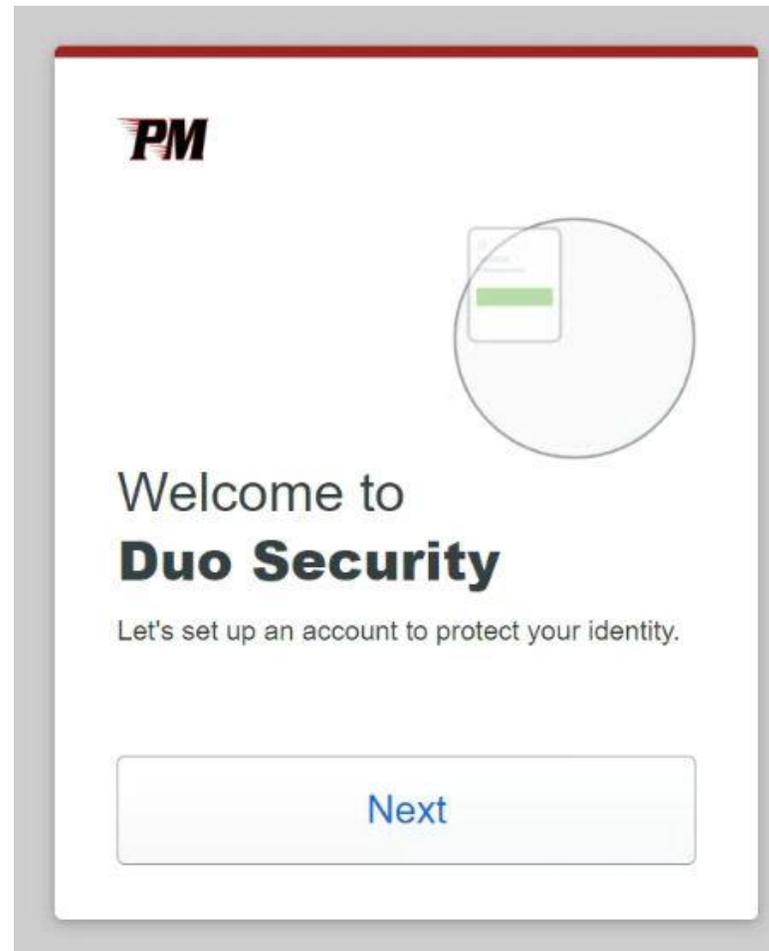
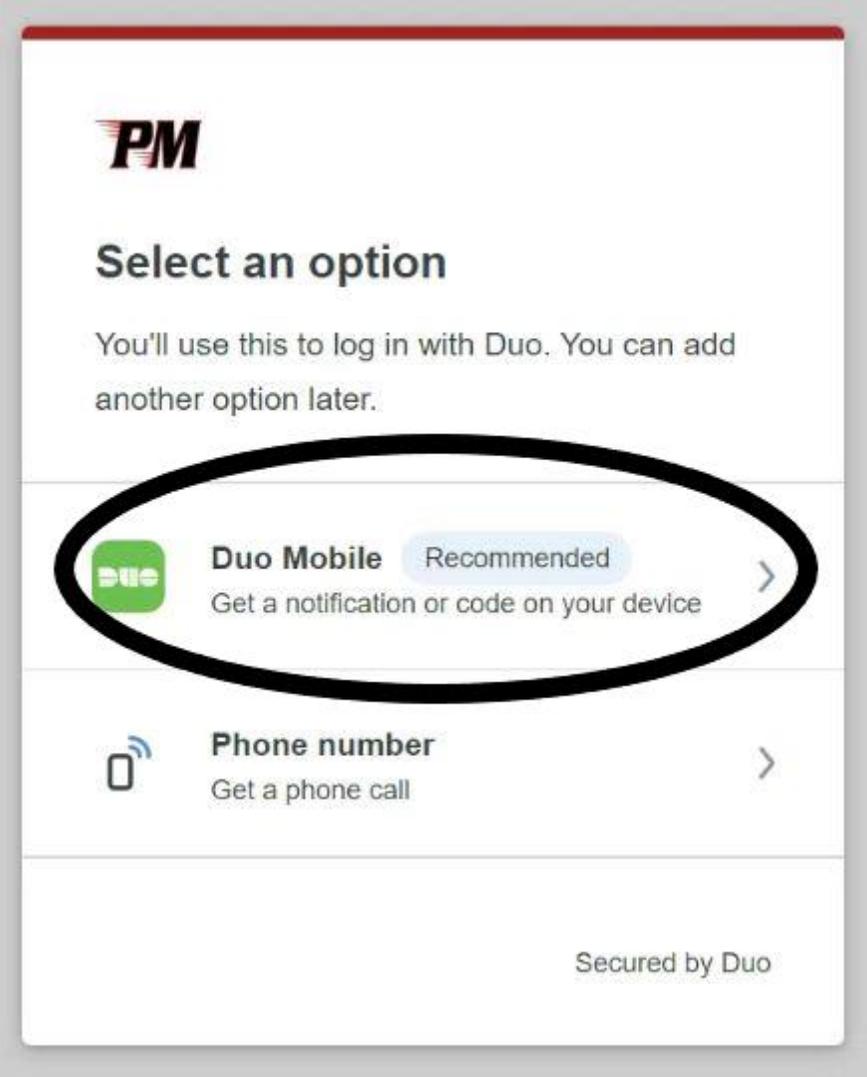


