# What is Microsoft Visio for the Web?

Visio for the Web (also referred to as 'Visio Online') is a new way to view, edit, and share Visio diagrams in a web browser. Start with a basic diagram to express common ideas, such as depicting a plan, making a proposal, or describing a sequence of steps in a process. It's simple and easy to create first-class diagrams with commonly used diagram types and rich shape sets. To collaborate with team members and stakeholders, you can share the diagram with others.

# What is Visio in Microsoft 365?

Until recently, Visio for the Web was only available with the paid Visio subscriptions (Visio Plan 1 and Visio Plan 2). Thankfully, Microsoft has rolled out 'Visio in Microsoft 365', a free and lightweight version of Visio for the Web. This lightweight version of the web app offers core Visio functionalities and lets you collaborate with others in real-time, make basic edits, and format changes to your document right in a web browser.

# How do I Access Visio for the Web Start Page?

Follow these instructions to access your Visio for the Web start page:

Step 1: Visit office.com and sign-in to your ESDC account.

Step 2: Select the app launcher.

You have now successfully navigated to Visio for the Web, where you can upload, edit and view your Visio files.

# How do I Access Visio for the Web Files?

In addition to the Visio for the Web start page, you can access your Visio files from any of the following ways:

Step 1: Visit office.com and sign-in to your ESDC account.

Step 2: Select the app launcher > All apps > OneDrive

Step 3: Select and open the Visio file (.vsdx) that you want from your OneDrive files.

2. Via SharePoint

Step 1: Visit office.com and sign-in to your ESDC account.

Step 2: Select the app launcher > All apps > SharePoint.

Step 3: Select and open the Visio file (.vsdx) that you want from your SharePoint files.

3. Via Microsoft Teams

Step 1: Open the Microsoft Teams application by selecting the Teams icon on your desktop.

Alternatively: Select the Start / Windows icon located at the bottom left of your screen. > Scroll to the "M" section and select "Microsoft Teams".

Step 2: Select the "Files" icon found at the bottom of the left side pane in Teams.

Step 3: Open the Visio file (.vsdx) that you want from the available lists of files.

Step 4: Once the Visio file has opened in Teams, select the 'Edit Diagram' button at the top right of the window.

Step 5: From the dropdown menu, select Open in Browser.

# How do I Open Microsoft Visio Professional 2016 (Desktop App) from Visio for the Web?

Step 1: From your Visio web file, select the Editing drop-down menu located at the top center of the window.

Step 2: From the drop-down menu, select Open in Desktop App.

Step 3: If your document opens in Read Mode, click View > Edit Document to edit it.

Please note: This feature is only available to those who have the Microsoft Visio Professional 2016 license.

Note: Visio for the Web cannot open Visio files from your C: drive, network drives, or SharePoint 2016. It can only open Visio files from OneDrive and SharePoint Online. You will need to move Visio files saved in those unsupported locations to OneDrive or SharePoint Online before they can be opened.

# What are Restrictions for Microsoft Visio for the Web and M365?

You can only access Visio for the Web and M365 in the following ways:

On a managed government furnished laptop or tablet

On a managed government furnished mobile phone that can access work email

On a personal laptop connected to AppGate

On a personal laptop connected to the Secure Access Virtual Environment - Desktop (SAVE-D)

Visit the Restricted Devices page for more information.

# What are the differences between the various Visio licenses?

Visio License Comparison

Visio in Microsoft 365

Visio in Microsoft 365 brings core Visio capabilities to Microsoft 365 commercial subscribers at no additional cost. Create, edit, and share diagrams - either in Visio for the Web or directly in Microsoft Teams - as part of your Microsoft 365 suite.

This plan is now available to all ESDC employees.

Visio Plan 2

Visio Plan 2 is available as a subscription and includes Visio for the Web, the always up-to-date Visio desktop app, and 2 GB of OneDrive cloud storage. Visio Plan 2 allows you to work virtually anywhere, anytime with the Visio web app with access to templates and shapes for specialized diagrams, including cross-functional flowcharts and detailed network, Azure, AWS, ERD, and UML diagrams. Visio Plan 2 also allows each person to install Visio desktop app on up to 5 PCs.

There are limited licenses available to ESDC employees at this time as they are used for research and development purposes.

Microsoft Visio Professional 2016

Microsoft Visio Professional 2016 is available as a one-time purchase, making it easier than ever for individuals and teams to create and share professional, versatile diagrams that simplify complex information. Microsoft Visio Professional 2016 includes updated shapes, templates, and styles. It also offers enhanced support for team collaboration, so several people can work on a single diagram at the same time, and the ability to link diagrams to data instantly. The Microsoft Visio Professional 2016 license only includes the desktop app.

There are limited licenses available to ESDC employees at this time.

For more information about the various versions of Visio and their differences, please consult the 'Compare Visio versions and features' page on the Microsoft website.

For more help or to request a license, reach out to the National Service Desk (NSD).

# Where can I access Visio for the Web Training?

Below you will find a list of video tutorials and reading material on the basics of Visio for the Web:

Quick start

Select a Template

Add and connect shapes

Format

Learn more

Intro to Visio

What is Visio?

Using Visio shapes

Change the drawing scale

Choose the right view for the task

Change grid spacing size

Create diagrams

Create a diagram from a template

Create a flowchart

Create an organizational chart

Create a floor plan

Create a network diagram

Add shapes and connectors

Add and format shapes

Draw lines and custom shapes

Connect shapes

Format connectors

Measure distance in a diagram

Show shape size or dimensions

Add text, pictures, and tables

Add text to shapes, diagrams, or connectors

Annotate a diagram

Add hyperlinks

Add pictures

Create a table

Design a diagram

Align and position shapes

Apply a theme to a diagram

Organize shapes in containers

Organize flowchart shapes in swimlanes

Add or delete a page

Add a background to a drawing board

Add a header or footer

Why can't I open a diagram for editing in Visio for the web?

Share and protect

Share diagrams on SharePoint

Print a diagram

Save a diagram as an image or PDF file

Prevent changes to a diagram

Customize shapes and stencils

Import shapes

Create, save, and share custom stencils

Edit master shapes

Disclaimer: The guidance and resources below are hosted by Microsoft and will include additional learning paths or hyperlinks

# What are Information Management Best Practices for Microsoft Visio?

For advice and guidance on managing information, please reference the Information Management page.

# Where can I access Technical Support for Microsoft Visio?

All requests for Microsoft 365 technical support should be submitted to the National Service Desk (NSD).

This includes, but is not limited to issues related to:

Login or access

Applications not working properly

File syncing

Audio and video

# Where can I access Non-Technical Support for Microsoft Visio?

The Microsoft 365 Community of Practice is a group of more than 500 employees at ESDC. It includes a sub-community of volunteer Super Users that can help you and your colleagues learn to use Visio and other applications.

This includes, but is not limited to:

Training and learning

Demonstrations

Non-technical assistance with M365 features

Connect with them by asking a question about Visio in the Microsoft 365 Help team.