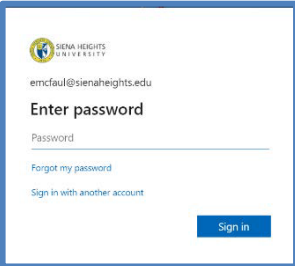
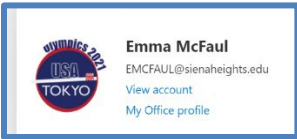
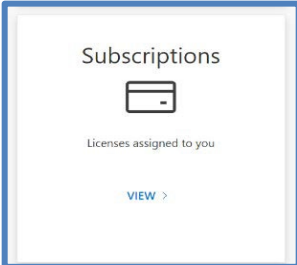
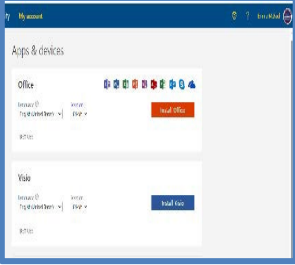



# Visio App Download Instructions

|   |   |
|---|---|
| <p>Check with the <b>Information Technology Department</b>, to see if you have permission for the Visio license by calling 517-264-7655.</p> <p>The Windows version can be downloaded. The Mac OSX version can be used on the office.com website.</p> <p>Log on the <b>Office.com</b> using your <a href="mailto:username@sienaheights.edu">username@sienaheights.edu</a> for a username, and for your password for your <b>My Siena</b> account, tap on the <b>Sign in button</b>.</p> |    |
| <p>Click on your account information, found in the <b>top right corner</b> of your username, and tap on the <b>View account link</b>.</p>   |    |
| <p>Scroll all the way down on the right-side of the web page, to <b>Subscriptions</b>, and tap on <b>view</b>.</p> <p>Prior to the download, <b>close out</b> of any open Microsoft programs such as <b>Outlook</b><br/><b>Word</b><br/><b>Excel</b></p>  |   |
| <p>Under <b>My Account</b> tap on <b>Install Visio</b>, from <b>Google Chrome</b> the download will show in the left bottom corner. The download is complete start the <b>installation</b>.</p>   |  |
| <p>The installation will be in process, with ongoing messages from Microsoft of the process for your installation of the <b>Visio application</b>.</p>  |  |