Installation Manual



SketchUp Studio (incl. SketchUp Pro) 2027

For Windows

Important:

- Within two business days you will receive an e-mail with your Trimble ID, you can use this to start the installation and activate your SketchUp license. You can activate SketchUp with an account (Trimble ID) which is connected to your e-mail address. You do NOT need a license code.

- Before you can install SketchUp, you need to activate your Trimble ID by clicking the link in the e-mail. Activate your Trimble ID as soon as possible, but no later than within 60 days because that's when the link expires.

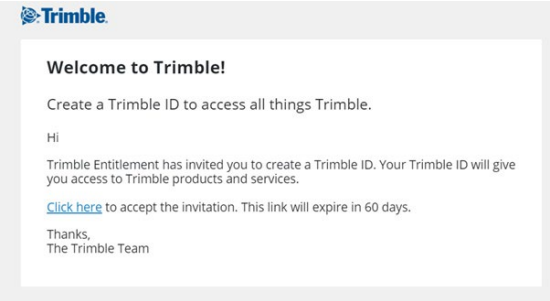
- If you do not see the correct product in your account (SketchUp Studio, annual termed contract), first check if you are logged into Trimble with the correct e-mail address. If you are logged in with the correct e-mail address and do not see your product in your account, this means your license has *not* been activated. First, you need to click on the link in the e-mail you received from Trimble.

- If you did not receive an e-mail from Trimble, please check your spam folder first. The e-mail often lands in the spam folder. If the e-mail is not in your spam folder, please contact us by emailing info@surfspot.nl.

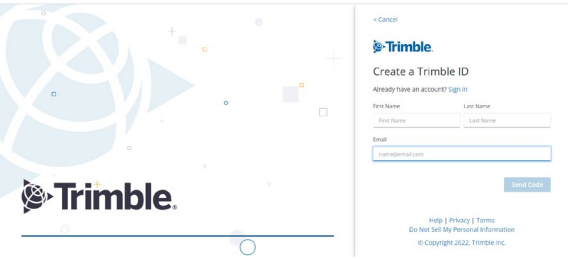
- If you're still experiencing problems, you can also check the SketchUp website, all steps are explained there as well.

Step 1: Order SketchUp on SURFspot.nl. Within two business days, you will receive an e-mail that your subscription has been appointed. It also mentioned the e-mail address linked to your subscription, this is your Trimble ID. If you do not have a Trimble ID yet, please move on to step 2. If you already have a Trimble ID, please move on to step 6.

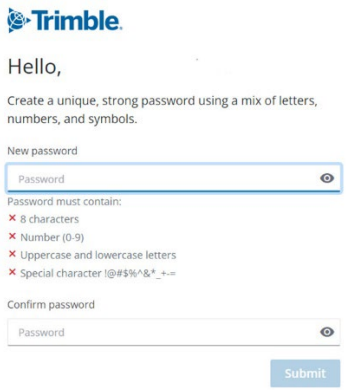
Step 2: If you do not have a Trimble account yet, you will be sent an e-mail with an invitation to create a Trimble ID. Click on “Click here”, this will lead you to the Trimble website. **Attention**: please click on the link within 60 days, or the link will expire. If you did not receive an email, please check your spam folder.



Step 3: Create a Trimble ID by filling in your name and e-mail address. The correct e-mail address should already be filled in. Click on “Send Code”.

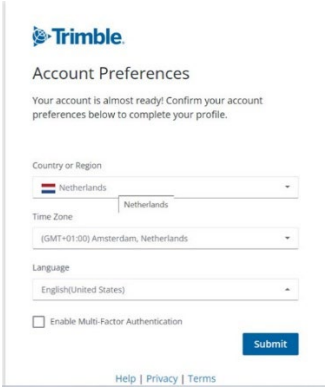


Step 4: You will now receive an e-mail with a code to verify your account. Once your account has been verified, you can create a password. When you’ve created a password, click “Submit”.