How to set Up Duo Mobile for log in to Office 365

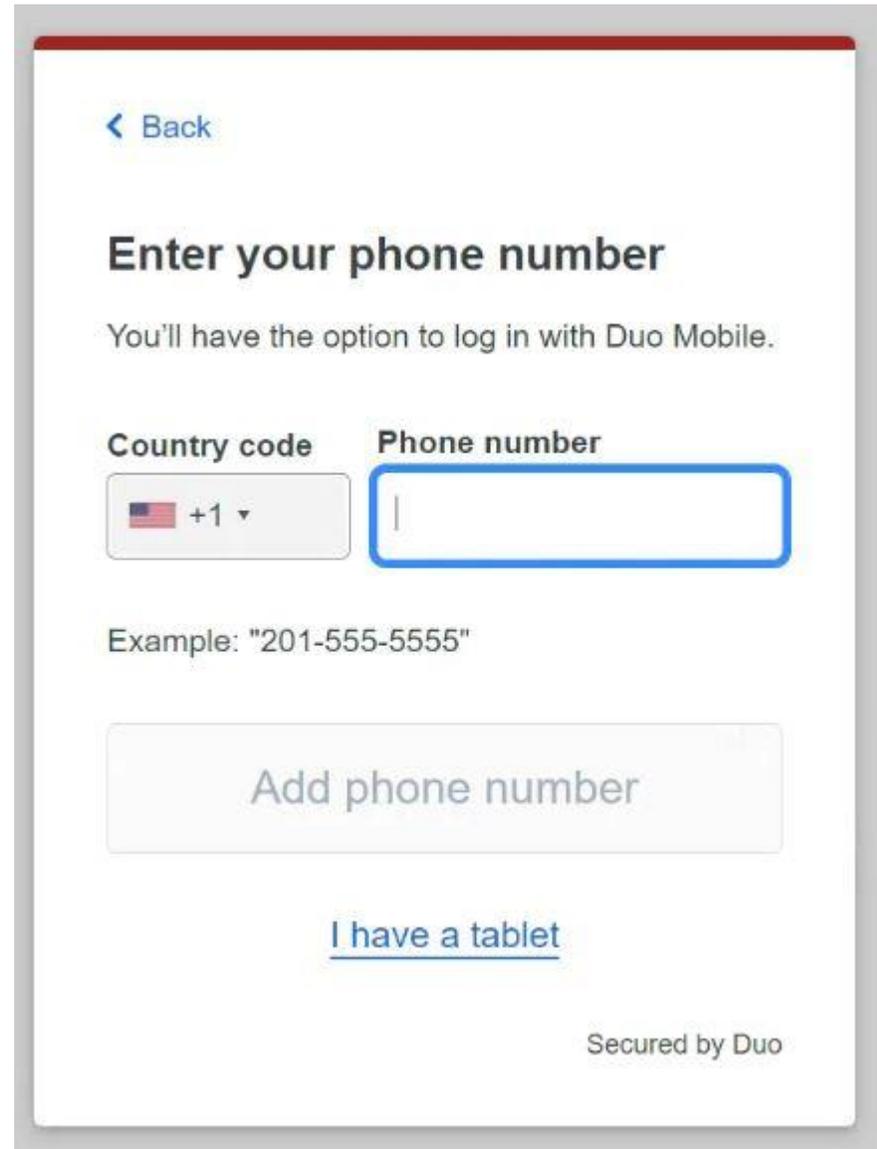
Click next through a few prompts until you get to the screen on the next slide.



Click the Duo Mobile Option.



Enter the phone number of the phone that will have the Duo Mobile App on it.



The screenshot shows a mobile application interface for adding a phone number. At the top left, there is a blue back arrow and the text "Back". Below this is the heading "Enter your phone number" in bold black text, followed by the subtext "You'll have the option to log in with Duo Mobile." The form consists of two main sections: "Country code" and "Phone number". The "Country code" section features a dropdown menu with a US flag icon and the text "+1". The "Phone number" section is a text input field with a blue border and a vertical cursor. Below the input fields, an example is provided: "Example: '201-555-5555'". A large, light gray button with rounded corners contains the text "Add phone number". At the bottom center, there is a blue, underlined link that says "I have a tablet". In the bottom right corner, the text "Secured by Duo" is displayed.

[← Back](#)

Enter your phone number

You'll have the option to log in with Duo Mobile.

Country code **Phone number**

 +1 ▾

Example: "201-555-5555"

[Add phone number](#)

[I have a tablet](#)

Secured by Duo

Confirm that the number entered is correct.

< Back

Is this correct?

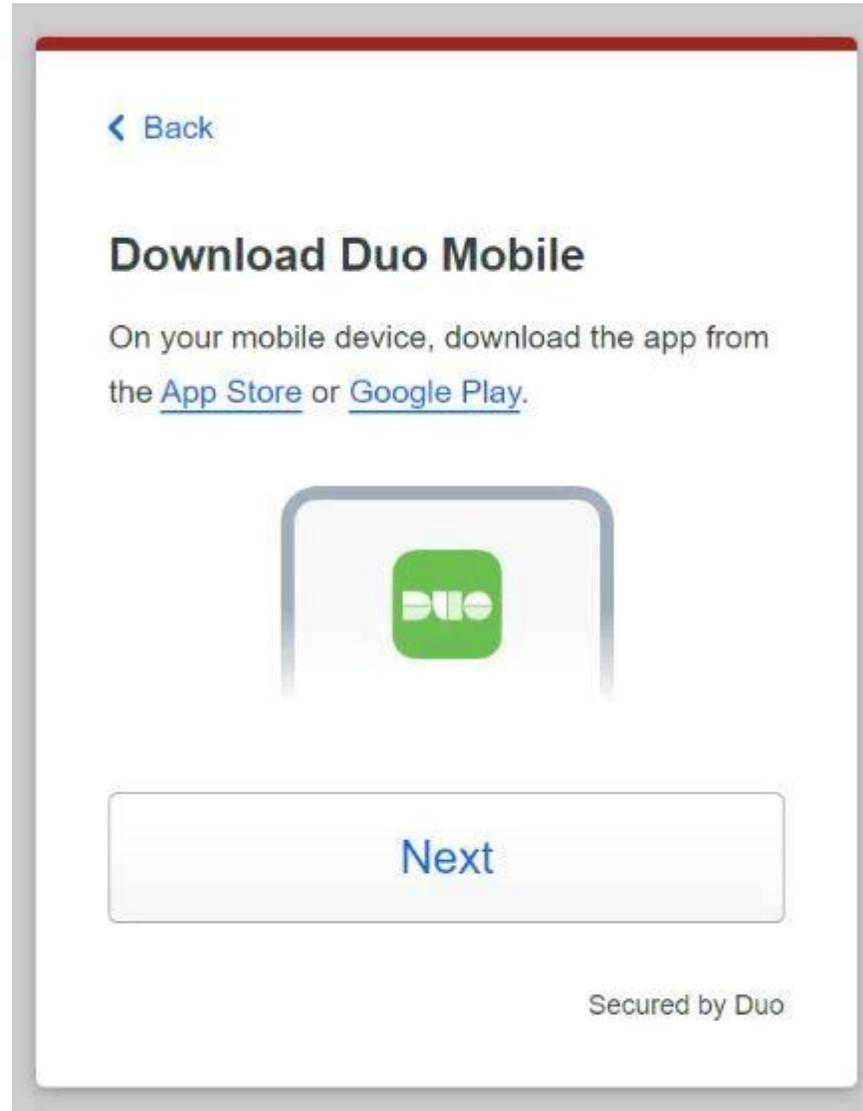
[Redacted]

Yes, it's correct

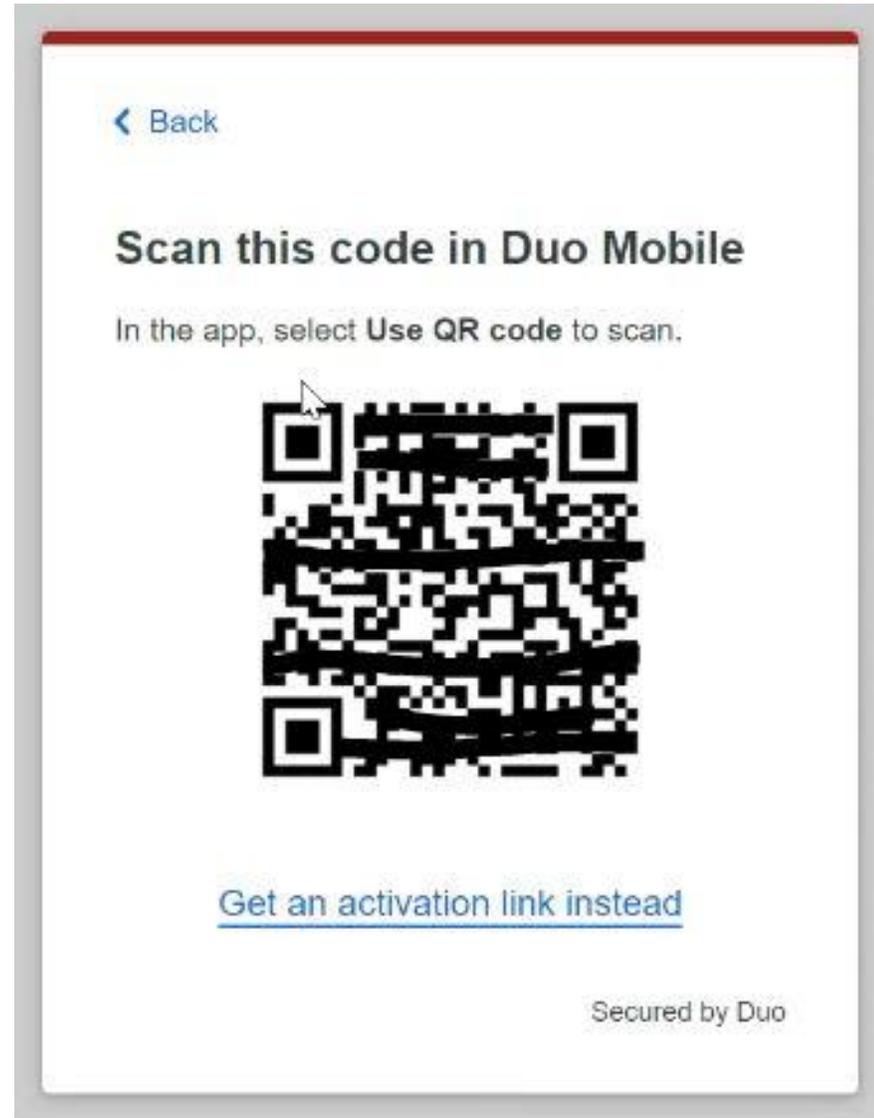
No, I need to change it

Secured by Duo

You should download Duo Mobile on your phone prior to proceeding
You will be presented with a QR code that will need to be scanned with the Duo Mobile App.

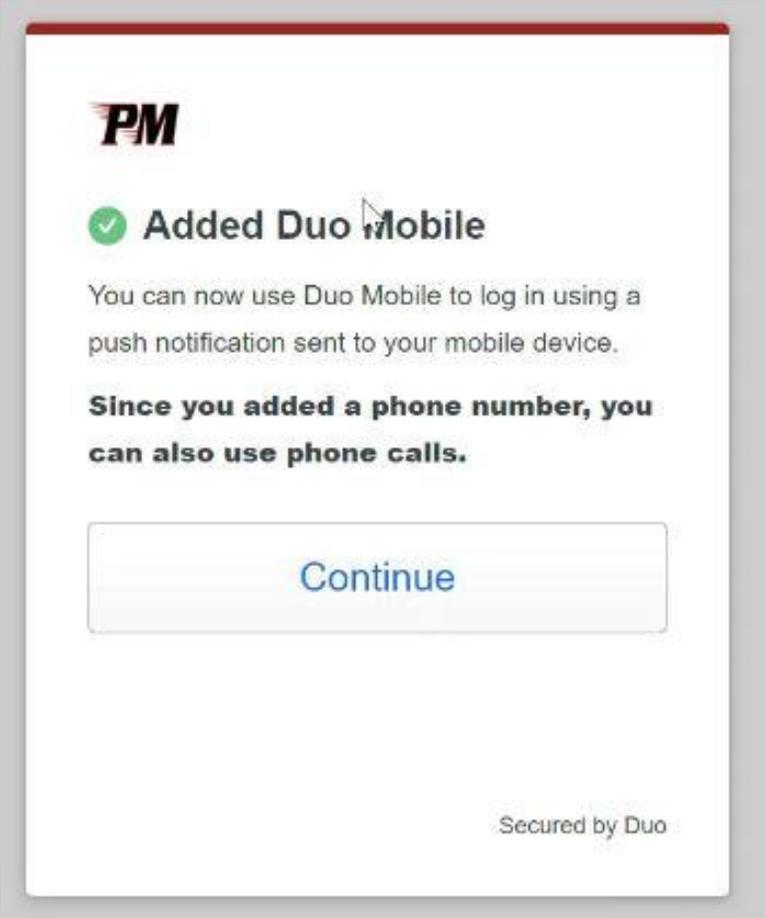


- Open the Duo Mobile App on your phone
 - Tap Continue
 - Click Use a QR Code
- Scan the QR code you are presented with the Duo Mobile App.

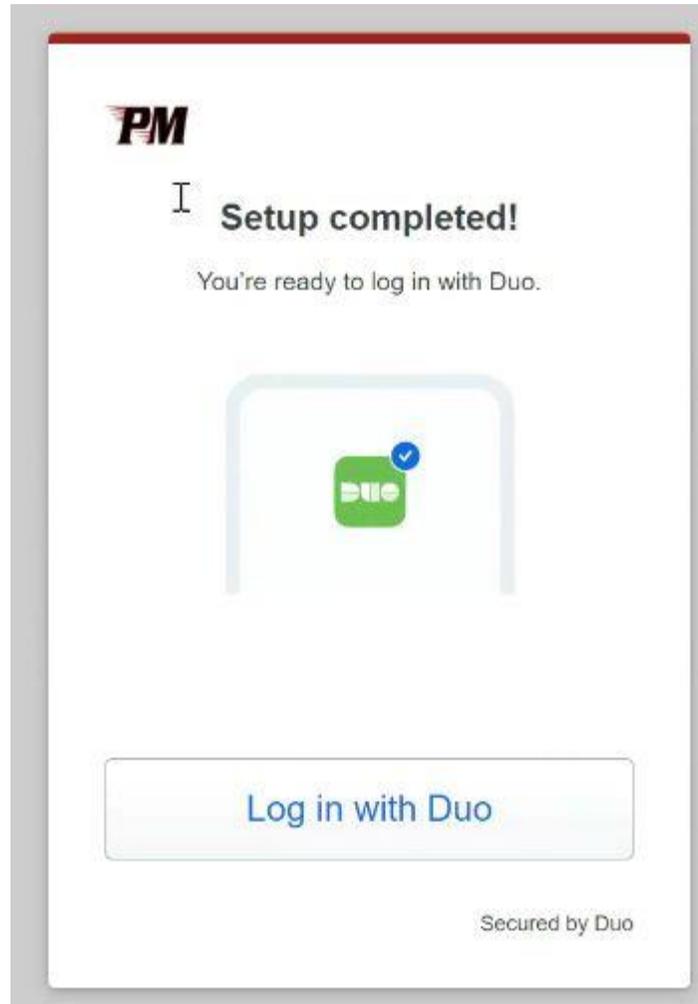


If done correctly you should see this next screen.

Tap continue to proceed.



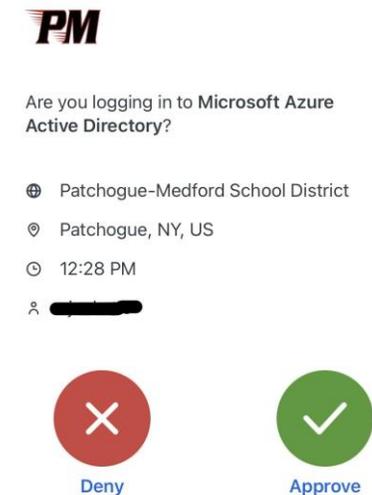
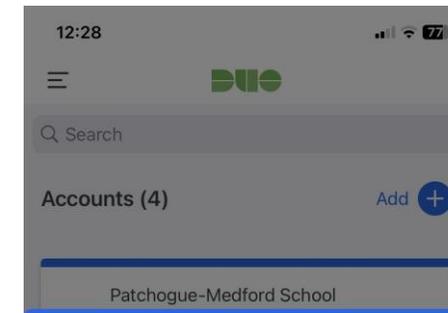
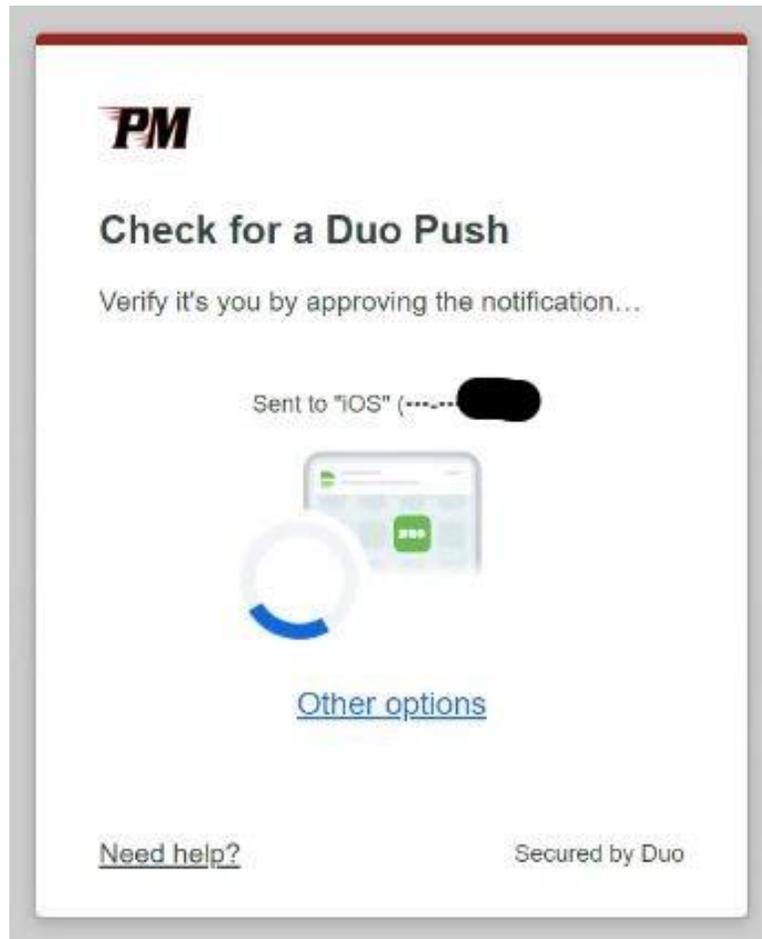
Congratulations!
You are now enrolled into Duo.
Tap log in with Duo



You will see this screen on the **left** from now on after you go to sign into Office 365.

This will send a push notification to your phone shown in the **right** image.

You will then refer to your phone and either open the Duo Mobile App or Tap the push notification from the app and select Approve to proceed into Office 365.



