Start Visio and proceed as follows to activate the product over the Internet.

1. From the Activation Wizard, click on the Activate the Software over the Internet option and then on Next.
2. Read the Microsoft Office Data Security Guidelines page, then click Next.
3. Enter personal data on the Customer Information page. The only data that must be provided is the Country/Region information. Choose the country from the list, enter any other data (as desired) and click Next.
4. The Special Offers page provides three options for transmitting information and offers from Microsoft. None of these options will be enabled by default. If information or offers from Microsoft are desired, select the corresponding options, enter an email address and click Send.
When Send is clicked, the personal data will be transferred to the Microsoft license server. Once the information has been validated, the Activation Completed page will be displayed and the Office programs can be used without having to activate them again later.

5. Click the Done button.
Activation by Telephone

If an Internet connection is not available or Visio should not be activated over the Internet, it can be activated by telephone. Start Visio and proceed as follows to activate the product in this manner.

1. From the Activation Wizard, click on the Activate the Software by Telephone option and then on Next.
2. Read the Microsoft Office Data Security Guidelines page, then click Next.
3. Select a country or region from the Enter your Location entry. Call the telephone number indicated on Line 2. The Customer Service Representative will ask for the Installation ID and provide a Confirmation ID. Enter the Confirmation ID in the entries intended for it.
Note: write the Confirmation ID provided by the Customer Service Representative down.
It may be required later on the same computer, if the hard disk is re-formatted and Visio must be reinstalled. If the Confirmation ID does not work in this case, call the Customer Service Representative and request a new Confirmation ID.

4. Click Next.
Click Done on the Activation Completed page.