#### How to download Microsoft Project and Visio for a MAC – VMware Fusion, Windows, Visio

### Downloading Windows operating system (to be used in virtual machine):

- Login to
  - https://e5.onthehub.com/WebStore/Security/SignIn.aspx?rurl=%2fWebStore%2fProductsByMajorVersionList.aspx%3fws%3d933e35a0-db9b-e011-969d-
  - <u>0030487d8897%26vsro%3d8&ws=933e35a0-db9b-e011-969d-0030487d8897&vsro=8</u>
- On the home page, you will see Microsoft Windows 10 (Multiple Editions), Version 1809
   (Updated Sept 2018) 32/64-bit (English), add to your cart and click 'checkout'
  - NOTE: your product key is listed in the order summary after you checkout, be sure to copy it or write it down somewhere
- Click download
- This will take a decent amount of time to download
- When the download is complete, put it on your desktop or somewhere you will remember, you will need to have the file location later

# Turning your machine into a virtual machine:

#### **INSTALL VMWARE -**

Login to

https://e5.onthehub.com/WebStore/Security/SignIn.aspx?rurl=%2fWebStore%2fProductsByMajorVersionList.aspx%3fws%3d933e35a0-db9b-e011-969d-0030487d8897%26vsro%3d8&ws=933e35a0-db9b-e011-969d-0030487d8897&vsro=8

- In the tabs just below the search bar, select VMware
- Select VMware Fusion 8
- Click 'add to cart' and 'checkout'
  - NOTE: Your product key is listed in the order summary after you checkout, be sure to write it down somewhere
- Click 'download', this will take a minute or so
- Follow basic instructions in the pop up window, clicking next and 'I agree'
- Click 'install', this will take a few minutes, then click 'finish'
- You should now have VMware Fusion installed on your computer

## **CREATE VIRTUAL MACHINE**

- Launch VMware
- You will immediately be prompted for your product key you wrote down when installing VMware, enter the product key, hit finish
- Click 'create a new virtual machine', click 'typical'
- Browse your machine and locate where you saved the Windows 10 Operating System in step one

- Once selected, it will prompt you for the windows product key you saved earlier, enter it and click next
- You can name your virtual machine whatever you would like
- It will default to saving your machine in a folder called "Virtual Machines", you may keep that or change it if you would like
- Continue to click next until you get to a screen that has the option of clicking finish
- Click finish
- You can now power on your virtual machine

## **Downloading Visio:**

- Within your powered on virtual machine, login to
   https://e5.onthehub.com/WebStore/Security/SignIn.aspx?rurl=%2fWebStore%2fProductsByMaj
   orVersionList.aspx%3fws%3d933e35a0-db9b-e011-969d 0030487d8897%26vsro%3d8&ws=933e35a0-db9b-e011-969d-0030487d8897&vsro=8
- Click in the "Product Search" box and search "Visio"
- Be sure you are under the Visio Professional 2019
- Click 'add to cart' next to the web installer option
- Go to your cart and check out
  - Order confirmation will be emailed to you
- Start download (NOTE\* your product key will be located in your order summary page, keep this for use when opening Visio for the first time)
- You will be prompted for your product key when launching Visio for the first time. Enter the product key and click enter. Visio will then be ready to use!
  - o If you did not write down your product key and need to find it:
    - Log back in to link in step 1
    - Click your username in the top right corner and select "Your Account/Orders"
    - Find the order you just placed for Visio and click "View Details"
    - Your product key will be listed here in red font color