

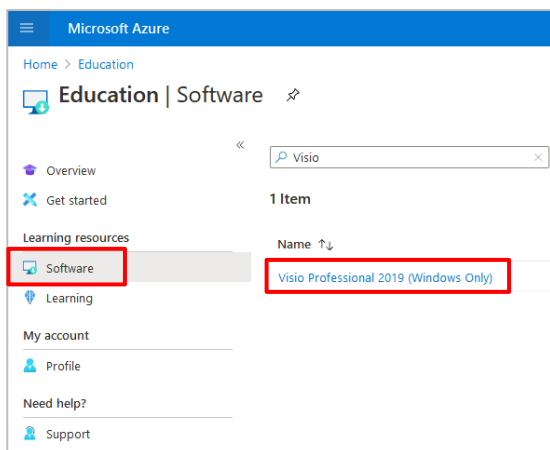
MS Visio Pro 2019 - Install on personal windows device

As a member of staff or registered student of the University of Aberdeen, your Microsoft Office 365 account entitles you to access a licence for Microsoft Visio Pro 2019, so that you can install it on your own personal Windows device.

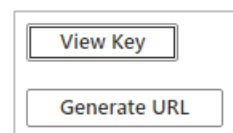
This fact sheet will guide you through the process to obtain, install and licence your educational version of Microsoft Visio Professional 2019.

Installation

1. In a browser go to <https://azureforeducation.microsoft.com/devtools>
2. Click **Sign in**
3. Enter your **username** in the form of u99jb19@abdn.ac.uk and **password**.
4. If your account has been registered for MFA, you will be prompted to authenticate.
5. You may also be prompted to verify your identity by entering a phone number on which to receive a call or text (this is additional Azure security).
6. Under Terms, **check the box: I agree to the subscription agreement, Azure Dev Tools for Teaching agreement and privacy statement**. Leave other boxes unchecked. Click **Accept terms**.
7. In the Microsoft Azure Education window click **Software** in the left-hand menu.
8. Enter **Visio** in Search bar and press return.
9. Click **Visio Professional 2019 (Windows Only)** in result list.



10. This will open a side window from which you can obtain your unique Product Key and download link.

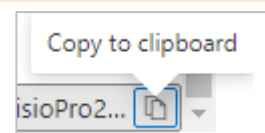


11. Click **View Key** to display your unique Product Key



Do not share your Product Key as this is unique to your Office 365 user account. Your licence may be invalidated if it is used by someone else.

12. Click **Generate URL** to access the download link.
13. **Copy** the URL to your clipboard (use the copy to clipboard icon or select and copy).






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14. **Paste** this into a browser to activate the download.
 15. Depending on the browser the file may download automatically to the Downloads folder or you may be prompted to Save as and choose a location.



Note: The file is approximately 3.3GB in size so will require this space on your hard drive, and it will take a little while to download. The file that downloads is an **.iso** file.

16. **Browse** to the file and **double-click** on it to see a virtual DVD Drive and the list of files.

 Office	09/09/2018 16:11	File folder	
 autorun	02/09/2018 15:24	Setup Information	1 KB
 Setup	09/09/2018 15:09	Application	420 KB

17. **Double click Setup** to begin the installation process.
You will be prompted to allow this change to your computer and to save and close any open Office 365 applications.
18. You can view the installation process and will be informed when it is complete.
19. Click Windows icon and open **Visio** from the list of programs.
20. At this point you will be prompted to **enter** your **product key** and then **Activate Office**.
21. The Visio application will open ready for you to use.



As with all Microsoft Office 365 services your subscription will end when you leave the University.

Help and Support

[Microsoft Help & Learning](#)

Contact ServiceDesk at <https://myit.abdn.ac.uk>