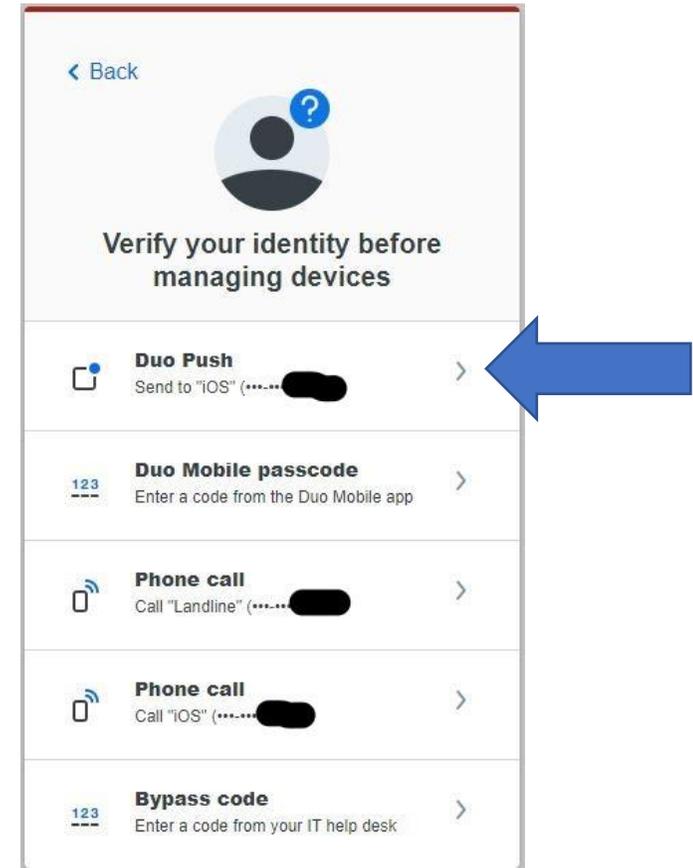
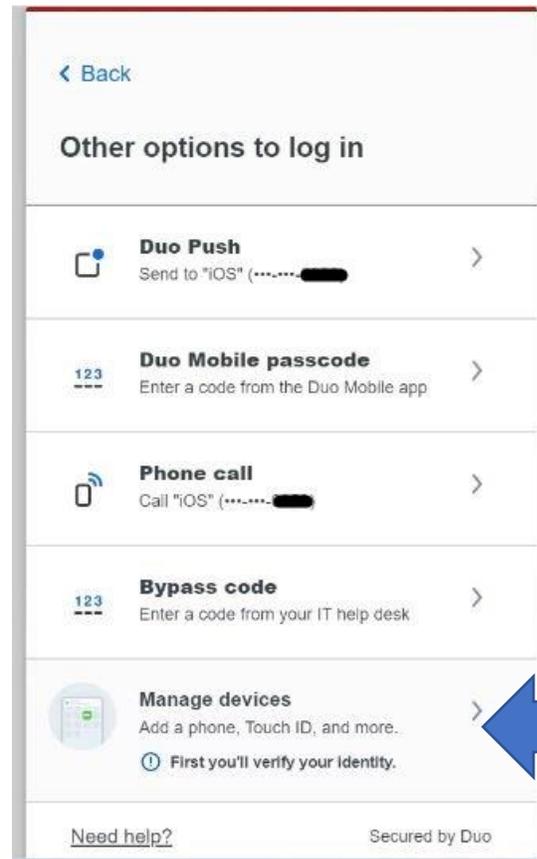
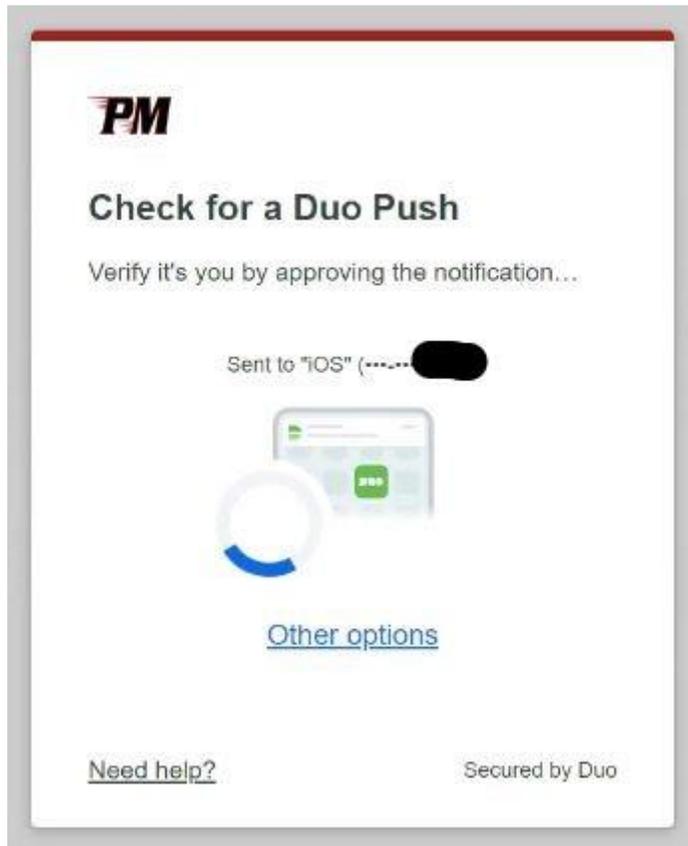
This next section is for adding a landline to your Duo Mobile Profile.
This is very useful incase you don't have your mobile device on you.

The easiest way to do this is to go and log into your Office 365 account so you receive this notification screen below to the **left**.

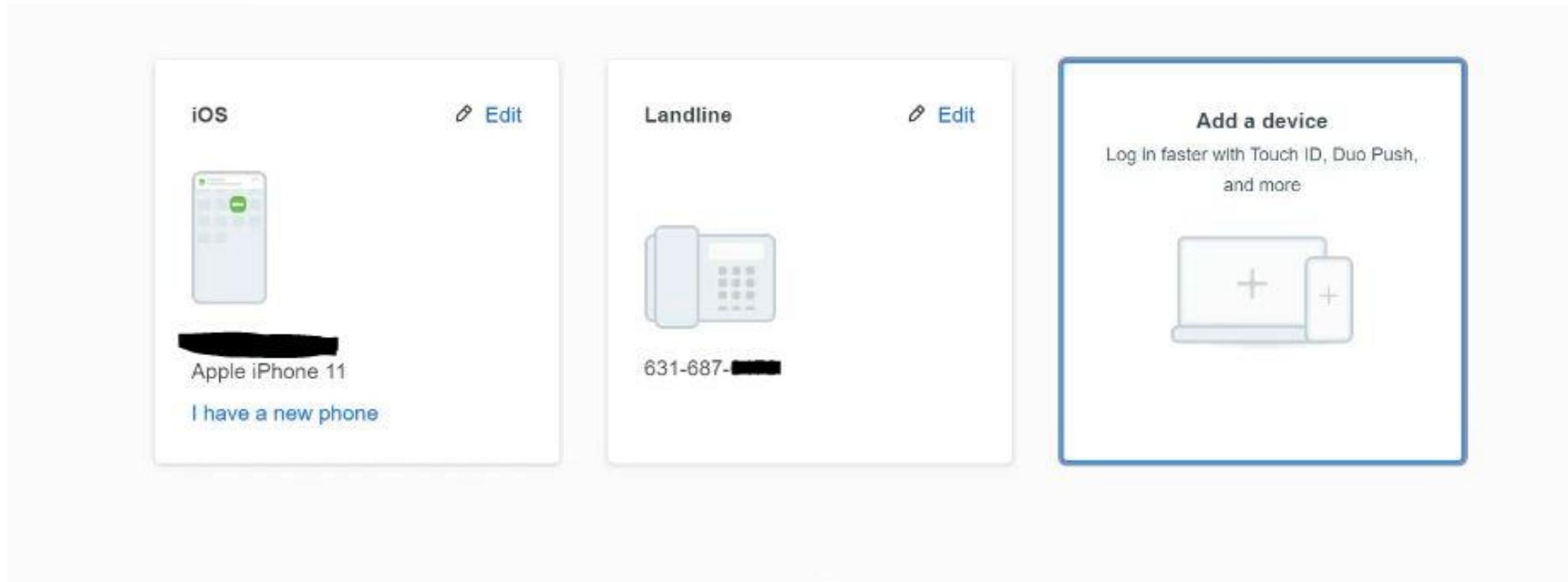
You will then click “Other Options” and be presented with the screen on the right.

Then you will click on “Manage Devices” shown in the **middle** image.

Then you will select Duo Push shown in the **right** image to verify your identity.



After Verifying your credentials using Duo Push notification on your phone you will be presented with this screen.
You will then click "Add a Device"

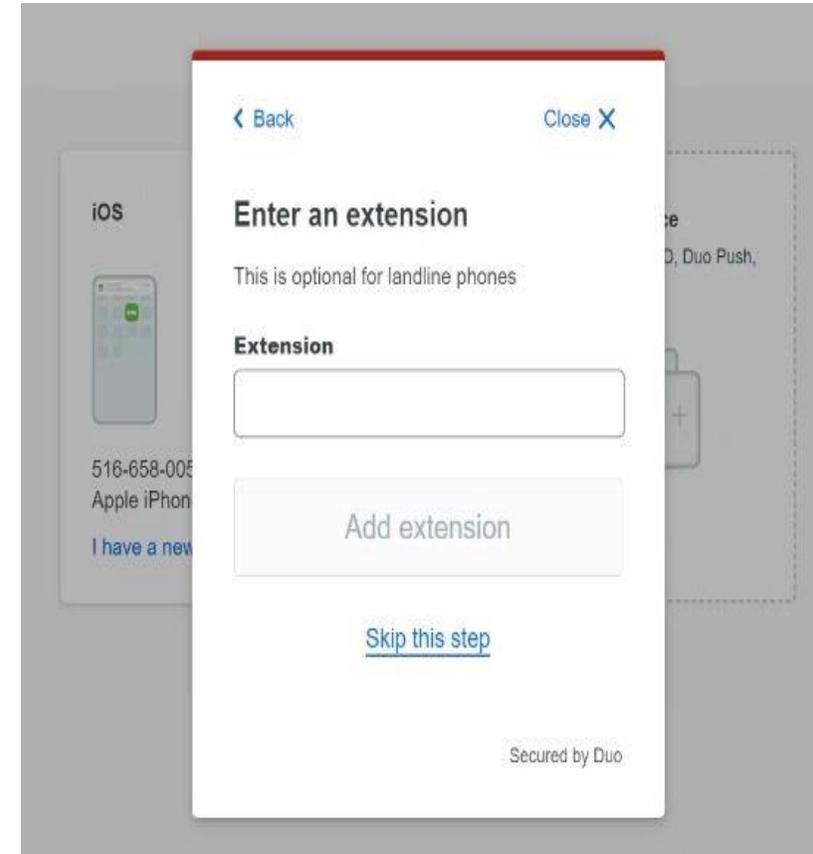
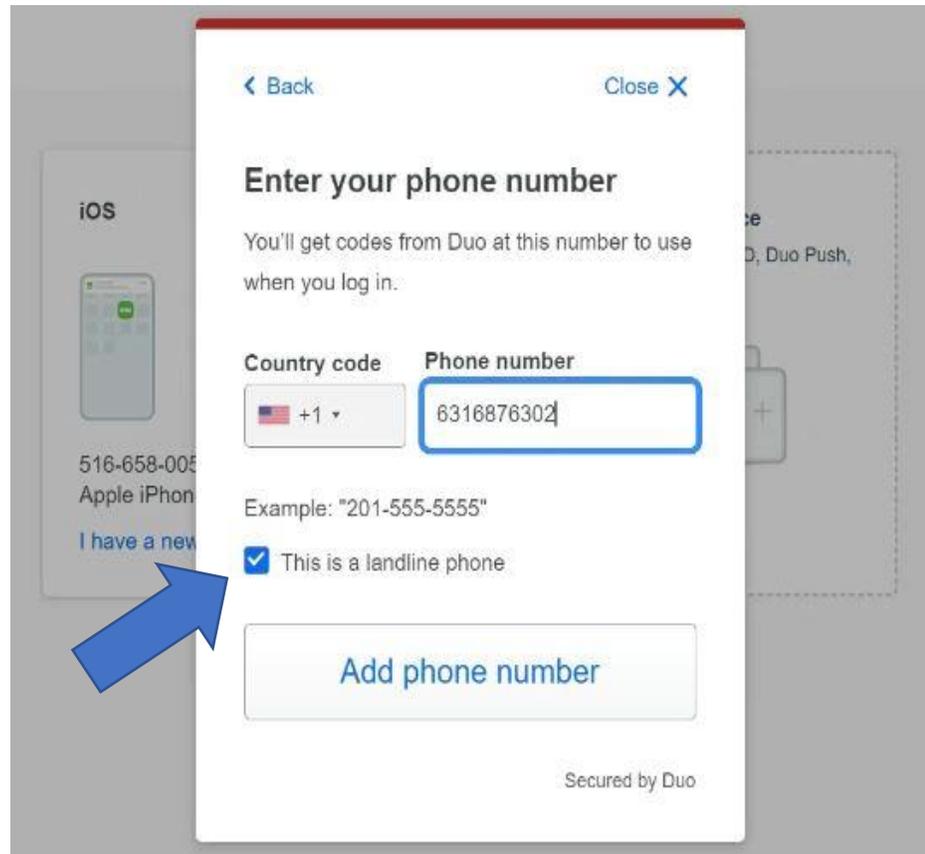
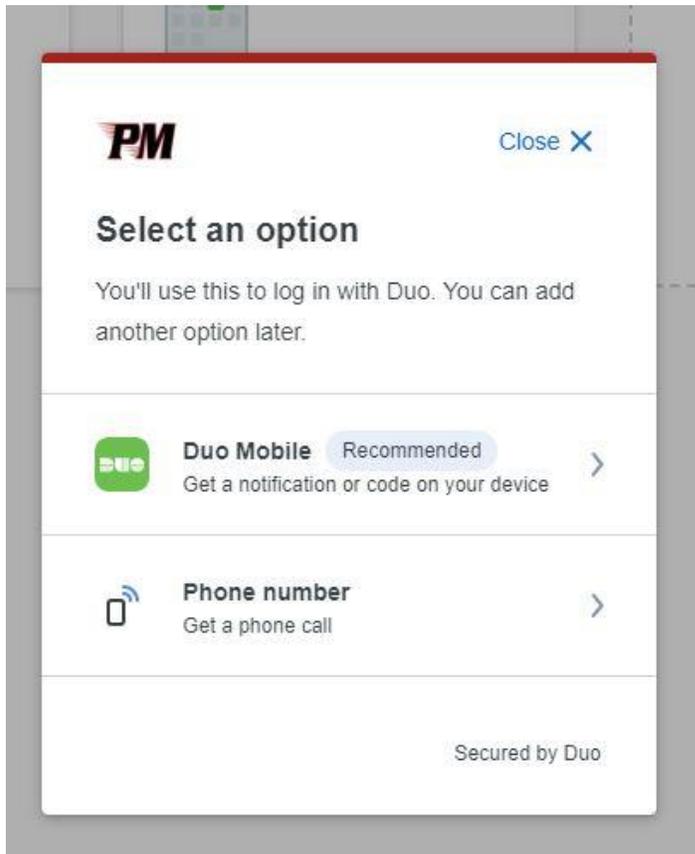


You will then be presented with the screen on the **left**,

Click “Phone Number” Then you will be presented with the screen on the **right**.

Enter the phone number of your Office Phone as shown below and be sure to check “This is a landline phone”

The next screen shown will be to optionally add an extension. You will be skipping this step by clicking “Skip this step”



Then the next time you go to log into Office 365 and are presented with the Duo Push Notification click “Other Options”.
Then you will now see an option “Phone Call - Call Landline”.
Congratulations! You will now be able to use your office phone to verify your identity when log into Office 365.

