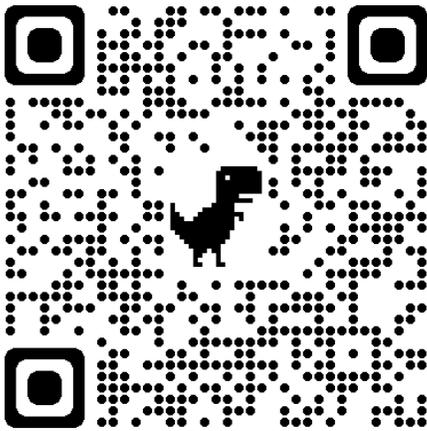


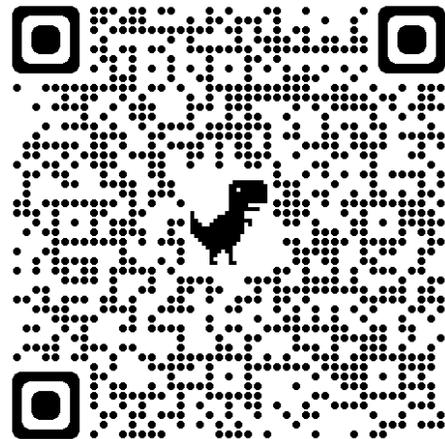
DUO Mobile Enrollment Guide

The following guide will detail the procedure for enrolling your device in DUO Mobile. You can either install the DUO Mobile app on your smartphone to get push notifications or, if you prefer, you can receive a code via text message.

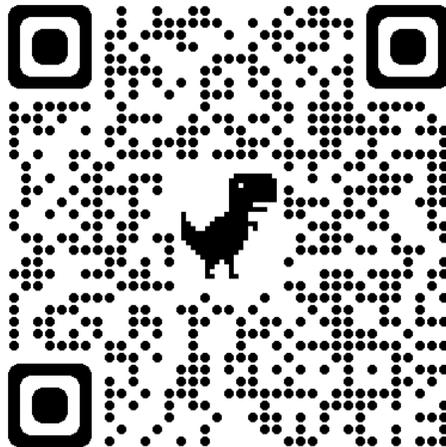
The DUO Mobile app can be found by searching the App Store (iPhone) or Google Play (Android) for “DUO Mobile”. Alternatively, scan the following QR code for the type of the device that you are using:



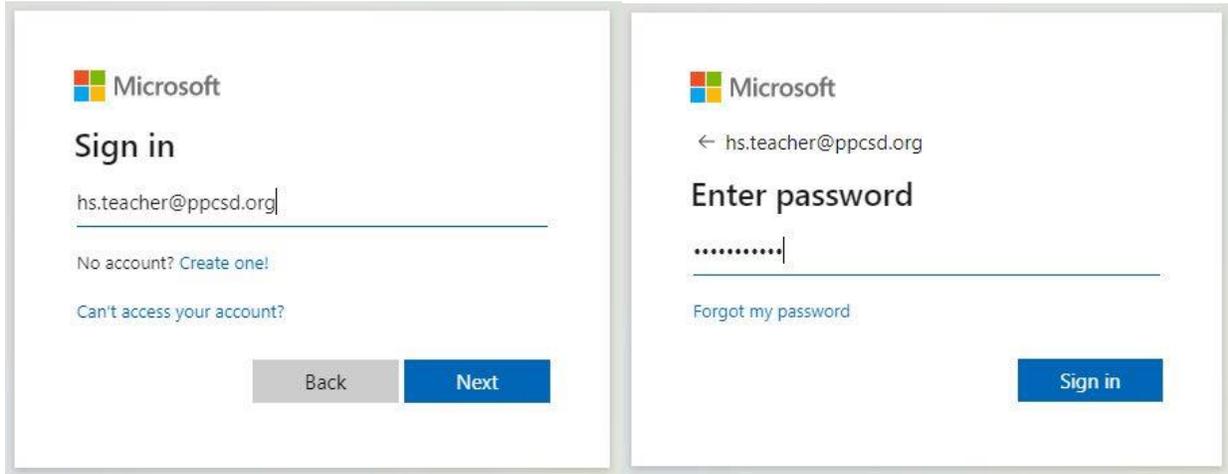
iPhone



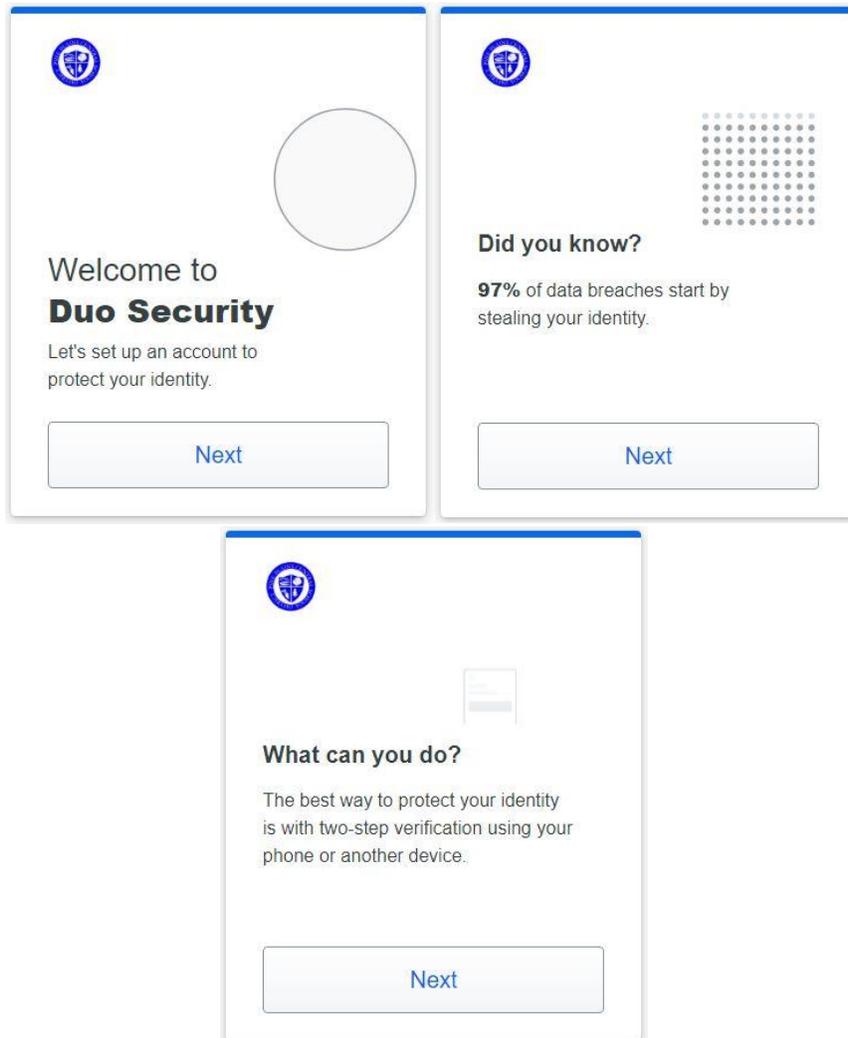
A video version of these instructions can be found [here](#) or by scanning the QR code below:



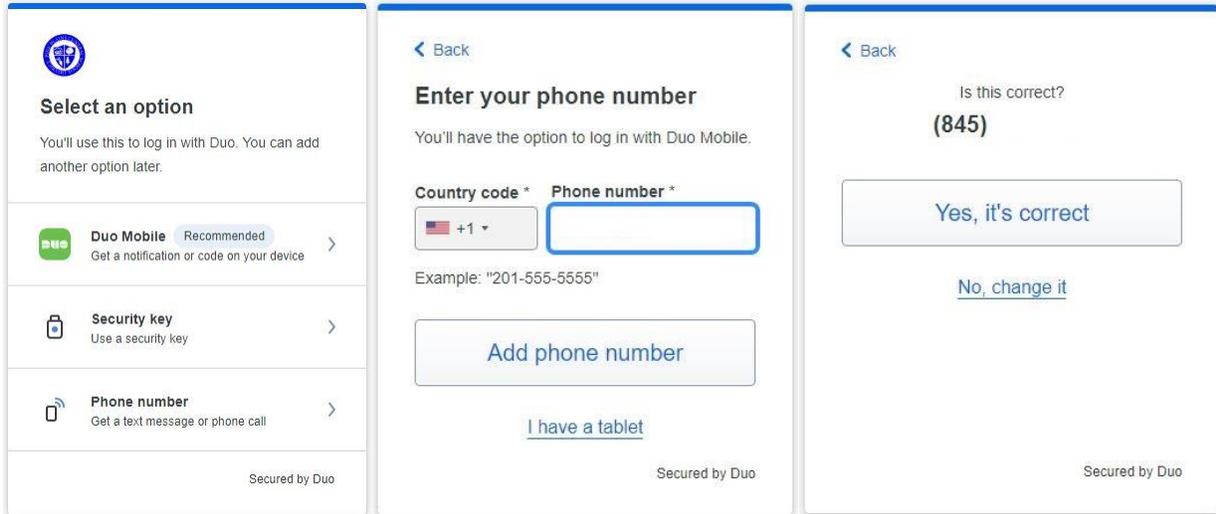
Step 1: Using a desktop or laptop, log in to your **Office 365** account as you normally would at **portal.office.com**:



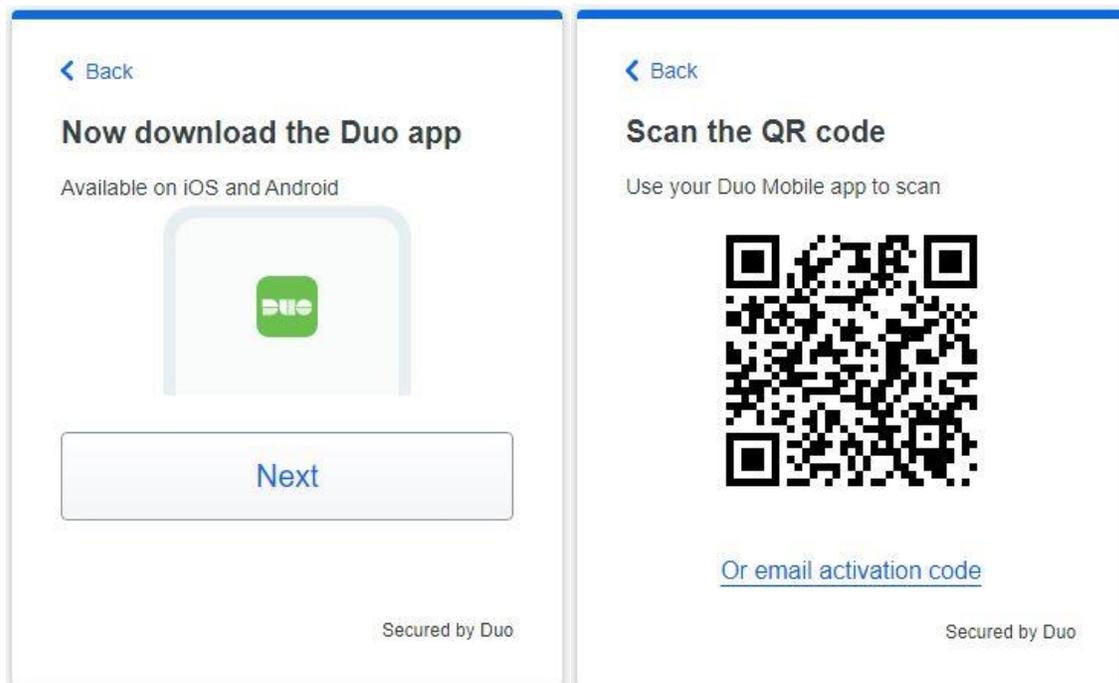
Step 2: Click **Next** at each the following screens:



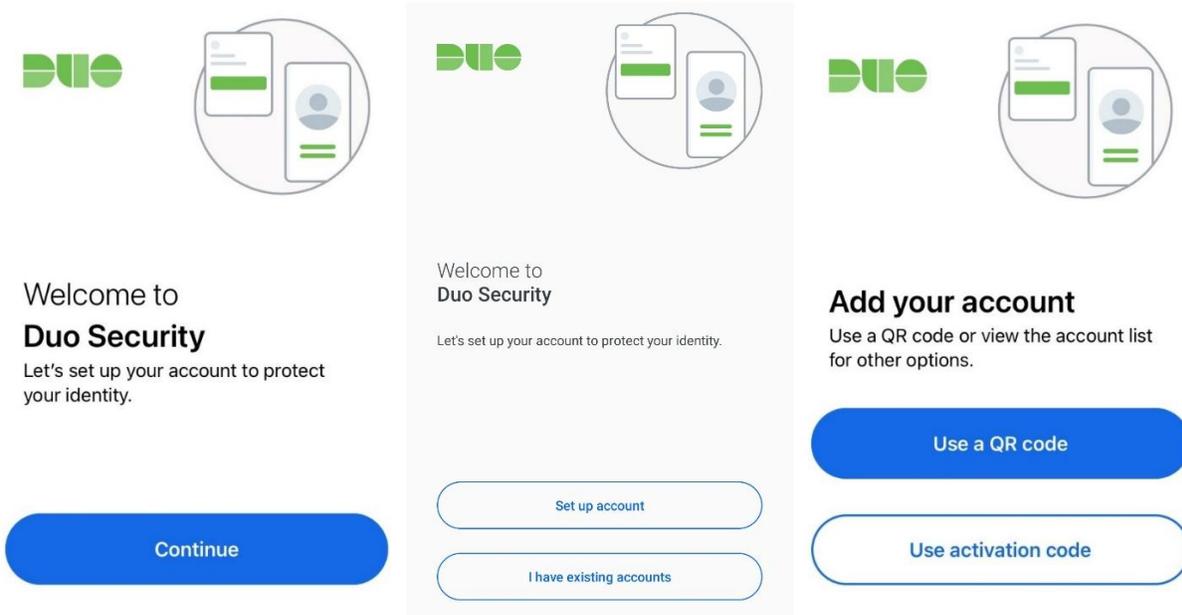
Step 3: If you'd like to enroll using the app, choose **DUO Mobile** (if you'd prefer to use the text message option, skip to Step 8). Enter your phone number, then click on **Add phone number**. Verify that you've entered your phone number correctly, then click on **Yes, it's correct**:



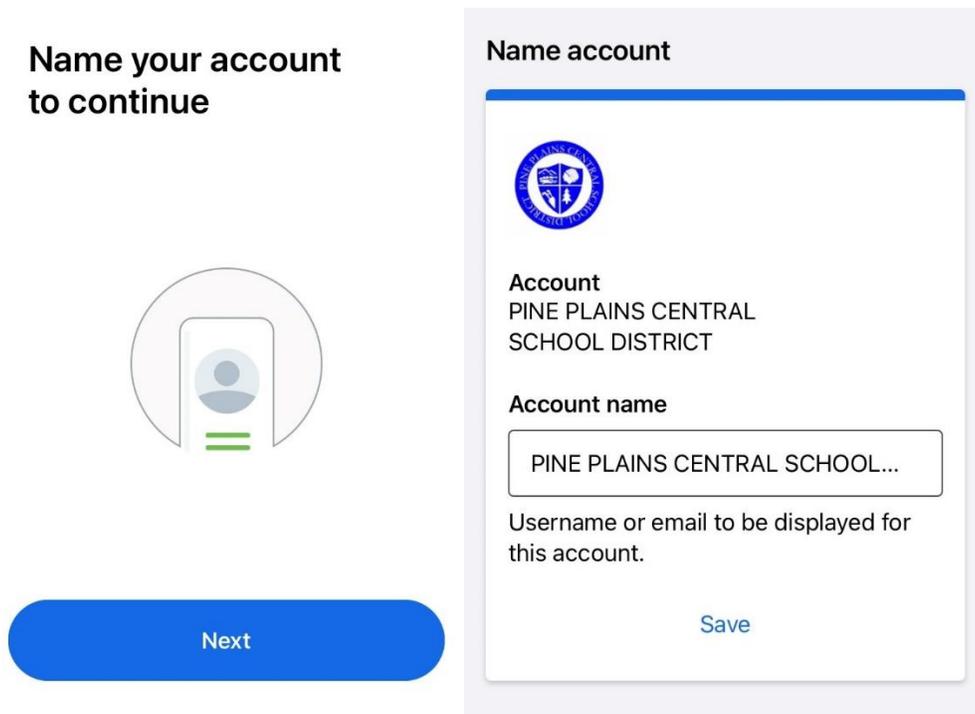
Step 4: If you've not already done so, install the DUO Mobile app. If needed, links to the app for iPhone and Android are at the top of this document. You can also find them in the App Store or Google Play using the search term "DUO Mobile". Once the app is installed, click on **Next** and you will be presented with a QR code.



Step 5: On your iPhone or Android device, open the DUO Mobile app. For iPhone, tap on **Continue**, for Android tap on **Set up account**. Then, tap on **Use a QR Code**. Scan the QR Code using your device:



Step 6: Tap on **Next**, then enter a name for the account (or use the default name) and tap on **Save**:



Step 7: Tap **Skip**, tap **Turn off**, then tap on **OK**:



Improving your experience

Duo Mobile collects usage data to help improve reliability and develop new features. Turn this off anytime in Settings.

Account linked!

Next, let's practice how to protect your identity.



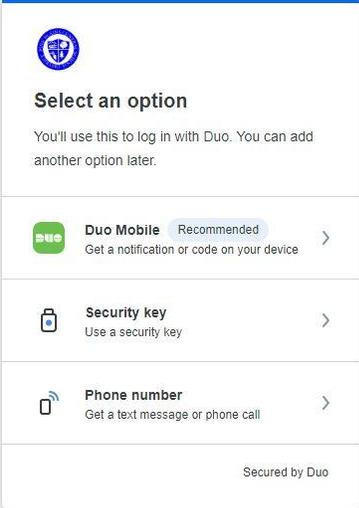
Almost there

Go back to where you started to log in and log in again.

Practice now **Continue**

Skip **Turn off** **OK**

Step 8: If you enrolled using the app, proceed to Step 9. If you'd like to use the text message option and are proceeding from Step 2, click on **Phone number**. Enter your phone number, then click on **Add phone number**. Verify that you've entered your phone number correctly, then click on **Yes, it's correct**:



Select an option
You'll use this to log in with Duo. You can add another option later.

- Duo Mobile** Recommended
Get a notification or code on your device
- Security key**
Use a security key
- Phone number**
Get a text message or phone call

Secured by Duo



Enter your phone number
You'll have the option to log in with Duo Mobile.

Country code * Phone number *

+1 [input field]

Example: "201-555-5555"

Add phone number

[I have a tablet](#)

Secured by Duo



Is this correct?
(845)

Yes, it's correct

[No, change it](#)

Secured by Duo

Step 9: On your desktop or laptop, click on **Continue**, then click on **Skip for now**. This completes the process. Click on **Log in with DUO** if you wish to continue to Office 365:

