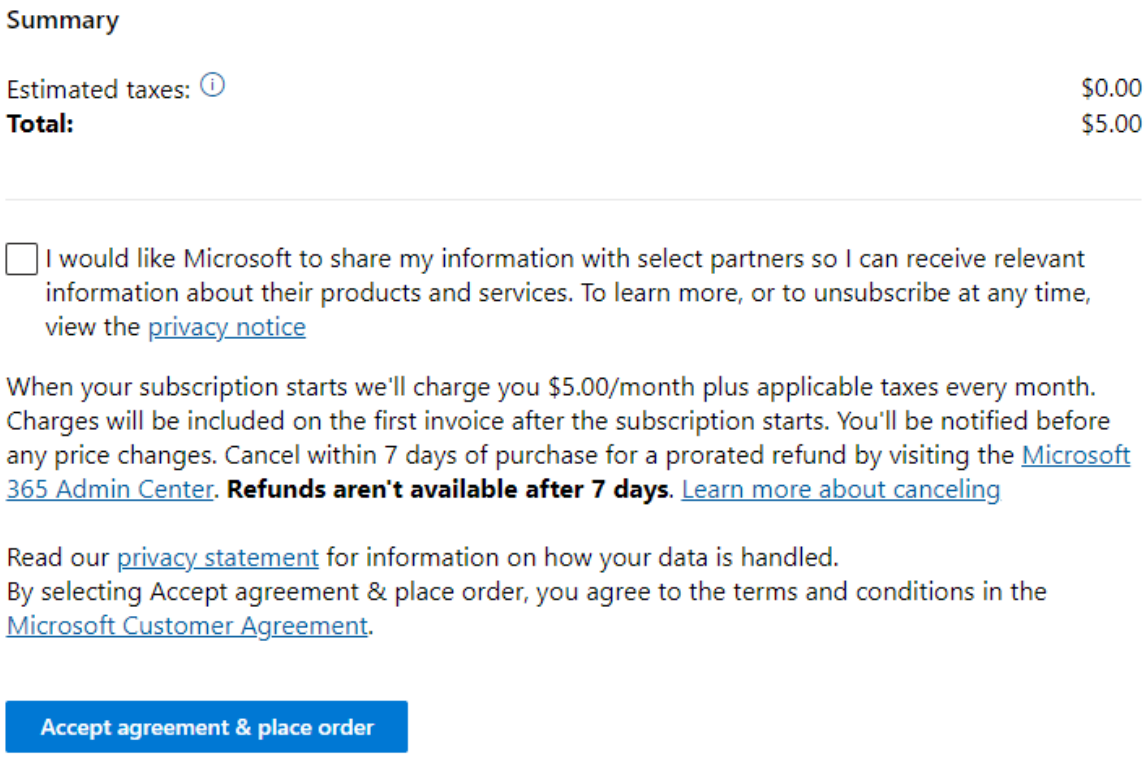
9. Complete the form being sure to include all of the required fields ….



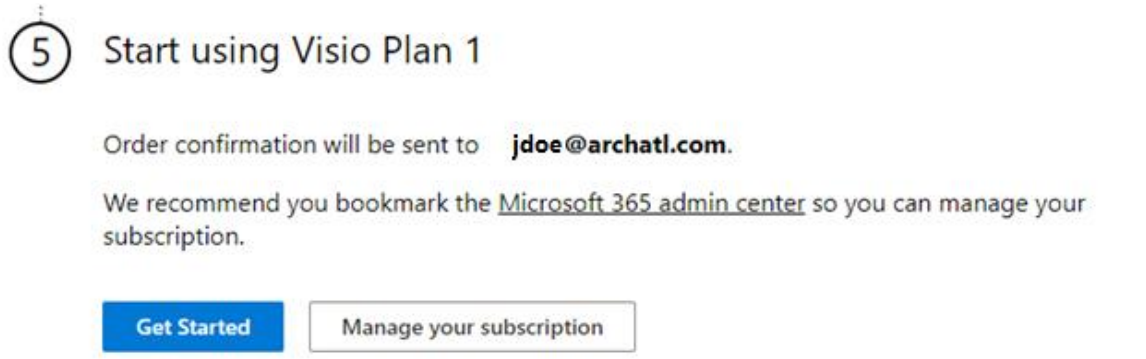
… and click the **Save** button when finished …



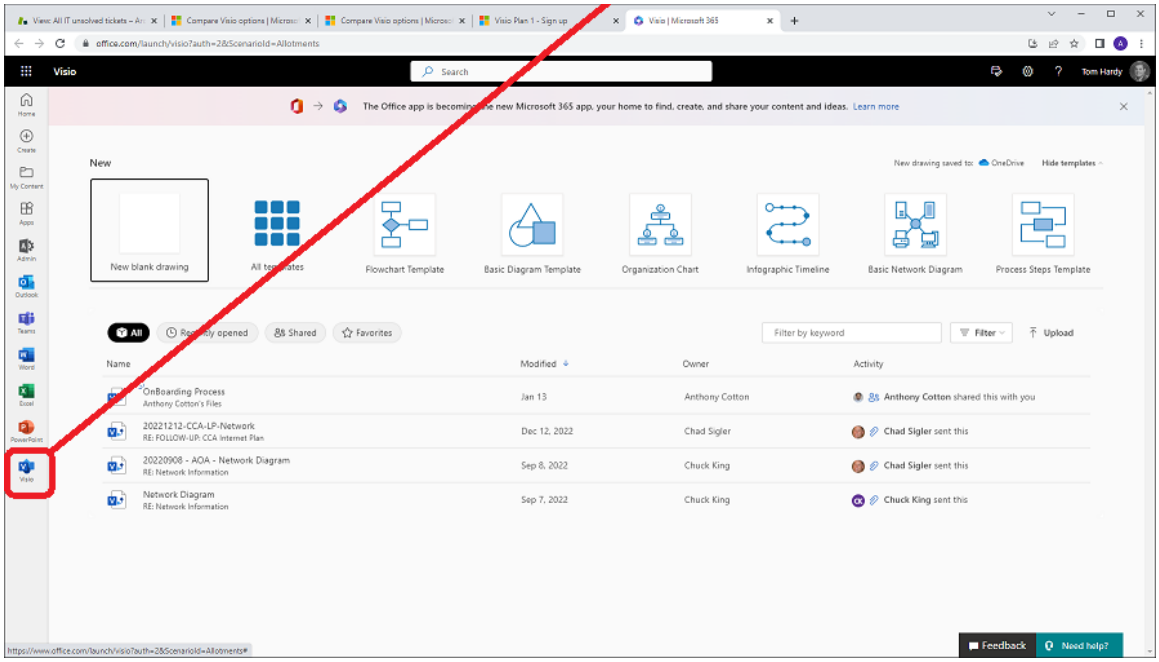
10. Again, make sure the sharing option remains unchecked, click on the **Accept agreement & place order** button to continue …



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



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.