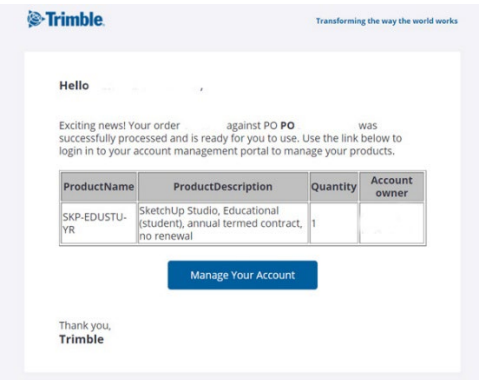


Step 5: Fill in the rest of the required data (like your language, the country you live in, and the time zone). You can also choose to enable multi-factor authentication, this means you receive a code on your phone or an app of your choice which you can use to log in. This is not mandatory. Once you have filled in all the fields, click “Submit”.

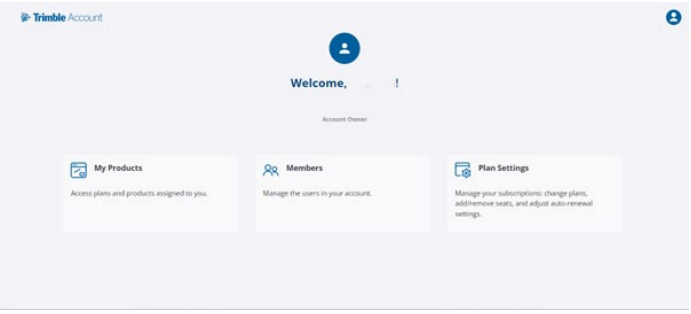
If you have any questions about the multi-factor authentication or are experiencing any problems, please check this page.



Step 6: Once you have created a Trimble ID, you will get a new e-mail from Trimble saying a product has been assigned to you. This is *SketchUp Studio, Educational (student or teacher depending on the product you bought), annual termed contract, no renewal.* Click on “Manage your account” to activate your license.



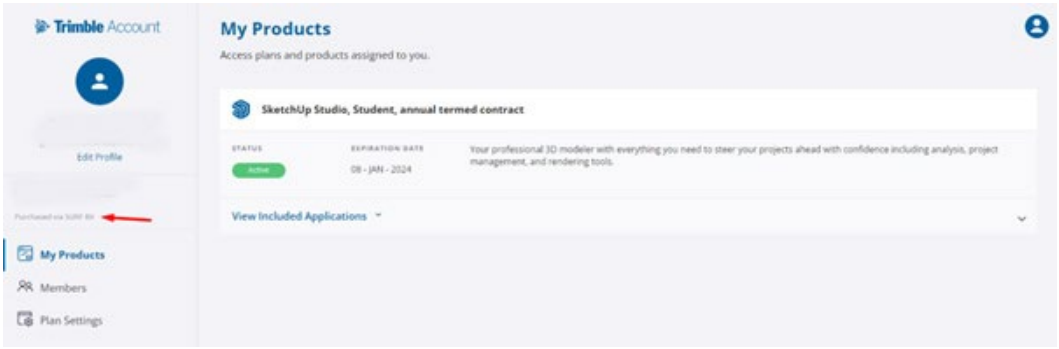
Step 7: You will now be directed to the Trimble homepage. Click on “My Products.”



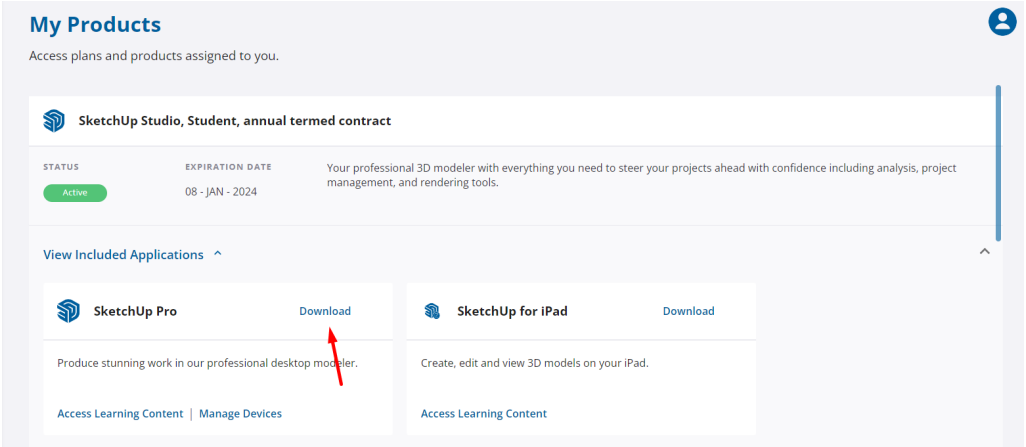
Step 8: You will now see your Trimble account. In the menu on the left below your name, you should see *Purchased via SURF BV*. If your license has been activated by clicking the link in the e-mail, it should be visible in your account. In the screen on the right, click on “View Included Applications”.

If you do not see a license in your account or if you don’t see *Purchased via SURF BV* in your account, either you’re not logged in with the correct e-mail address or your license has not been activated yet. Check if you’re logged in with the correct e-mail address. If you are logged in with the correct e-mail address and still don’t see Purchased via SURF BV, your license hasn’t been activated yet. Click on the link in the e-mail you received from Trimble.

If you’re still experiencing problems or haven’t received an e-mail from Trimble, we recommend following the steps from page 10 onward.



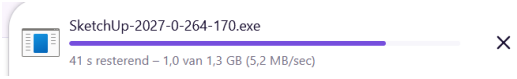
Step 9: You will now see all the products included in your Sketchup Studio subscription. Go to SketchUp Pro and click “Download”.



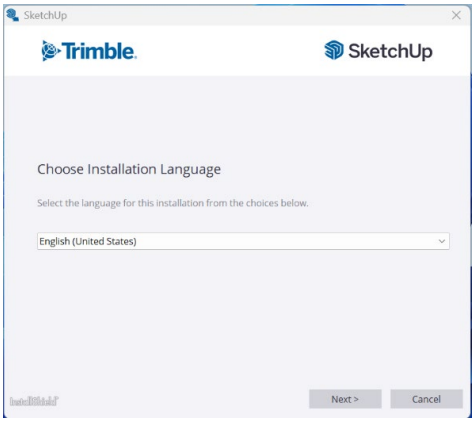
Step 10: Choose your desired version of SketchUp and the right operating system (Windows in this case) and click “Download”.



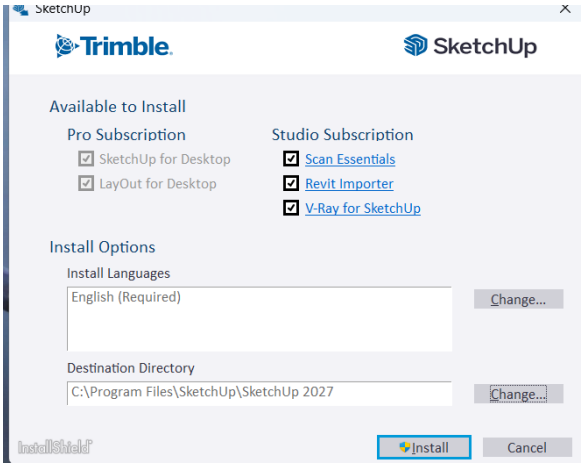
Step 11: The installation file will start downloading. Click on the downloaded file, the installation will now start.



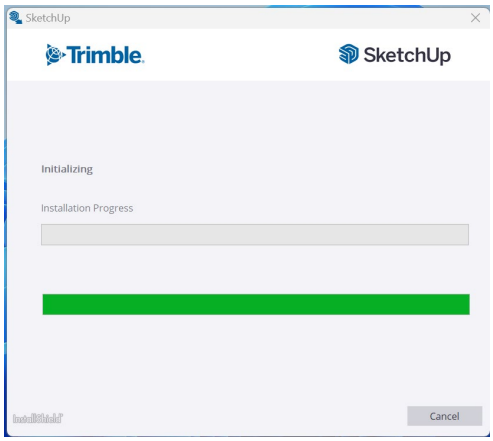
Step 12: Choose the language you would like to use for SketchUp and click “Next”.



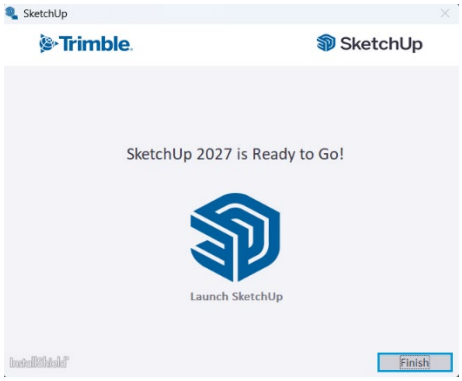
Step 13: Now choose which apps you’d like to download. **Important:** a V-Ray license is not included. Now select the folder where you would like to install SketchUp. If you want to change this, click “Change…” next to “Destination Directory”. Once the right folder has been selected, click on “Install”.



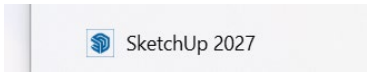
Step 14: SketchUp is now downloading, this may take a while.



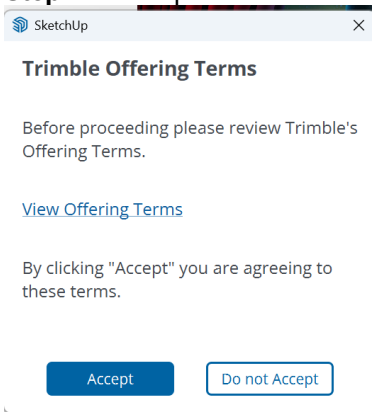
Step 15: You will now get a notification saying SketchUp has been successfully installed. Click on "Finish."



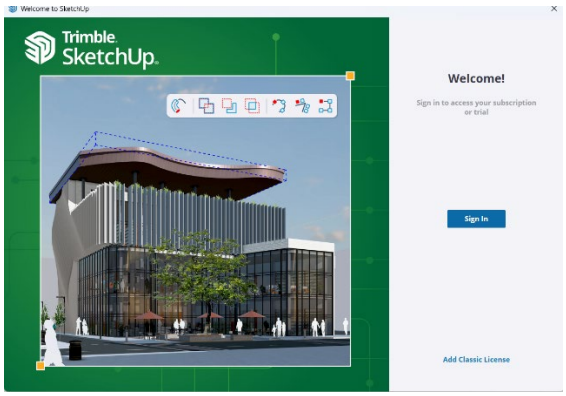
Step 16: Open SketchUp. You can do this by searching for it in the search bar, or by using the "Windows" icon in your task bar or keyboard and check the recently installed programs.



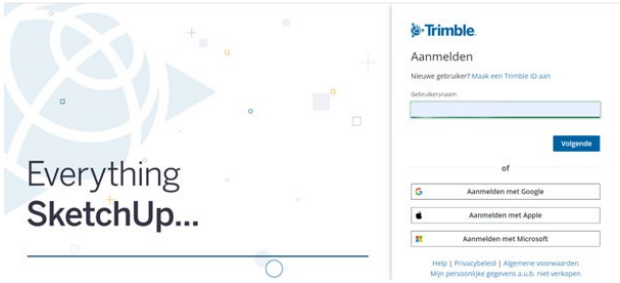
Step 17: Accept the terms and conditions and click on "Continue".



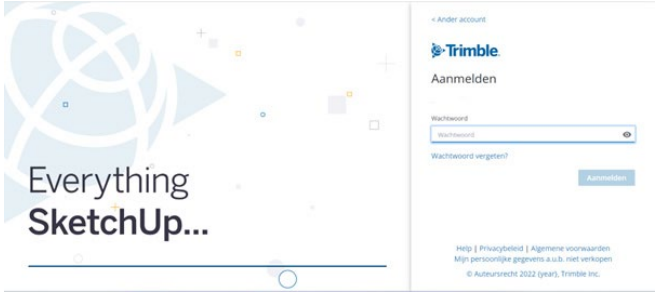
Step 18: Click on “Sign In”, *do not* click on “Add Classic License”. You *cannot* activate SketchUp with a license code.



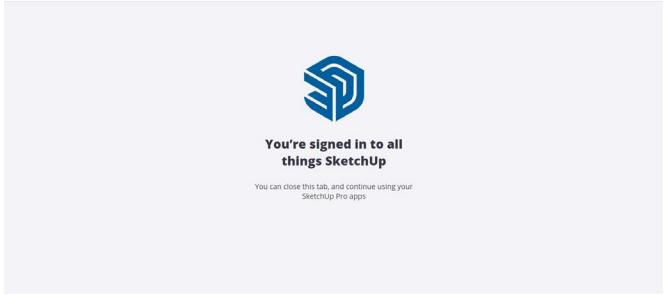
Step 19: Trimble will now ask you to sign in again. Fill in your e-mail address and click “Next.”



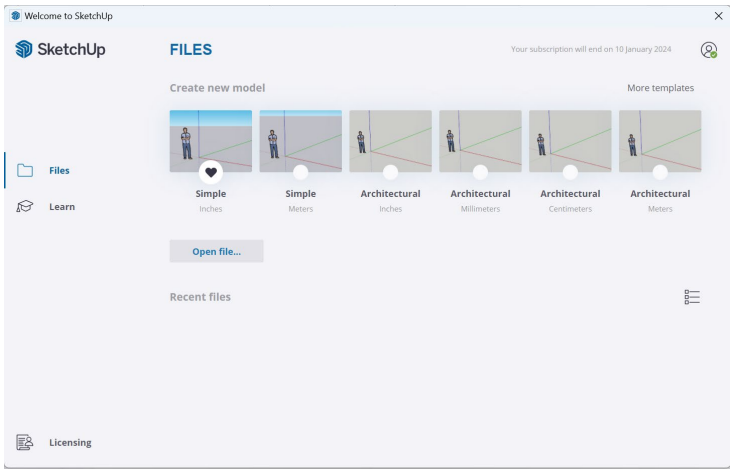
Step 20: Fill in your password and click on “Sign in”.



Step 21: You will now get a message saying you’re signed in. You can close this tab.



Step 22: SketchUp has been successfully installed!

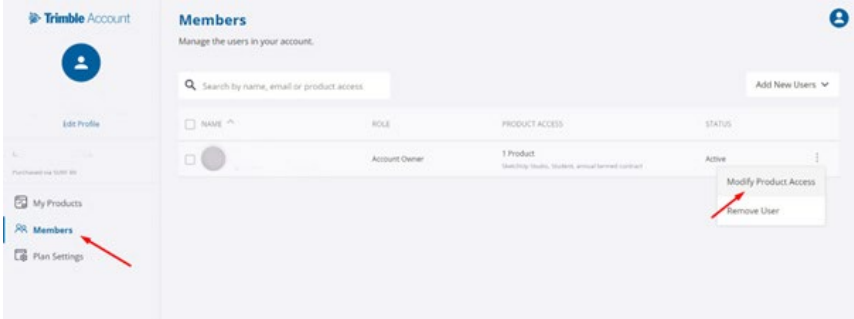


Curious to see which AI functionalities SketchUp offers? Check out these videos.

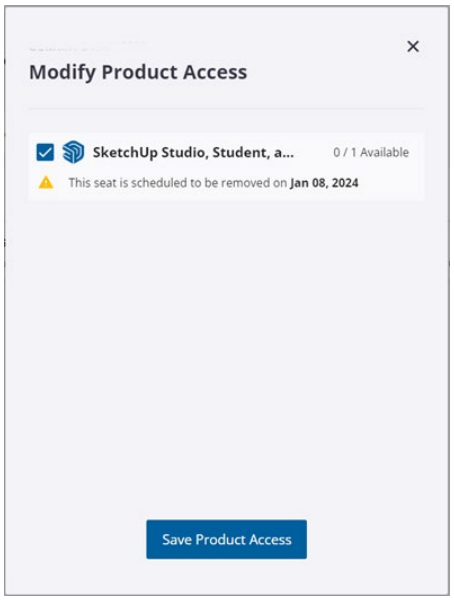
In the next steps we will explain how to assign a subscription. If you're experiencing problems with activating your license or want to transfer your license to a different e-mail address, we recommend trying these steps first. You can stop reading if your license is already assigned to the correct e-mail address and SketchUp has been installed successfully.

If these steps do not help to activate your SketchUp license, please contact us by sending an e-mail to info@surfspot.nl. For other questions you can consult our Knowlege Base, the SketchUp Forum or the SketchUp Campus.

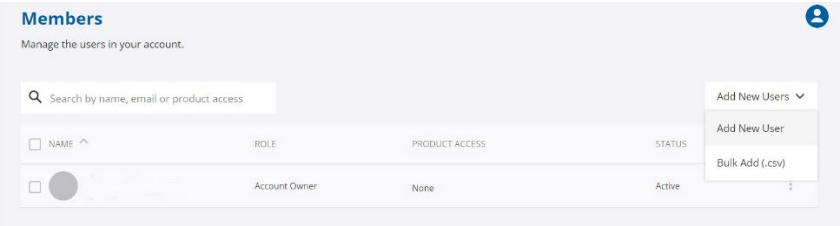
Step 23: In the "Members" part of your account, you can see which license has been assigned and who has access to this license. If you want to assign a license, click on the three dots on the right and click on "Modify Product Access". **Attention**: If you want to change the email address of your license, make sure to first create an account on the correct email address. The steps for creating an account are explained on page 4.



Step 24: In this screen you can choose the product you would like to assign. Check the box that says "SketchUp Studio" and click on "Save Product Access". **Important:** please make sure you assign the correct subscription. The license you assign is a license for one year, not a temporary license or a free license. To check when the license ends, check the date next to "This seat is scheduled to be removed on". This should be a year after you've purchased SketchUp.



Step 25: You can also add a new account. To do this, go to the “Members” part of your account and click “Add New Users,” then click on “Add New User”.

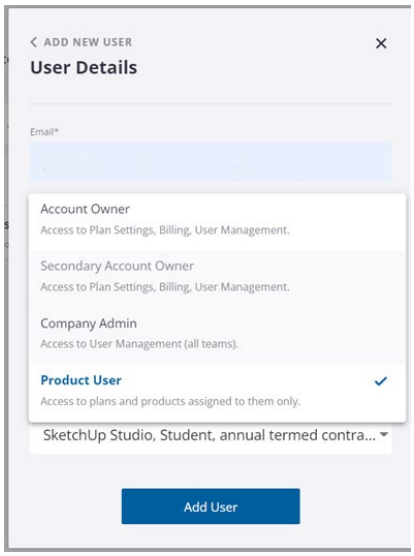


Step 26: Add the e-mail address you would like to use and assign this user a role. There are several roles:

Product User: this user does not have access to the account and can only use the program.
Company Admin: this user can add or remove users.
Account Owner: As “Account Owner” you have complete control over your account and your license and can use all options. The “Account Owner” is the e-mail address your Trimble ID is linked to.

Assign the new user a role and give it access to a product. **Important:** you only have one SketchUp license per e-mail address. If you want to assign this to a new account, you first need to uncheck the box using “Modify Product Access” on your own account and then assign the product to a new user.

Once you have selected the right role and the right product, click on “Add User”.


ADD NEW USER
User Details
Email*
Account Owner
Access to Plan Settings, Billing, User Management.
Secondary Account Owner
Access to Plan Settings, Billing, User Management.
Company Admin
Access to User Management (all teams).
Product User
Access to plans and products assigned to them only.
SketchUp Studio, Student, annual termed contra...
Add User

